

# Completing the Dual Enrollment Application

## Print / Sign / Scan

One way for students to complete the Dual Enrollment Application remotely is to print the PDF and fill by hand.

Complete and sign Section I, then have a parent complete and sign Section II. Also indicate a Course #1 and Course #2 (i.e. History 102, Psychology 5, etc.) in Section III.

Once ready, scan and email the form as an attachment to your high school Principal or Designee to obtain an Authorized Signature.

## 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](#)

NOTE: After obtaining Authorized Signature, K-10 students also need to email the form for Division Dean Approval.

Email completed forms with all signatures as an attachment to [dualenrollment@elcamino.edu](mailto:dualenrollment@elcamino.edu).

## Use Fill & Sign Tools in Acrobat Reader

Another way to complete the form on your computer is to use the Fill & Sign tools in Adobe Acrobat Reader.

## Download FREE Adobe Acrobat Reader

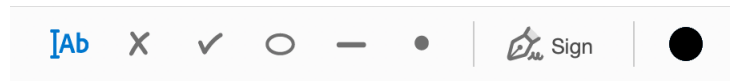
- [Download for Windows/Mac – recommended!](#)
- [Download for iPhone on the App Store](#)
- [Download for Android on Google Play](#)

## 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**)

A screenshot of the El Camino College Dual Enrollment Application form. The form is titled 'El Camino College Dual Enrollment Application' and includes a header with the college's name and address. Below the header is a section titled 'PLEASE PRINT ALL INFORMATION CLEARLY'. The form is divided into four main sections: Section I: Student Information, Section II: Parent Consent, Section III: Principal or Designee Course Recommendation, and Section IV: Additional Approvals if Required. Each section contains various fields for personal information, signatures, dates, and course selections. The form also includes a 'Division Dean Approval for Special K10 Admits' section.

The Fill & Sign toolbar has the following tools:

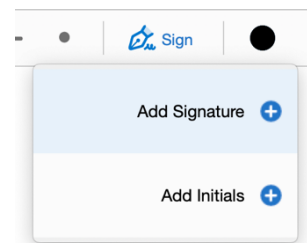


**IAb Text Tool** Use this to type text into the text fields. You can press the Tab key to move to the next detected text field.

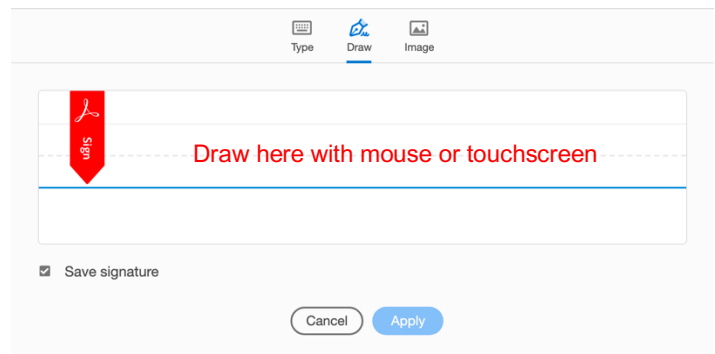
**✓ Checkmark** Use this to check the **Semester**.

**○ 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 Tool**, then click **Add Signature**.



Make sure you select the option to **Draw** your signature, then draw with mouse or touchscreen. **Do not type your signature.** You can also insert an image of your handwritten signature.



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

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

**Save** the form and email it as an attachment to the high school Principal or Designee to obtain an Authorized Signature. NOTE: When you save the form after signing, you will no longer be able to edit parts of the form that have already been completed.

After obtaining Authorized Signature, K-10 students also need to email the form for Division Dean Approval.

Email completed forms with all signatures as an attachment to [dualenrollment@elcamino.edu](mailto:dualenrollment@elcamino.edu).