

MPC DUAL ENROLLMENT

THE 5 STEP PROCESS

1

APPLICATION

Fill out an [application](#) online. Within 30 minutes, you should receive a student ID number by email. You will need to re-apply each term/session for which you plan to attend.

Note: students 12 years of age must fill out a paper application form due to internet privacy laws. You can pick this form up in Admissions & Records.

[RESOURCE: APPLICATION GUIDE](#)

2

DUAL ENROLLMENT FORM

Fill out a [Dual Enrollment Form](#). The form must be signed by your parent/legal guardian and a school principal, and must include the courses that were approved. For students in grades 6-8, the MPC Dean of Student Services must also sign the form (Please call (831) 645-1377 for an appointment).

3

FORM SUBMISSION

Submit the completed Dual Enrollment Form (and a paper application, if age 12) to admissions@mpc.edu

4

ADD CODE

Obtain an add code from your instructor, if necessary. (For CCAP students, please contact your HS counselor or the MPC Dual Enrollment Coordinator at dualenrollment@mpc.edu)

5

REGISTER

Log in to [WebReg](#) and add your course(s).

[RESOURCE: REGISTRATION VIDEO](#)

FOR STEP BY STEP ASSISTANCE CONTACT:
DUALENROLLMENT@MPC.EDU

FOR COUNSELING SUPPORT CONTACT: JSTRATTON@MPC.EDU