

Completing the Dual Enrollment Form

Below are two methods to complete and submit your [Dual Enrollment Application form](#).

For either method: all signatures must be present in *Sections I-III* and cannot be typed.

Method #1 – Print / Sign / Scan

One way for K-12 students to complete the [Dual Enrollment Application form](#) is to print the PDF and fill by hand.

- Complete and sign *Section I* acknowledging that you have read the back page of the form. **Make sure to circle your Grade level for the term, and enter your high school graduating class year at the bottom of Section I.**
- Have a parent complete and sign in *Section II*.
- Bring the form to your high school to obtain an Authorized Signature from a Principal or Designee (usually a counselor) in *Section III*.
- *Section III* is also where you indicate the Course #1 and Course #2 for which you are seeking permission to register (e.g., History 102, Psychology 101, etc.)

NOTE: Students in grades K-10 (and students in grades 11-12 wanting to dual enroll in Contemporary Health or Physical Education activity courses) need to complete an additional step to obtain an El Camino College Dean's Signature – see [Course Restrictions & Division Dean Approval](#).

To submit:

- Scan (or take a high-quality photo of) the completed form and email it **as an attachment** to dualenrollment@elcamino.edu
- OR
- Bring the physical form to the El Camino College Admissions & Records front counter (Student Services Building, on Manhattan Beach Blvd.)

Scanning Resources

- [Download FREE Adobe Scan app for iPhone or Android](#)
- [How to scan on your iPhone using the Notes app](#)
- [How to scan with Google Drive on Android](#)

Method #2 – Use Fill & Sign Tools in Acrobat Reader

Another way to complete the [Dual Enrollment Application form](#) on your computer is to use the Fill & Sign tools in Adobe Acrobat Reader.

Download FREE Adobe Acrobat Reader

- [Download for Windows/Mac](#) – *recommended!*
- [Download for iPhone on the App Store](#)
- [Download for Android on Google Play](#)

Fill & Sign on Windows/Mac

Open the PDF in Acrobat Reader, then click one of these options to show the Fill & Sign toolbar (or click **View > Tools > Fill & Sign > Open**)



The Fill & Sign toolbar has the following tools:

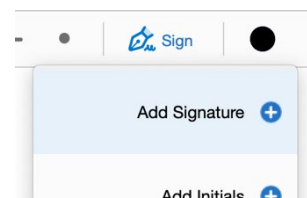


Ab Text Tool Use this to type text into the text fields. You can press the Tab key to move to the next detected text field.

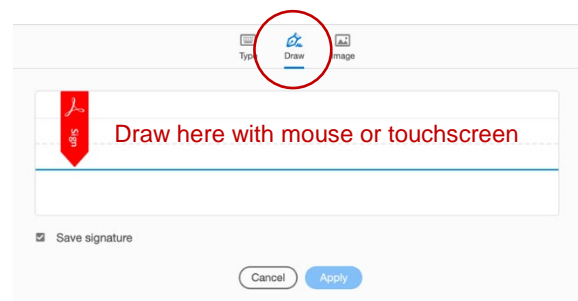
✓ Checkmark Use this to check the **Semester**.

○ Circle Use this to circle your **Grade Level** for the term, and for parents to circle an option for **Accommodations**.


To sign the form, click the **Sign Yourself** tool, then click **Add Signature**.



Do not type your signature! Make sure you click the option to Draw your signature, then draw with mouse or touchscreen.



Click the **Apply** button, then click to place your signature on the Student Signature line.

Parents can use the same tool to draw their signature, but may have to click  to remove the saved signature and draw their signature.

Save the PDF and email it as an attachment to the high school Principal or Designee to obtain an Authorized Signature. **Authorized Signatures must also be drawn and cannot be typed.**

After receiving back your signed form, you can submit it via email or in-person.

To submit:

- Email the completed PDF **as an attachment** to dualenrollment@elcamino.edu
- OR
- Print and bring the physical form to the El Camino College Admissions & Records front counter (Student Services Building, on Manhattan Beach Blvd.)

NOTE: Students in grades K-10 (and students in grades 11-12 wanting to dual enroll in Contemporary Health or Physical Education activity courses) need to complete an additional step to obtain an El Camino College Dean's Signature – see [Course Restrictions & Division Dean Approval](#).