

# CCCD Adult Ed K12 Supplemental Application Form Completion Process

## STEP 1

Schedule an appointment with your home school counselor

Counselor assist student with filling out and submitting CCCApply application

Student waits for Admissions email from the college with next steps and portal login information

## STEP 2

Student accesses the Supplemental online K-12 Form

Student completes the **Adult-K-12 & Noncredit Student Information** section

Student submits form for approval by Adult School Counselor

## STEP 3

Adult School Counselor confirms eligibility for the program and routes to GWC counselor

GWC counselor meets with the student to create and Educational Plan and class schedule

While meeting with the student, GWC counselor will complete the **College Enrollment Information** section

## STEP 4

Admission Office receives the completed K-12 Form

Once the form is processed by the college, student will receive an email with next steps

Student enrolls in approved classes(es) through their MyCoast Portal