

Río Hondo College

Dual Enrollment — How to Submit Your Petition

Student Step-by-Step Guide: High School Students

✓ CCAP Students (EMUHSD / WUHSD / ERUSD) ✓ Concurrent Enrollment Students

Welcome! 🖱️ Estimated time: 10–15 minutes

This guide is for you if...

- You are a high school student at EMUHSD, WUHSD, or ERUSD taking dual enrollment courses (**CCAP**) offered at your own high school, **OR**
- You are a high school student at any school enrolling in open Rio Hondo College courses independently (**Concurrent Enrollment**).

Find your section below and follow only that section.

Before You Start — Have These Ready:

- Your Access Rio Student ID and Rio Hondo College email *Please see FAQ if needed
- Your school's name and current grade level
- The title of the course(s) you're interested in (ex. ASL 101) and the term (ex. Summer 2026)
- Confirm your parent has completed the Dual Enrollment Parent Authorization Form (see below)

Which Section Do I Follow?

Find your situation below, then jump to that section.

I am a...	Enrollment Type	My Section
High school student at EMUHSD, WUHSD, or ERUSD taking courses at my campus or in my school's restricted online section	CCAP	Section A
High school student at EMUHSD, WUHSD, or ERUSD taking open RHC courses (or a mix of CCAP + RHC courses)	CCAP + Concurrent	Section A
High school student at a school NOT listed above, enrolling in RHC courses on my own	Concurrent Enrollment	Section B

SECTION A — CCAP Students (EMUHSD / WUHSD / ERUSD)

Who follows Section A?

This section is for students at a CCAP partner school (EMUHSD, WUHSD, or ERUSD) taking dual enrollment courses at their campus, open RHC courses, or both.



Step 1

Apply to RHC via CCCApply (First Time Only)

Apply for admission to Rio Hondo College [RHC Admission Application](#)

You will receive your 9-digit student ID number via email within 48 hours.

You need this 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

[Cambiar a Español](#)



RÍO HONDO COLLEGE

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](#)



Step 2

Confirm Parent Authorization Form Is on File

Before logging into Dynamic Forms, make sure your parent has already completed the Dual Enrollment Parent Authorization Form.

Your parent completes this directly on their own — it is not a step you do in the petition.

If they haven't done it yet, share the form link: [Parent Authorization Form](#)

One-Time Only

This form only needs to be completed once. Once it is on file, it covers all future terms through your high school graduation!



Step 3

Log In to Dynamic Forms

Go to: [Dual and Concurrent Enrollment Petition Form](#)

Log in using your Río Hondo College Email and password Credentials (same as your RHC email credentials). **See FAQ below**

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



RÍO HONDO COLLEGE

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: *	<input type="text"/>	First Name: *	<input type="text"/>
RHC ID: *	<input type="text"/>	DOB: *	<input type="text"/>
Student Email: *	<input type="text"/>	Phone Number: *	<input type="text"/>
Address (Street and Number, P.O. box, etc): *	<input type="text"/>	Apartment, suite, unit, etc.	<input type="text"/>
City: *	<input type="text"/>	State: *	<input type="text"/>
		Zip: *	<input type="text"/>



Step 4

Select Your Term, Grade Level, & School

1. Select your planned term for enrollment.
2. Select your current grade level.
3. Select your high school from the dropdown.

Part B: Student School Information

CURRENT SCHOOL SELECTION:

Please select your current grade level then indicate your current school campus from the drop down menu below. If you do not see your school listed, please select "OTHER" and enter the name of your school.

Planned Term For Enrollment *	<input type="text" value="Summer 2026"/>	←
Grade Level: *	<input type="text" value="10th Grade"/>	←
I am enrolled at the following High School: *	<input type="text" value="El Monte High School"/>	←



Step 5

Select Your School Counselor / Designee & Enrollment Type

1. Select your school counselor or designated approver from the dropdown. They will automatically receive an email requesting their signature.
2. Select your enrollment type: CCAP (courses at your campus), Non-CCAP (open RHC courses), or Both.

Please select your El Monte High School Principal/School Designee:



Plan to enroll in: (choose one or more of the following options)

CCAP Courses

*Courses take place at your high school or online and are restricted to high school students enrolled there. You will select courses on the next page.

Concurrent Enrollment for High School students

*Courses take place at Rio Hondo College or Online, and are completed on your own time. You will select courses on the next page.

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.**

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Next



Step 6

Enter or Select Your Course(s)

- **CCAP courses:** choose from the dropdown showing courses offered at your campus this term.
- **Concurrent (Open RHC) courses:** type the course name and number (e.g., COUN 101, ENGL 101).
- **Taking both?** Select from the CCAP dropdown and enter your concurrent course(s).

Part C: DUAL/CONCURRENT ENROLLMENT

DUAL ENROLLMENT AND/OR CONCURRENT COURSE INFORMATION:

Please select ALL courses you would like to enroll in from both sections below. You will only be approved to enroll in the number of units that are listed on this form.

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 college course in fall, spring, summer.

Specify Your CCAP Courses Courses:

Choose Course:



Specify Your Concurrent Course(s):

Course Number (e.g. CHST 101):



Step 7

Sign & Submit Your Petition

- 1) Review and ensure that all your information is correct.
- 2) Select "click to sign" above the Student Signature line.
- 3) A pop-up will appear displaying the Disclosure/Consent agreement.

- 4) Type your first and last name, then select "Sign Electronically."
- 5) Click Submit — *You will 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 procedures, 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.

*

 _____
Student Signature

03/13/2026
Date

Part E: Principal/School Designee Approval

As Principal or School Designee: Pursuant to Education Code 48800.5 and 76001, I certify that:

1. The above named student is enrolled for at least the minimum school day (ED 48801);
2. The above named student would benefit from advanced scholastic and/or vocational education (ED 48800).

I recommend this student for participation in dual/concurrent enrollment through Rio Hondo College.

*

El Monte High School Signature of Approver

Date

Banner Processing

DE Petition Processed By First Name: Last Name: Date

Signature Pop Up:

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

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 is automatically routed to your school designee for their signature. Once the designee signs, an Outreach & Dual Enrollment staff member reviews your petition for accuracy and completion and confirms your Parent Authorization Form is on file. You will receive a final confirmation email.

Note: Petition submission and completion email does not mean you are registered for classes. An Outreach & Dual Enrollment staff member will still need to process your petition and complete course registration on your behalf. Please allow 3-5 business days for processing and course registration.

SECTION B — Concurrent Enrollment Students

Who follows Section B?

This section is for high school students at a school NOT in the CCAP partner network (EMUHSD, WUHSD, ERUSD) who are enrolling in open RHC courses on their own through Concurrent Enrollment.



Step 1

Apply to RHC via CCCApply (First Time Only)

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You will receive your 9-digit student ID number via email within 48 hours.

You need this before you can access Dynamic Forms.

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



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RÍO HONDO COLLEGE

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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](#)



Step 2

Confirm Parent Authorization Form Is on File

Before logging into Dynamic Forms, make sure your parent has already completed the Dual Enrollment Parent Authorization Form.

Your parent completes this directly on their own — it is not a step you do in the petition.

If they haven't done it yet, share the form link: [Parent Authorization Form](#)

One-Time Only

This form only needs to be completed once. Once it is on file, it covers all future terms through your high school graduation!



Step 3

Log Into Dynamic Forms

Go to: [Dual and Concurrent Enrollment Petition Form](#)

Log in using your Río Hondo College Email and password Credentials (same as your RHC email credentials). **See FAQ below**

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



RÍO HONDO COLLEGE

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: *	<input type="text"/>	First Name: *	<input type="text"/>
RHC ID: *	<input type="text"/>	DOB: *	<input type="text"/>
Student Email: *	<input type="text"/>		
Address (Street and Number, P.O. box, etc): *	<input type="text"/>	Apartment, suite, unit, etc.	<input type="text"/>
City: *	<input type="text"/>	State: *	<input type="text"/>
		Zip: *	<input type="text"/>



Step 4

Enter Your School, Grade & Enrollment Type

- Select your: your
- planned term for enrollment.
- Current grade level.
- High school from the dropdown as **“Other”**
- Enter your School Information.
 - School Name



Step 5

Enter Your School Principle / Designee

Enter your **principal or designee's first and last name and email address**. They will automatically receive an email requesting their signature.

Part B: Student School Information

CURRENT SCHOOL SELECTION:

Please select your current grade level then indicate your current school campus from the drop down menu below. If you do not see your school listed, please select "OTHER" and enter the name of your school.

Planned Term For Enrollment * Summer 2026

Grade Level: * 10th Grade

I am enrolled at the following High School: * OTHER (Not Listed Here)

plan to enroll in: (choose one or more of the following options)

CCAP Courses

*Courses take place at your high school or online and are restricted to high school students enrolled there. You will select courses on the next page.

Concurrent Enrollment for High School students

*Courses take place at Rio Hondo College or Online, and are completed on your own time. You will select courses on the next page.

OTHER SCHOOL INFORMATION:

List Other School Here: * Road Runner High School

Principal/School Designee First Name: *
This field is required.

Principal/School Designee Last Name: *
This field is required.

Principal/School Designee Email Address: * riohondo@school.net

If you are homeschooled you must submit a current affidavit, please check this box.

Home school students must provide verification of satisfactory completion of courses instructed at the home school and obtain authorization from the District/High School from which they have been released.

**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

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Step 6

Enter Your Course(s)

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

Not sure of the course title? See Rio Hondo College Schedule [RHC Class 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 Rio 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):

* Anthropology 101



Step 7

Sign & Submit Your Petition

- 1) Review and ensure that all your information is correct.
- 2) Select "click to sign" above the Student Signature line.
- 3) A pop-up will appear displaying the Disclosure/Consent agreement.
- 4) Type your first and last name, then select "Sign Electronically."
- 5) Click Submit — *You will 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 procedures, 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.

*

[Redacted Signature]

Student Signature

03/13/2026
Date

Part E: Principal/School Designee Approval

As Principal or School Designee: Pursuant to Education Code 48800.5 and 76001, I certify that:

1. The above named student is enrolled for at least the minimum school day (ED 48801);
2. The above named student would benefit from advanced scholastic and/or vocational education (ED 48800).

I recommend this student for participation in dual/concurrent enrollment through Rio Hondo College.

*

El Monte High School Signature of Approver _____ Date _____

Banner Processing

DE Petition Processed By First Name: Last Name: Date

Previous

Submit Form

Signature Pop Up:

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

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 is automatically routed to your school designee for their signature. First an Outreach & Dual Enrollment staff member reviews your petition for accuracy and completion and confirms your Parent Authorization Form is on file. Then the school designee signs and You will receive a final confirmation email once all the signatures have been collected.

Note:

A form can be sent back to you for revision if any information is incorrect. In this case, you will be notified via email of the required revision. To update your responses, open the submitted form and correct the appropriate information.

Petition submission and completion email does not mean you are registered for classes. An Outreach & Dual Enrollment staff member will still need to process your petition and complete course registration on your behalf. Please allow 3-5 business days for processing and course registration.

Checking Your Petition Status

Log into the Dynamic Forms portal with your Access Rio credentials and find your submitted petition in your submissions list. Click on the petition to see its status.

Status	What it means / what to do
Awaiting Designee Signature	Your school counselor/designee hasn't signed yet.
Awaiting Staff Review	A Dual Enrollment staff member is verifying your Parent Authorization Form and reviewing your petition. No action is needed.
Approved / Completed	Petition approved! RHC is processing your enrollment.
Returned	Something needs to be corrected. Read the comments carefully and resubmit.

Frequently Asked Questions (FAQ)

Q: How do I find my student email and password?

A: First name + "." + Last name + last four digits of your Rio Hondo ID + @my.riohondo.edu

Your **default temporary password** is your **date of birth in MMDDYY format for your email log in.**

*Example: If your birthday is **May 23, 1963**, your password would be **052363**.*

Please note: After you log in for the first time to your email, you will be required to [reset your password](#).

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: What is the Parent Authorization Form and where does my parent get it?

A: It's a one-time form your parent completes online on their own. Share this link: [Parent Authorization Form URL](#). It must be on file before staff can approve your petition. Once done, it covers all future terms through your high school graduation.

Q: Do I need a new Parent Authorization Form every term?

A: No — it is a one-time form. If your parent completed it in any previous term, it is already on file.

Q: My parent completed the Authorization Form, but I'm still being held up.

A: It may not have been fully processed yet. Contact RHC Outreach & Dual Enrollment to confirm it is on file.

Q: My counselor's name isn't in the dropdown.

A: Contact your Rio Rep at your school for guidance.

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: If you are enrolling into a CCAP course, once the designee signs and staff approve your petition, RHC processes your enrollment. Check your AccessRio account for your updated course schedule. However, if you are doing concurrent enrollment, a RHC Outreach & Dual Enrollment staff member will email you with instructions to complete your enrollment.

Q: I missed the deadline.

A: Contact RHC Outreach and Dual Enrollment as soon as possible. Late petitions may not be accepted.

Need Help? Contact Us.

RHC Outreach & Dual Enrollment Office

 (562) 463-4693  dualenrollment@riohondo.edu

 Monday – Thursday: 8:00 AM – 7:00 PM | Friday: 8:00 AM – 4:30 PM

 Dynamic Forms Portal: [Link](#)

You can also speak with your school counselor or Rio Rep for in-person support.