Río Hondo College

Dual Enrollment — How to Submit Your Petition

Student Step-by-Step Guide: Adult Dual Enrollment (18+)

✓ No Parent Authorization Form required   ✓ Same process as Concurrent Enrollment

Welcome! 👋 Estimated time: 10–15 minutes

This guide is for you if...

- You are 18 years of age or older, are enrolled in an adult school program and have not yet earned your high school diploma.
- Adult Dual Enrollment follows the same petition process as Concurrent Enrollment.
- **No Parent Authorization Form is required** for adult students.

Before You Start — Have These Ready:

- ☐ Your Access Rio Student ID and Rio Hondo College email (from @rhadmission.edu) *Please see FAQ if needed
- ☐ The title of the course(s) you're interested in (ex. ASL 101) and the term (ex. Summer 2026)
- ☐ Your school name and current enrollment status

Apply to RHC via CCCApply (First Time Only)

Step 1

Go to cccapply.org and complete your application to Río Hondo College.

You'll receive your AccessRio Student ID and RHC email. You need these before you can access Dynamic Forms.

Already applied in a previous term? Your application may still be active — check before reapplying.

California Community Colleges — CCCApply

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Application for Admission to College

Before applying to college you must first have an OpenCCC account.

The OpenCCC single sign-in account allows you to access the online services of the California Community Colleges.

OpenCCC is a service of the California Community Colleges Chancellor's Office. The information in your account is kept private and secure.

Create an Account   or   Sign In

Log Into Dynamic Forms

Step 2

Go to the Dynamic Forms student portal: **[Dynamic Forms Portal]**

Log in using your AccessRio credentials.

Your name, Student ID, and contact info will auto-fill — you don't need to re-type them.

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Dual and Concurrent Enrollment Petition Form

2025-2026 Academic Year

Students who would like to take a **dual enrollment (CCAP) class**—a college class offered at your high school or online just for students from your school—or a **concurrent enrollment class**—a class offered at the Río Hondo College campus or online and open to all college students—must complete this **petition form** to get started.

Part A: Student Information - all information is pre-filled from your Río Hondo application

Last Name: *		First Name: *	
RHC ID: *		DOB: *		Phone Number: *	
Student Email: *				

Address (Street and Number, P.O. box, etc): * ____ Apartment, suite, unit, etc. ____

City: * ____   State: * ____   Zip: * ____

Step 3 — Enter Your Student School Information

- Select your planned term for enrollment.
- Select your current grade level as Adult School
- Enter Principal/School Designee First Name, Last Name and Email Address.

The form will confirm that you are not required to submit a Parent Authorization Form.

Part B: Student School Information

Planned Term For Enrollment * `Summer 2026`

Grade Level: * `Adult School`

OTHER SCHOOL INFORMATION:

List Other School Here:	* Rio Hondo Adult School
Principal/School Designee First Name:	* Rex
Principal/School Designee Last Name:	* RoadRunner
Principal/School Designee Email Address:	* rexroadrunner@riohondo.edu

**Select the Next or Submit Form button to complete required form fields.
You will receive an on screen confirmation when your form has been successfully submitted.**

`Previous`   `Next`

Step 4 — Enter Your Course(s)

Type the course name and number for each course you want to take (e.g., COUN 101, ENGL 101).

Not sure of the course number? Please see Rio Hondo Course Schedule

Part C: Dual/Concurrent Enrollment Petition Form - OTHER SCHOOL - CONCURRENT ENROLLMENT

OTHER SCHOOL CONCURRENT COURSE INFORMATION:

Please use this table to indicate any courses you wish to take concurrently.
These are courses offered at the Río Hondo College campus or online and open to all RHC students. These courses are also completed on your own time.
Once the form is completed, our Outreach & Dual Enrollment staff will review and process and contact you via email with further instructions on how to register for these sections.

NOTE:
CCAP Students: Are eligible for up to 15 units per semester.
Concurrent/NON-CCAP Students: Are only eligible to register for 11 units in fall and spring and 7 units in summer.
K-8 Students: Are only eligible to register for one course in fall, spring, summer.

Course Number (e.g. CHST 101):

* `COUN 101`
`SPAN 101`
`ENGL C1000`
` `
` `
` `

Step 5 — Sign & Submit Your Petition

- Review all your information.

- Select "click to sign" above the Student Signature line.
- A pop-up will appear with the Disclosure/Consent agreement.
- Type your first and last name, then select "Sign Electronically."
- Click Submit — you'll receive a confirmation email.

Part D: Student Agreement

I am requesting Rio Hondo College to provide me the opportunity to enroll in a college course and to access programs and services available to all Rio Hondo College students. I understand that I am responsible for knowing and following all college policies and procesudres, including those related to academic performance and student behavior as delineated in the college catalog. I recognize courses taken at Rio Hondo College are part of my permanent college/university record.

I have read and understand the expectations and responsibilities and agree to all conditions.

*

(click to sign)
_____   _____
Student Signature   Date

[Previous] [Submit Form]

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 first name in the first field, and your last name in the second field. Your name must match the names displayed in the dialog. Next, click the "Sign Electronically" button to save your information and submit your electronic signature.

[_____]
First Name
[_____]
Last Name

[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

🔨 After You Submit — What Happens Next

Your petition routes to your school designee for their signature. Once the designee signs, an Outreach & Dual Enrollment staff member reviews your petition and approves your enrollment.

You do not need to do anything further — **watch for a final confirmation email.**

Note: Because you are an adult student, no Parent Authorization Form check or Dean approval is required.

Checking Your Petition Status

Log into the Dynamic Forms portal with your AccessRio credentials and find your submitted petition in your submissions list. Click on the petition to see its current step.

Status	What it means / what to do
Awaiting Designee Signature	Your school designee hasn't signed yet. A polite follow-up is okay.
Awaiting Staff Review	A DE staff member is reviewing your petition. No action needed.
Approved / Completed	Petition approved! RHC is processing your enrollment.
Returned	Something needs to be corrected. Read the comments carefully and resubmit.

Common Questions

Q: Do I need a Parent Authorization Form?
A: No. As an adult student (18 or older), you are not required to submit a Parent Authorization Form. This form applies only to students under 18.

Q: I can't find my AccessRio login.
A: Contact the RHC Admissions or IT help desk. Don't start Dynamic Forms until you have your login.

Q: My petition was returned.
A: Log in, open the petition, read the reviewer's comment carefully, fix the issue, and resubmit.

Q: When will I know I'm actually enrolled?
A: Once the designee signs and staff approves your petition, RHC processes your enrollment. Check your AccessRio account for your updated course schedule.

Q: I missed the deadline.
A: Contact RHC Dual Enrollment as soon as possible. Late petitions may not be accepted.

Q: My designee's name isn't in the dropdown.
A: Contact your school or RHC Dual Enrollment right away. Do not select a different person.

Q: Do I need to submit a petition every term?
A: Yes — a new petition is required each term you enroll in dual enrollment courses.