

Welcome to Mt. San Jacinto College's K12 Program!

To take classes with MSJC while in high school, you will need to use three different platforms:

1. **CCCApply** – Create CCCApply account AND Apply for Admission
2. **MSJC Self-Service** – Log in, register for classes, check priority status, etc.
3. **DualEnroll.com** – request classes

All necessary steps can be found on our **K12 Info page**: <https://msjc.edu/apply/high-school-students.html>.

This document focuses on the steps to request classes through DualEnroll.com

Before Using DualEnroll.com: Setting Up Your MyMSJC Account

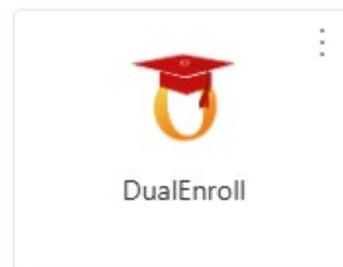
To access **DualEnroll.com**, you must first have a **current MyMSJC account**.

- A **completed application for admission** is required to obtain a MyMSJC account.
- To complete or update your application, visit **Step 2** on our [K12 Info page](#).
- After submitting your application, please allow **up to 24 hours** to receive an email with instructions to set up your MSJC account.

Logging into MyApps

Once your MSJC account is set up, you will need to log in to **MyApps** via our homepage: [MSJC.edu](https://msjc.edu).

- After clicking on **MyApps**, you will be directed to a screen where you can enter your **MSJC username** and **password**.
- Once logged into **MyApps**, select the **DualEnroll** tile, which looks like this:
- Click on the **DualEnroll** tile to access the **DualEnroll.com** platform.



Navigating DualEnroll.com

1. Within the **DualEnroll.com** platform, complete the tasks listed on the right side of the screen in the order shown. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step. **Guidance for each step is shown in the following numbered items.**

2. **ACCOUNT:** Nothing to fill out here. This screen will auto populate with information you already used to log in.
3. **STUDENT INFORMATION:** Complete all required student information fields. Click **UPDATE** when done.

 **IMPORTANT:** While the **cell phone number** field is optional, we strongly recommend providing it. This ensures you receive **text updates** about the status of your class requests and any necessary instructions.

APPLICATION STEPS

- Account
- Student Information
- Terms and Conditions
- FERPA Consent
- Parent Information
- High School
- Academics
- Documents
- Notes

You can also check the status of your requests anytime by clicking "**Status**" in the upper left corner of the **DualEnroll.com** platform.

Note: The email option is only available for students currently enrolled in classes with MSJC

Profile
Courses
Status

Ima Student - MONTAR HYACINTH HIGH SCHOOL

First Name *	Middle Name	Last Name *
<input type="text" value="Ima"/>	<input type="text"/>	<input type="text" value="Student"/>
Gender *	Birth Date *	
<input type="text" value="Female"/>	<input type="text" value="2007-08-01"/>	
Street Address *		
<input type="text" value="1234 Address Street"/>		
Town/City *	State *	Zip *
<input type="text" value="Perris"/>	<input type="text" value="CA"/>	<input type="text" value="92570"/>
Cell Phone	Email *	
<input type="text" value="5556361112"/>	<input type="text" value="8736650@my.msjc.edu"/>	

WARNING: You will not receive notifications from DualEnroll if you do not enter a cell phone number. If you proceed without one, be aware that you will only be able to view updates to your course approval process by returning to the DualEnroll platform.

UPDATE

APPLICATION STEPS

- Account
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4. **TERMS AND CONDITIONS:** Carefully review all information on this page. At the bottom, confirm that you agree to follow all **K12 requirements**. Click **UPDATE** when done.
5. **FERPA CONSENT:** Read through all the information on this page. At the bottom, confirm that you comply with **FERPA consent requirements**. Click **UPDATE** when done.
6. **PARENT INFORMATION:** Enter your parent/guardian's name and email address on this screen. An email will be sent to them requiring approval of your request and agreement to all applicable processes, rules, and regulations. *PARENT CONTACT information cannot be the same as the student contact information*. Click **UPDATE** when done.
7. **HIGH SCHOOL:** Complete all required fields.
 - **HS School Enrollment Year** – The year you first started high school.
 - **Grad Date** – The year you expect to graduate from high school.
 - **High School Counselor** – Select your counselor from the dropdown list.
 - Click **UPDATE** when done.
- ✦ *Homeschooled students:* This step will ask you to provide an **approver's name and email address** instead.
8. **ACADEMICS:** This information is not required, except in certain cases.
9. **DOCUMENTS:** Upload any **required documents** here, if needed.
10. **NOTES:** If **MSJC staff** or your **high school counselor** need to add notes, they will do so in this section.

You can always go back and edit any of the steps by clicking on your **profile tab** at the top of the screen.

11. **Selecting Courses:** Once logged into your **DualEnroll.com** account, click on the **Courses** tab to review the list of available courses.
 - The **Course Finder** displays the courses offered for your school.
 - Use the **filtering options** on the left to narrow your search.
 - Click on a **course name** to view the detailed class description and available sections.
 - When you've chosen a section, click the **REGISTER** button to **request** course approval.
- ✦ **Important:** Clicking **REGISTER** in DualEnroll.com **does not** officially register you for classes. Once your request is approved, you must complete registration through **MSJC Self-Service** on or after your assigned **priority date and time**.

12. **High School Counselor Review:** Once a student submits their class requests in **DualEnroll.com**, the request will be sent to their high school counselor for review. The counselor will review the request and either **Approve** or **Deny** it. They may also return the request to the student for additional information.
13. **MSJC Review:** If the high school counselor **approves** the request, it will then be sent to **MSJC** for review.
 - MSJC may:
 - **Approve** or **Deny** the request.
 - Return the request to the student and/or high school counselor for additional information.
 - Once MSJC makes a decision, the student will receive a **text notification** and can also check the **Status** section in **DualEnroll.com**.
 - The final **Approved or Denied** status will also be available in **Self-Service** under **Petitions and Waivers**.
14. **Registering:** Once the request is approved and the student's assigned registration date arrives, they are ready to **register** for their class. Students should return to the steps on the [K12 Info page](#) and follow the remaining instructions to complete their registration in **Self-Service**.
15. **Changing Course Requests:** MSJC may **Defer** a course if the student is eligible to take it but has exceeded the allowed number of units. If the student later wants to swap an **Approved** course for a **Deferred** course, they must go back into DualEnroll.com and submit a **K12 Course Change Request Form**.