GWC Online Release Form Guide

High School Students Requesting Permission to Take College Classes

Updated July 2022

Visit GWC Dual Enrollment Page

Link: www.goldenwestcollege.edu/dualenrollment/apply

Begin the process to sign up for college classes in high school by completing steps 1 and 2 (if applicable):

Step 1. Create an Open CCC Account

Link: https://bit.ly/gwcapply

New students will first need to create an Open CCC Account before submitting the application to become a Golden West College student. Students who have previously submitted a GWC application will need to log in to their existing Open CCC Account.

Step 2. Submit Online GWC Application

Link: https://bit.ly/gwcapply

Note: it takes 1-2 days to receive the GWC welcome email with the student's GWC ID number and MyGWC username and password after submitting the application. If you do not receive this email, you can contact us at **dualenrollment@gwc.cccd.edu** for assistance.

Students who have a GWC ID number and enrolled in a class in either the fall or spring semesters within the last 12 months *DO NOT* need to re-apply!

Open Checklist Under Step 3

Answer the checklist questions to make sure you are ready to fill out the correct release form to request permission to register.

GWC Release Form Checklist

Have you already submitted the application to become a Golden West College Student? *

Students who already have a GWC ID number (which starts with "C0") and who have enrolled in a GWC class within the past 12 months do NOT need to re-apply to the college.

- (●) Yes
- ( ) No

Do you know your GWC ID number? *

Your GWC ID number starts with "C0". You receive it in a Welcome Email from GWC Admissions 1-2 days after you submit the GWC online application.

- (●) Yes
- ( ) No

Are you enrolled at a high school in either the Huntington Beach (HBUHSD) or Garden Grove (GGUSD) school districts? *

If you have completed 8th grade and will be enrolled at a high school in the HBUHSD or GGUSD districts in the next semester, you can also select "Yes".

- (●) Yes
- ( ) No

Will the GWC class take place at your high school? *

Some GWC classes are held at HBUHSD or GGUSD high schools (in zero period, in the bell schedule, or after school). Many high school students choose to register in regular GWC sections listed in the class schedule here: www.goldenwestcollege.edu/schedule. If you are unsure which class type you want, please email us at dualenrollment@gwc.cccd.edu.

- (●) Yes - I want to enroll in a GWC class at my high school.
- ( ) No - I want to enroll in a GWC class that will be held online or on the college campus that is listed in the regular GWC class schedule.

If you want to register in a GWC class as a high school student that will be held online or on the college campus that is listed in the GWC Class Schedule (you can check the semester class schedule here), you will need to submit the **Concurrent Enrollment Release Form** to request permission to register. Please click on the green box below to continue to the correct form.

Important Instructions

*GWC uses online software called Dynamic Forms to allow students to submit their requests electronically. The student and their parent will each need to create a Dynamic Forms account (or log in to their existing Dynamic Forms account) to begin a new release form. **The student and parent need to have separate Dynamic Forms accounts to be able to sign the form electronically.***

The student's parent or legal guardian (if under the age of 18) will receive an email to sign the release form AFTER the student has submitted it. The parent or legal guardian will then need to log on to their own Dynamic Forms account to be able to sign their section. Make sure to click "Next" and "Submit Form" after signing it, or it will be saved as a Draft.

After your parent signs the form, it will be sent automatically to the student's high school principal to sign. GWC cannot process a form that does not have unique signatures for the student, their parent/legal guardian (if under the age of 18), and their high school principal.

If you need assistance completing the online release form, you can access a guide here: GWC Concurrent Enrollment Release Form Guide

CLICK HERE TO CONTINUE TO THE
GWC CONCURRENT ENROLLMENT RELEASE FORM

Click on the green button at the end of the checklist to continue to the correct release form.

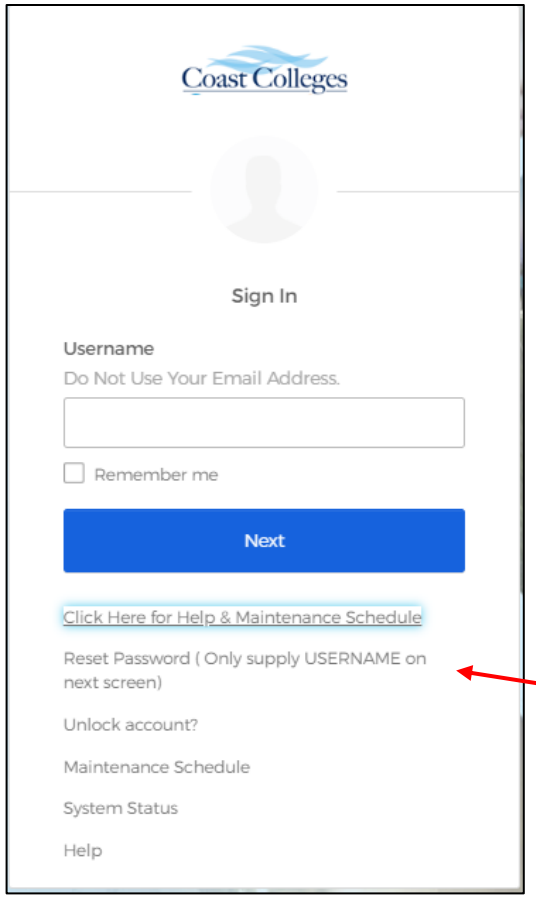
Log in to Dynamic Forms

Students must log in to Dynamic Forms using their MyGWC username and password

Students who just applied to the college have to wait up to 48 hours to receive the welcome email from the GWC Admissions and Records Office with their MyGWC username and password. If it has been over 48 hours and you still have not received the welcome email, or you do not know your MyGWC username, please contact the GWC Dual Enrollment Office for assistance at dualenrollment@gwc.cccd.edu

Students will access Dynamic Forms using their MyGWC username and password.

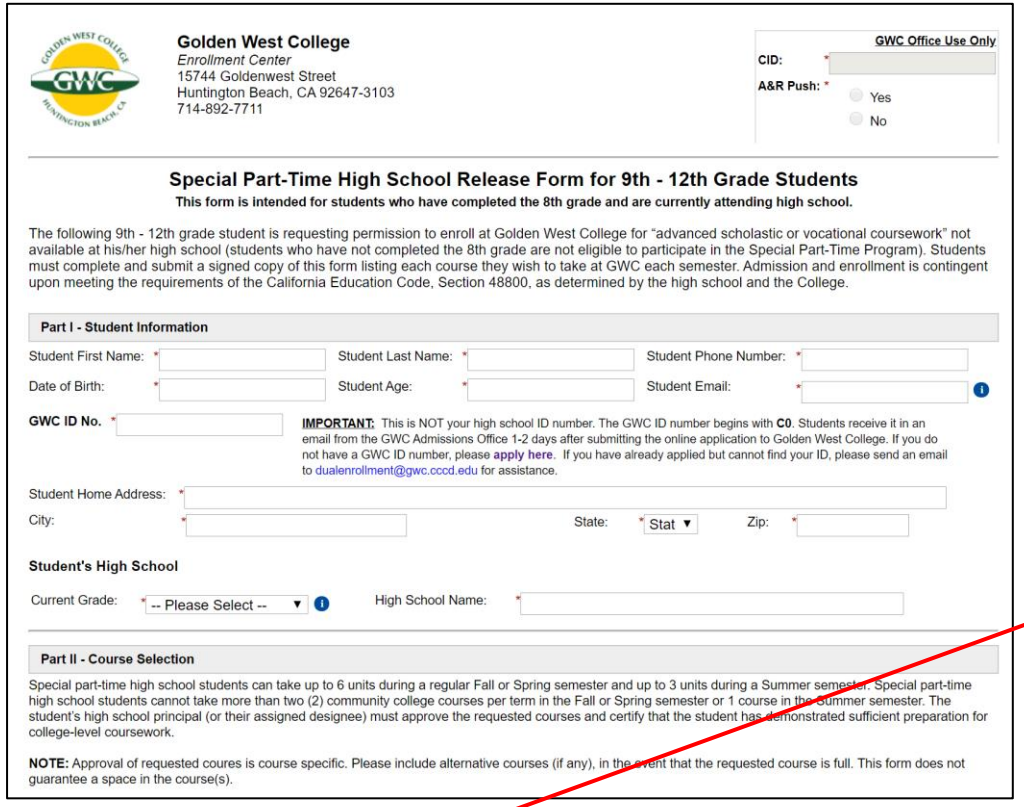
Parents will need to create a Dynamic Forms account when it is their turn to sign the form.



*Students who forgot their MyGWC password can use the **HELP** link below to have a reset password link sent to them.*

Fill Out and Submit Online Release Form

Once students log in using their MyGWC credentials, they will be able to fill out the release form and sign it electronically. If the student is under 18, the release form will be emailed to their parent/guardian to sign *AFTER* the student submits it.



Golden West College
Enrollment Center
15744 Goldenwest Street
Huntington Beach, CA 92647-3103
714-892-7711

GWC Office Use Only
CID: *
A&R Push: * Yes No

Special Part-Time High School Release Form for 9th - 12th Grade Students

This form is intended for students who have completed the 8th grade and are currently attending high school.

The following 9th - 12th grade student is requesting permission to enroll at Golden West College for "advanced scholastic or vocational coursework" not available at his/her high school (students who have not completed the 8th grade are not eligible to participate in the Special Part-Time Program). Students must complete and submit a signed copy of this form listing each course they wish to take at GWC each semester. Admission and enrollment is contingent upon meeting the requirements of the California Education Code, Section 48800, as determined by the high school and the College.

Part I - Student Information

Student First Name: * Student Last Name: * Student Phone Number: *
Date of Birth: * Student Age: * Student Email: *

GWC ID No. *

IMPORTANT: This is NOT your high school ID number. The GWC ID number begins with C0. Students receive it in an email from the GWC Admissions Office 1-2 days after submitting the online application to Golden West College. If you do not have a GWC ID number, please apply here. If you have already applied but cannot find your ID, please send an email to dualenrollment@gwc.cccd.edu for assistance.

Student Home Address: *
City: * State: * Stat ▾ Zip: *

Student's High School

Current Grade: * -- Please Select -- ▾ High School Name: *

Part II - Course Selection

Special part-time high school students can take up to 6 units during a regular Fall or Spring semester and up to 3 units during a Summer semester. Special part-time high school students cannot take more than two (2) community college courses per term in the Fall or Spring semester or 1 course in the Summer semester. The student's high school principal (or their assigned designee) must approve the requested courses and certify that the student has demonstrated sufficient preparation for college-level coursework.

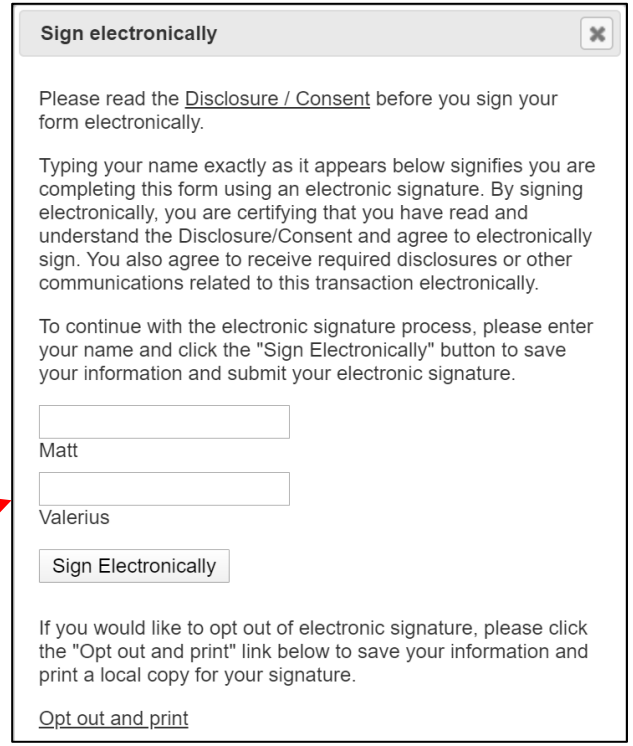
NOTE: Approval of requested coures is course specific. Please include alternative courses (if any), in the event that the requested course is full. This form does not guarantee a space in the course(s).

By signing and submitting this form, I agree that I have read, understand and agree to the Dual Enrollment Program Requirements and the Dual Enrollment Consent Form listed on pages 2-3, as well as the GWC Student Code of Conduct. You can review the GWC Student Code of Conduct HERE. Further, by signing this form I authorize Golden West College (GWC) to release my educational records to my high school after each semester that I attend GWC as a high school student.

*

(click to sign)

Student Signature Date



Sign electronically

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Matt

Valerius

Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

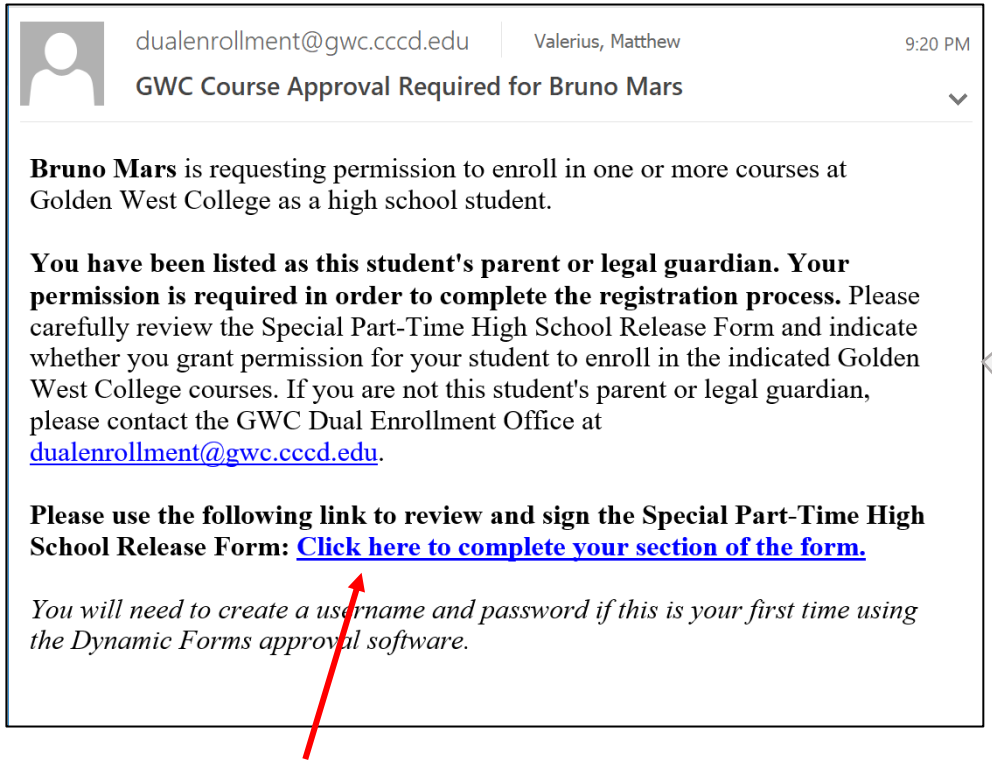
Opt out and print

Students need to click "Next" and "Submit Form" once they have completed and signed it, otherwise it will only be saved as a draft.

Parents Open Link in Email to Access Pending Form

If students are under the age of 18, the form will be *emailed* to their parent/guardian to review and sign

(the student's parent/guardian will also need to create a Dynamic Forms account if it's their first time using the tool)



dualenrollment@gwc.cccd.edu | Valerius, Matthew | 9:20 PM

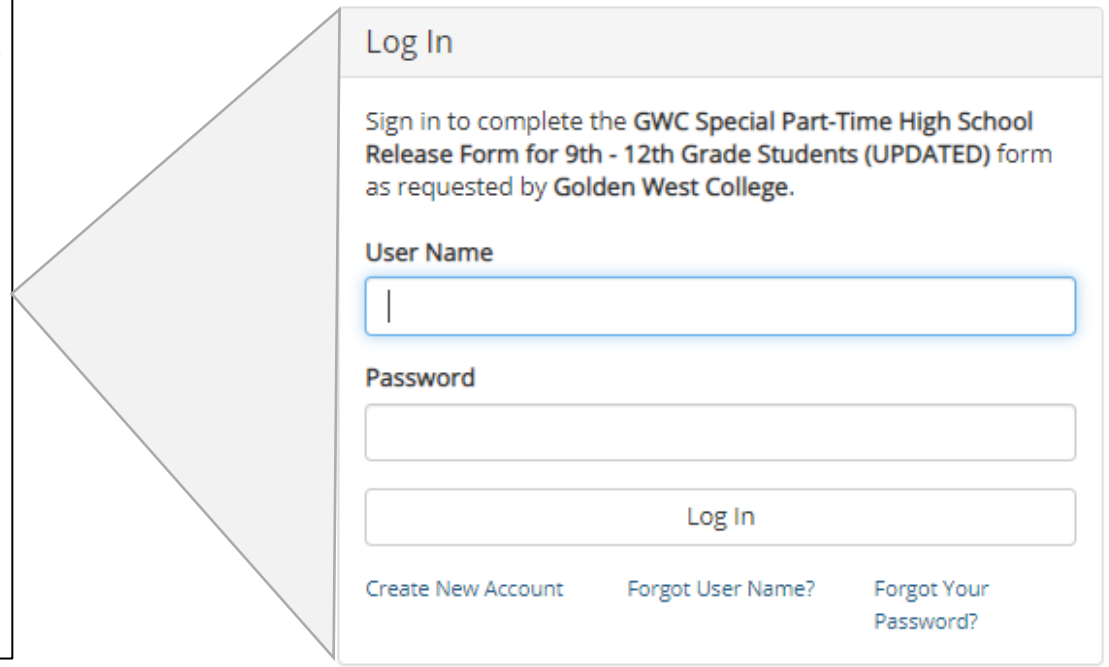
GWC Course Approval Required for Bruno Mars

Bruno Mars is requesting permission to enroll in one or more courses at Golden West College as a high school student.

You have been listed as this student's parent or legal guardian. Your permission is required in order to complete the registration process. Please carefully review the Special Part-Time High School Release Form and indicate whether you grant permission for your student to enroll in the indicated Golden West College courses. If you are not this student's parent or legal guardian, please contact the GWC Dual Enrollment Office at dualenrollment@gwc.cccd.edu.

Please use the following link to review and sign the Special Part-Time High School Release Form: Click here to complete your section of the form.

You will need to create a username and password if this is your first time using the Dynamic Forms approval software.



Log In

Sign in to complete the **GWC Special Part-Time High School Release Form for 9th - 12th Grade Students (UPDATED)** form as requested by **Golden West College.**

User Name

Password

Log In

Create New Account | Forgot User Name? | Forgot Your Password?

Parents will click on the link in the email to open the form and sign it.

(Parents will need to create their own Dynamic Forms account if they have not used the online form tool before).

Parents who do not receive the automatic email can go to Dynamic Forms directly to log in or create a new account:

https://dynamicforms.ngwebsolutions.com

Completing the Release Form Approval Process

1. High School Staff Review and Sign the Release Form

If the high school staff grant permission for the student to enroll in a Golden West College course, they will sign and submit the release form.

2. GWC Staff Process the Release Form

GWC staff will process this release form and give the student permission to register. This can take up to 5 business days depending on the volume of forms that have been submitted. Students need to check their email – they will receive an email from GWC if any corrections are needed to their release form.

Once the form is complete and has been processed, the student will receive a confirmation email from GWC.

The email will be sent to the email address on the release form. This is set to the student's GWC email address by default. Students will need to log in to MyGWC to access their student email.

Registering for Classes

Once a student receives the confirmation email from GWC, they have permission to register in college classes while still in high school.

It is the responsibility of students to register themselves in college classes online through the MyGWC portal (www.mygwc.com). Completing a release form does NOT mean a student is registered for a college class, and it does not guarantee students a spot in the class. Classes are filled on a first-come, first-served basis.

- **Here is a guide to assist students with registering: How to Register in a Class**

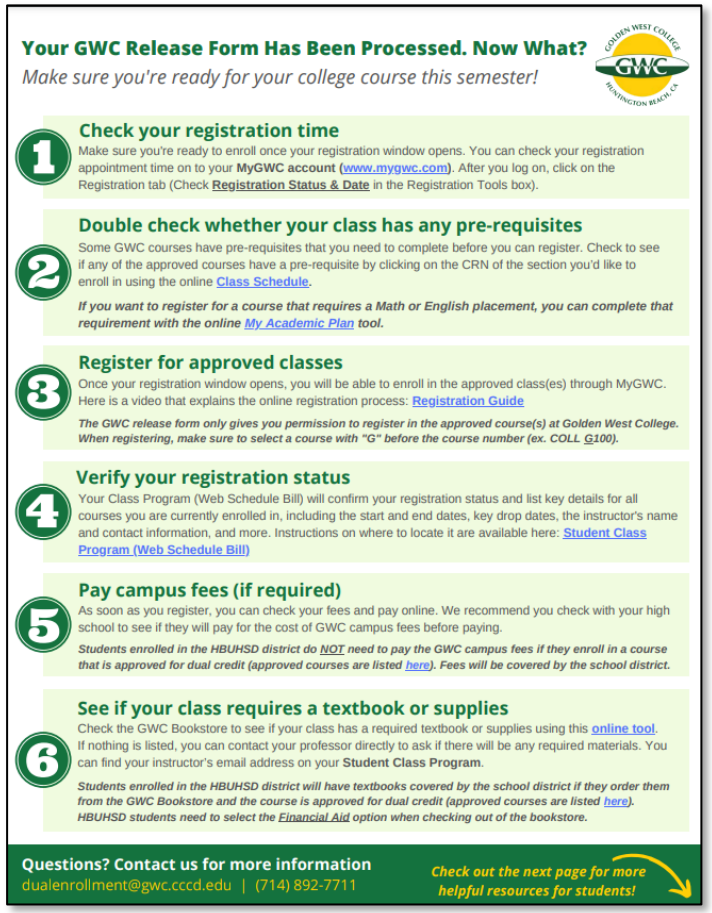
- **Students should check their Student Class Program to verify their registration status.**

If the class(es) you want to take are full, you can join the waitlist. If a seat opens up before the start date, you will receive an email at your GWC email address. The seat will be held for 24 hours. Students can log in to MyGWC during that time to remove themselves from the waitlist and add the class. More information about joining the waitlist and adding a class later can be found here: **www.goldenwestcollege.edu/register**

Get Ready for Your College Class!

Once you have registered, you are officially a GWC student! Congratulations! We are happy to help you get an early start on college. You can find additional helpful resources to get ready for your college classes here:

Link: https://www.goldenwestcollege.edu/Links/pdf/HS-Student-Next-Steps.pdf



Your GWC Release Form Has Been Processed. Now What?

Make sure you're ready for your college course this semester!

1 Check your registration time

Make sure you're ready to enroll once your registration window opens. You can check your registration appointment time on to your **MyGWC account** (www.mygwc.com). After you log on, click on the Registration tab (Check **Registration Status & Date** in the Registration Tools box).

2 Double check whether your class has any pre-requisites

Some GWC courses have pre-requisites that you need to complete before you can register. Check to see if any of the approved courses have a pre-requisite by clicking on the CRN of the section you'd like to enroll in using the online Class Schedule.

If you want to register for a course that requires a Math or English placement, you can complete that requirement with the online My Academic Plan tool.

3 Register for approved classes

Once your registration window opens, you will be able to enroll in the approved class(es) through MyGWC. Here is a video that explains the online registration process: Registration Guide

The GWC release form only gives you permission to register in the approved course(s) at Golden West College. When registering, make sure to select a course with "G" before the course number (ex. COLL G100).

4 Verify your registration status

Your Class Program (Web Schedule Bill) will confirm your registration status and list key details for all courses you are currently enrolled in, including the start and end dates, key drop dates, the instructor's name and contact information, and more. Instructions on where to locate it are available here: Student Class Program (Web Schedule Bill)

5 Pay campus fees (if required)

As soon as you register, you can check your fees and pay online. We recommend you check with your high school to see if they will pay for the cost of GWC campus fees before paying.

Students enrolled in the HBUHSD district do NOT need to pay the GWC campus fees if they enroll in a course that is approved for dual credit (approved courses are listed here). Fees will be covered by the school district.

6 See if your class requires a textbook or supplies

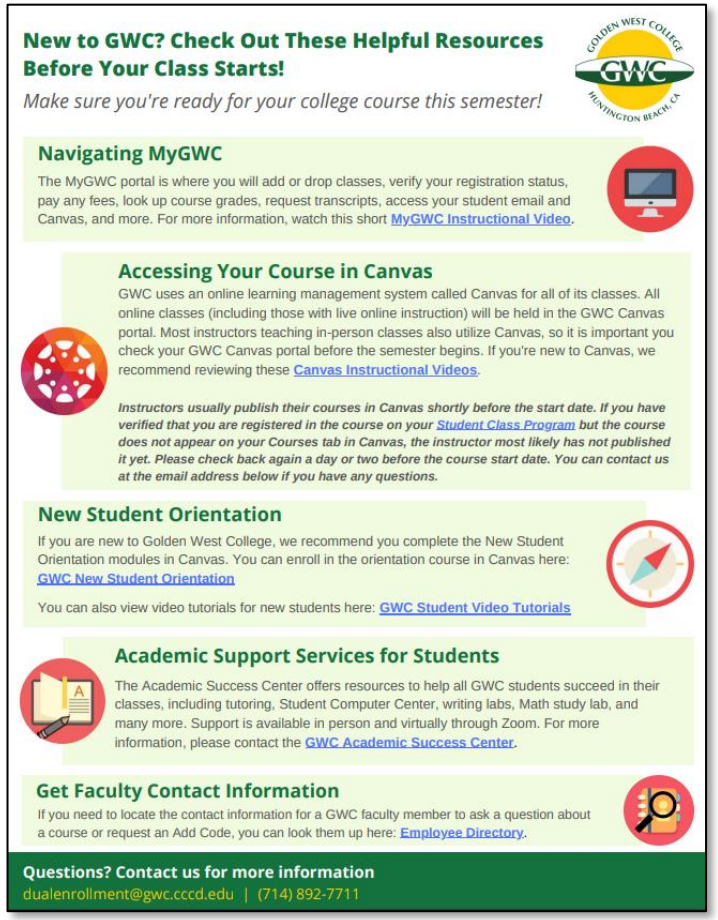
Check the GWC Bookstore to see if your class has a required textbook or supplies using this online tool. If nothing is listed, you can contact your professor directly to ask if there will be any required materials. You can find your instructor's email address on your **Student Class Program**.

Students enrolled in the HBUHSD district will have textbooks covered by the school district if they order them from the GWC Bookstore and the course is approved for dual credit (approved courses are listed here). HBUHSD students need to select the Financial Aid option when checking out of the bookstore.

Questions? Contact us for more information

dualenrollment@gwc.cccd.edu | (714) 892-7711

Check out the next page for more helpful resources for students!



New to GWC? Check Out These Helpful Resources Before Your Class Starts!

Make sure you're ready for your college course this semester!

Navigating MyGWC

The MyGWC portal is where you will add or drop classes, verify your registration status, pay any fees, look up course grades, request transcripts, access your student email and Canvas, and more. For more information, watch this short MyGWC Instructional Video.

Accessing Your Course in Canvas

GWC uses an online learning management system called Canvas for all of its classes. All online classes (including those with live online instruction) will be held in the GWC Canvas portal. Most instructors teaching in-person classes also utilize Canvas, so it is important you check your GWC Canvas portal before the semester begins. If you're new to Canvas, we recommend reviewing these Canvas Instructional Videos.

Instructors usually publish their courses in Canvas shortly before the start date. If you have verified that you are registered in the course on your Student Class Program but the course does not appear on your Courses tab in Canvas, the instructor most likely has not published it yet. Please check back again a day or two before the course start date. You can contact us at the email address below if you have any questions.

New Student Orientation

If you are new to Golden West College, we recommend you complete the New Student Orientation modules in Canvas. You can enroll in the orientation course in Canvas here: GWC New Student Orientation

You can also view video tutorials for new students here: GWC Student Video Tutorials

Academic Support Services for Students

The Academic Success Center offers resources to help all GWC students succeed in their classes, including tutoring, Student Computer Center, writing labs, Math study lab, and many more. Support is available in person and virtually through Zoom. For more information, please contact the GWC Academic Success Center.

Get Faculty Contact Information

If you need to locate the contact information for a GWC faculty member to ask a question about a course or request an Add Code, you can look them up here: Employee Directory.

Questions? Contact us for more information

dualenrollment@gwc.cccd.edu | (714) 892-7711

Questions or Need Help? Contact Us!

We have staff available to answer any questions you have about taking college classes while in high school and to assist you with the sign-up process. Don't hesitate to contact us!

GWC Office of Guided Pathways and Dual Enrollment

Website: https://www.goldenwestcollege.edu/dualenrollment/index.html

Email: dualenrollment@gwc.cccd.edu

Phone: (714) 892-7711