

# Río Hondo College

## Dual Enrollment — How to Submit Your Petition

Student Step-by-Step Guide: K–8th Grade & Middle School Students

✓ Middle School Scholars Program    ✓ K–8 Concurrent Enrollment (Credit & Non-Credit)

Welcome! 🖱️ Estimated time: 10–15 minutes

### This guide is for you if...

- You are a K–8th grade or middle school student taking a college course through Río Hondo College.
- This includes both the Middle School Scholars Program (held on middle school campus) and Concurrent Enrollment (open RHC courses).
- This guide covers both credit and non-credit courses — the petition is the same

### Before You Start — Have These Ready:

- Your AccessRio Student ID and Río Hondo College email  
*Look for an email from rhcadmissions@riohondo.edu with this information.*
  - Your school name and current grade level
  - The title of the course(s) you're interested in and the term  
*Course Title Example: ASL 101 and Term Example: Fall 2026*
  - Confirm your parent has completed the Dual Enrollment Parent Authorization Form (see below)
  - If you are a middle school student enrolling through Concurrent Enrollment, have these documents ready to upload:
    - Your current school transcripts
    - A letter of recommendation from your school principal or school administrator
- Accepted file formats: PDF, JPG, or PNG

### Important: One Course Per Term

Middle school students are limited to **one college course per term**.

You must choose **ONE** of the following for each term:

- A Middle School Scholars Program course (campus-based, typically Spring term only), **OR**
- A Concurrent Enrollment course (open RHC course, available any term)

You cannot select both in the same term.

## Submitting Your Petition — Step by Step



Step 1

### Apply to RHC via CCCApply (First Time Only)

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

You'll receive your AccessRio Student ID and RHC email. You will receive your 9-digit student ID number via email within 48 hours. These are needed to access Dynamic Forms.



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

Make sure your parent has already completed the Dual Enrollment Parent Authorization Form before you begin.

Share the form link with your parent: [Parent Authorization Form](#)

**One-Time Only**

This form only needs to be completed one time. Once it is on file, it will cover all future terms until you graduate from high school, so your parent or guardian does not need to submit it again.



Step 3

### Log Into Dynamic Forms

Go to the Dynamic Forms student portal: [Dual and Concurrent Enrollment Petition Form](#)

Log in using your Rio Hondo College email and password credentials.

Your name, Student ID, and contact info will auto-fill.



# 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 Rio 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 Rio 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: \*

### Select Your Grade Level and School.

1. Select your planned term for enrollment.
2. Select "8th Grade (or below)" from the grade level drop down list.
3. Select your school.
4. Select your Principal or School Designee.

### Select Your School's Principal or School Designee

Find and select your school's principal or designated approver from the dropdown list. They will receive an automatic email requesting their signature.

5. Select your enrollment type.

### Choose ONE of the options.

- Middle School Scholars Program course (campus-based, typically Spring term)
- OR
- Concurrent Enrollment course (open RHC course, any term)



Step 4

### Middle School Concurrent Enrollment and select Middle School Scholars Program courses — Extra Documents Required

If you are a middle school student selecting Concurrent Enrollment, you must upload two documents before submitting:

- Your current school transcripts (official or unofficial are acceptable)
- A letter of recommendation from your school principal or administrator

Have these files ready in PDF, JPG, or PNG format before you begin. This applies to both credit and non-credit concurrent enrollment.

## Middle Schools Scholars Program

### Part B: Student School Information

Planned Term For Enrollment: Summer 2026

Grade Level: 8th Grade (or below)

I am enrolled at the following Middle School: Rio Hondo Middle School

Please select your Rio Hondo Middle School Principal/School Designee: -- Please Select --

plan to enroll in: (choose one)

Middle Schools Scholars Program

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

Concurrent Enrollment for Middle 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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## Middle School Concurrent Enrollment — Extra Documents Required

### Part B: Student School Information

Planned Term For Enrollment: Summer 2026

Grade Level: 8th Grade (or below)

I am enrolled at the following Middle School: Rio Hondo Middle School

Please select your Rio Hondo Middle School Principal/School Designee: -- Please Select --

plan to enroll in: (choose one)

Middle Schools Scholars Program

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

Concurrent Enrollment for Middle 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.

If you want to register to attend a course while in 8th grade or below, you will need to provide:

- Your transcripts
- An official recommendation from the principal or administrator of your current school.

Please type your current grade: 8

Upload Transcript: Sample Student School Transcripts.pdf Delete file

Upload Principal/Director recommendation: Sample Student Letter of Recommendation.pdf Delete file

\*\*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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Step 5

## Enter Your Course

- Middle School Scholars Program:** select your course from the dropdown showing this term's offerings.
- Concurrent Enrollment:** type the course name and number (e.g., COUN 101).

**Not sure of the course number?** Contact the RHC Dual Enrollment office.

## Middle Schools Scholars Program

### Part C: DUAL/CONCURRENT ENROLLMENT

Specify Your Middle School Scholars Program Courses:

Choose Course:



## Middle School Concurrent Enrollment

### Part C: DUAL/CONCURRENT ENROLLMENT

Specify Your Concurrent Course(s):

Course Number (e.g. CHST 101):





Step 6

### Sign & Submit Your Petition

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

**All done!** 🎉 You will see a confirmation message on your screen and will also 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.

    
Date  
This field is required.

#### 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.

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 routes first to our Dual Enrollment staff for verification who verifies your Parent Authorization Form is on file. Once verified, the form is routed to your school's principal or designee for their signature. 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.

 **Credit courses:** After staff approval, your petition automatically routes to the RHC Dean overseeing the course department for final authorization. You do not need to do anything — watch for a final confirmation email.

 **Non-credit courses:** No Dean approval is needed. After staff approves, your enrollment is processed and you will receive a confirmation email.

## Checking Your Petition Status

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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
<b>Awaiting Designee Signature</b>	Your school's principal or designee hasn't signed yet. A polite follow-up is okay.
<b>Awaiting Staff Review</b>	A DE staff member is verifying your Parent Authorization Form and reviewing your petition. No action needed.
<b>Awaiting Dean Approval</b>	Credit courses only. Routes automatically after staff approval — no action needed from you. Non-credit petitions do not go to the Dean.
<b>Approved / Completed</b>	Petition approved! RHC is processing your enrollment.
<b>Returned</b>	Something needs to be corrected. Read the comments carefully and resubmit.

## Common Questions

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**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](#) . It must be on file before staff can approve your petition. Once done, it covers all future terms through your high school graduation.

**Q: Can I take two courses in the same term?**

A: No. Middle school students are limited to one college course per term. Each term you must choose either a Middle School Scholars Program course or a concurrent enrollment course — not both.

**Q: I'm enrolling through Concurrent Enrollment. Do I need extra documents?**

A: Yes. You must upload (1) your current school transcripts and (2) a letter of recommendation from your principal or administrator. Have these ready in PDF, JPG, or PNG format before you begin. This applies to both credit and non-credit concurrent enrollment.

**Q: Does my parent need to complete the Authorization Form every term?**

A: No — it is a one-time form. Once completed, it stays on file for all future terms.

**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 enrolled?**

A: If you are participating in the Middle School Scholars Program, once your petition is received with completed signatures, RHC processes your course enrollment. Check your AccessRio account for your updated course schedule. Students participating in concurrent enrollment, will receive email instructions on how to complete their course registration once their completed petition is received and processed.

**Q: I missed the deadline.**

A: Contact RHC 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](mailto: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 advisor for in-person support.