

Steps for Dual Enrollment for Students Under Age 15

1. Schedule an appointment with Jessica Erickson, **Dean** of Enrollment and Outreach Services for approval to take classes at Napa Valley College. Contact Mayra Estrada, Administrative Assistant at 256-7225 or
 - Student and parent/guardian must be present (appointments available via Zoom)
 - Bring high school and/or middle school transcripts
2. Schedule an appointment with the **Welcome Center** to complete the NVC Application process. Contact the Welcome Center staff at 707-256-7215 or welcomecenter@napavalley.edu to make an appointment.
 - Student and parent/guardian must be present (appointments available via Zoom)
 - Be prepared to provide answers to application questions to be entered into our student information system.
3. Determine which class you would like to take. Reach out to the **instructor** via email to determine if the class would be appropriate for a student under age 15. You will need them to approve and sign the Permit to Attend.
 - Instructor communication can be via email.
 - Instructor's name and email must be included in the Permit to Attend.
4. Complete and submit the **Permit to Attend form** located on the Napa Valley College Admissions and Records Forms Page

<http://www.napavalley.edu/studentaffairs/AR/Pages/Admissions-and-Records-Forms.aspx>

High School Student Forms

**DocuSign Permit to Attend form submission requires student, parent, high school counselor, and principal signature (name and email). Forms submitted during the add period require section number and instructor signature (name and email). Students under age 15 are required to obtain instructor signature (name and email).

[High School Permit to Attend-DocuSign](#)

[High School Permit to Attend - Home Schooled Students](#)

[High School Petition for Excess Units](#)

[Petition for High School to College Credit](#)

[High School Permit to Attend](#) (In Person Form - Use only if unable to use DocuSign form)

5. You will receive **confirmation from Admissions and Records** once the Permit to Attend has been approved via email. If you have questions, please contact Admissions and Records at ANRMail@napavalley.edu or 707-256-7201.