

## How to Access and Complete the Permit to Enroll

Permit to Enroll found on our

website: <https://www.cuesta.edu/admissionsaid/apply/studenttype/dualenroll/high-school-enrichment.html>

### High School Enrichment Enrollment Steps

Apply for Admission	+
myCuesta Student Portal	+
Enrichment Orientation	+
Permit to Enroll	+

Submission of a Permit To Enroll form is **REQUIRED** for each semester/term you plan to attend as a high school student.

Consult with your high school counselor for recommendations and approval of degree-applicable course(s) to enroll in.


Students must log into thier myCuesta Student Portal to access the Permit to Enroll form.

**Complete the Permit to Enroll now!**

Important Information

- The Permit to Enroll is to be completed by the student and authorized by their principal and parent/guardian enroll at Cuesta College.
- Allow five (5) days processing for data entry of approved courses from Permit to Enroll, which can be confirmed in myCuesta under "Registration Status."
- Before submitting this form, the student must complete the first three steps detailed above.
- The Permit to Enroll does not register a student nor guarantees a seat will be available in courses requested at the time of registration.

Students log in to myCuesta.

 **CUESTA COLLEGE**

Please use your myCuesta username and password to login, example **chris\_cougar**

By continuing to use this site, you agree to abide by the Cuesta Network Use Policies:  
[BP 3720](#) and [AP 3720](#)

[Forgot Password?](#) [Change Password](#)

Student Data is pre-populated with Student ID and Name.

**\* = required field**



CUESTA COLLEGE  
Admissions & Records  
Phone: (805) 546-3955  
Fax: (805) 546-3975  
Email: [admit@cuesta.edu](mailto:admit@cuesta.edu)

### Permit to Enroll: High School Enrichment Program Grades 9-12

This Permit to Enroll is to be completed by the student and authorized by their principal and parent/guardian to concurrently enroll at Cuesta College. [CLICK HERE](#) for Enrichment Program policy and registration directions. Allow five (5) days processing for data entry of approved courses from Permit to Enroll, which can be confirmed in myCuesta under "Registration Status." Before submitting this form, the student must:

- Apply online at <http://www.cuesta.edu/admissionsaid/apply> (Required *every term* Enrichment student plans to attend.)
- \*Confirm age limit prerequisite has been met for course(s) as of the start of term.  
*o Attach Petition for Enrollment in Age-Restricted Courses if approved. (It is the student's responsibility to obtain instructor approval on age-restricted course petition.)*
- Home schooled students must attach a copy of a current Private School Affidavit.
- First-Time Enrichment students Complete Enrichment Student Orientation:<http://bit.ly/cuestaenrichment>
- Complete prerequisite requirements and request prerequisite clearance.

This permit does not register a student nor guarantees a seat will be available in courses requested at the time of registration.

**Student Information**

Last Name: *	Alexander	First Name: *	Jeffery	MI	Lam
Cuesta Student ID: *	900282600	Phone: *		Birthdate: *	1986-08-10
Parent First Name: *		Parent Last Name: *		Parent Email: *	

**High School Information**

Your Grade: \* -- Please Select --  
Term: \* -- Please Select -- Year: \*  
Is your school outside San Luis Obispo County? \* -- Please Select --

**Save Progress** **Next**

# Pre-populated

Students are required to fill out Parent information. The form is sent for Parent/Guardian signature using email in this portion.

This permit does not register a student nor guarantees a seat will be available in courses requested at the time of registration.

**Student Information**

Last Name: *	Alexander	First Name: *	Jeffery	MI	Lam
Cuesta Student ID: *	900282600	Phone: *	3106222634	Birthdate: *	1986-08-10
Parent First Name: *	Jeffery	Parent Last Name: *	Alexander	Parent Email: *	██████████@gmail.com

**Permit sent to parents email.**

Students fill out high school information. Once a student selects their high school, they choose their high school counselor. This sends the form to the designated high school counselor after the student completes the form and signatures from both the student and parent are submitted.

**High School Information**

Your Grade: \*  ▼

Term: \*  ▼      Year: \*

Is your school outside San Luis Obispo County? \*  ▼

High School: \*  ▼      Your Counselor: \*  ▼

-- Please Select --  
 -- Please Select --  
 Josh Ashton  
**Lenora Jeter**  
 Bre Goetz  
 Alexa Craton

Save Progress
Next

---

Student inputs requested courses.

**\* = required field**

**Course Information**

*List both desired and alternate courses in case a class is closed, cancelled, or a prerequisite is not met. Specify subject and course number. Kinesiology (Physical Education) activity courses are not allowed.*

\*Verify Course Age Restrictions: [http://www.cuesta.edu/student/documents/admissions\\_records/agelimit.pdf](http://www.cuesta.edu/student/documents/admissions_records/agelimit.pdf)

*Subject Number	Course Title	Credits
<i>Ex: MATH 127</i>	<i>Intermediate Algebra</i>	<i>3.0</i>
* <input type="text" value="MATH 127"/>	* <input type="text" value="Intermediate Algebra"/>	* <input type="text" value="3.0"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL CREDITS:</b>		* <input type="text" value="3.00"/>

Click the yellow box to sign PTE digitally.

The screenshot shows a web form with a 'Sign electronically' pop-up window. The pop-up contains the following text: '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 name and click the "Sign Electronically" button to save your information and submit your electronic signature.' Below this text are input fields for 'Jeffery' and 'Alexander', and a 'Sign Electronically' button. A red arrow points to the button. The background form has a 'Click to sign' label with a red arrow pointing to a yellow box. A vertical watermark 'Sign Electronically' is visible on the right side of the pop-up.

The student submits the form.

The screenshot shows the 'Approvals / Signatures' section of the form. It contains the following text: 'Parent, Student, Principal - please read the following information carefully and approve below: By entering a college environment, students who are minors will be exposed to a diverse population in educational programs designed for the adult learner that may involve sensitive topics that might be considered controversial or offensive in the secondary school setting. Students also have open access to the Internet on campus computers and access to family planning (pregnancy testing, HIV testing, condoms) in the Health Center. All college coursework is governed by the Family Education Rights and Privacy Act which allows release of academic information, including grades, to the student only - regardless of age. Academic information is not released to parents or third parties, in-person or by phone, unless consent is authorized by the student via FERPA Release Form available in myCuesta Student Quick Links under Forms. If a class does not meet at its scheduled time (i.e. cancelled class or ends early), Cuesta College does not inform parents or guardians nor will staff or the instructor assume responsibility for students once a class is released. I have read the above and authorize part-time enrollment at Cuesta College:'. Below this text are signature and date fields for the student, parent, and principal. The student's signature is 'Jeffery Alexander' and the date is '10/06/2020'. At the bottom, there are three buttons: 'Previous', 'Save Progress', and 'Submit Form'. A red arrow points to the 'Submit Form' button.


Once submitted, students receive a message restating the steps needed to process PTE fully.



Thank you for completing the Permit to Enroll - Enrichment Program Grades 9-12. Please allow **five (5) days** processing for data entry of approved courses from Permit to Enroll, which can be confirmed in myCuesta under "Registration Status."

Please make sure you have completed the following steps to avoid a delay in processing:

1. Officially applied to Cuesta College for the term you would like to take classes ([Apply Here](#))
2. Confirm age limit prerequisite has been met for course(s) as of the start of term. If under age requirement, please complete the petition for age restricted courses ([Form Located Here](#))
3. If this is your first class ever at Cuesta College, complete our Enrichment Student Orientation ([Start Orientation Here](#))
4. Home schooled students must email a copy of a current Private School Affidavit to [admit@cuesta.edu](mailto:admit@cuesta.edu)

 [View Form PDF](#)

Parents & Counselors Receive the following email. (Counselors will only get this email once the parents have signed the PTE)

[donotreply@forms.cuesta.edu](mailto:donotreply@forms.cuesta.edu)

to me ▾

This message has been deleted. [Restore message](#)

You are receiving this e-mail because Jeffery Alexander needs your help in completing the **Permit to Enroll** Form (Enrichment Program). Please click the link below to complete your section of the form.

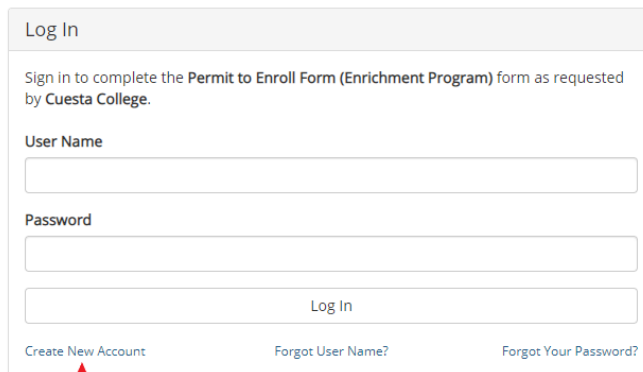
You will be asked to electronically sign the form.

If you already have a Dynamic Forms account, please log directly in by entering your Username and Password. Otherwise, please create an account by clicking on the **Create New Account** link.

You can use the [Forgot your username](#) and [Forgot your password](#) links if you are unsure about your Dynamic Forms credentials.

[Click here to complete your section of the form.](#)

Create an account

A screenshot of a web form titled "Log In". The form contains the following elements: a heading "Log In", a message "Sign in to complete the Permit to Enroll Form (Enrichment Program) form as requested by Cuesta College.", two input fields labeled "User Name" and "Password", a "Log In" button, and three links at the bottom: "Create New Account", "Forgot User Name?", and "Forgot Your Password?". A red arrow points to the "Create New Account" link.

New users create an account  
(Parents & Counselors)

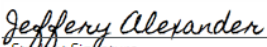
Parents and Counselors review the information and then digitally sign the form.

### Approvals / Signatures

**Parent, Student, Principal - please read the following information carefully and approve below:** By entering a college environment, students who are minors will be exposed to a diverse population in educational programs designed for the adult learner that may involve sensitive topics that might be considered controversial or offensive in the secondary school setting. Students also have open access to the Internet on campus computers and access to family planning (pregnancy testing, HIV testing, condoms) in the Health Center.

All college coursework is governed by the Family Education Rights and Privacy Act which allows release of academic information, including grades, to the student only - regardless of age. Academic information is not released to parents or third parties, in-person or by phone, unless consent is authorized by the student via FERPA Release Form available in myCuesta Student Quick Links under Forms.

If a class does not meet at its scheduled time (i.e. cancelled class or ends early), Cuesta College does not inform parents or guardians nor will staff or the instructor assume responsibility for students once a class is released. I have read the above and authorize part-time enrollment at Cuesta College:

\* ...3637303237  
 10/06/2020  
Student Signature Date

\* (click to sign)  
Parent Signature Date

**Principal or Authorized Designee** - As an authorized designee, I have reviewed the student's academic history and recommend the student for the approved listed English or Math courses.

\*  
\_\_\_\_\_  
Authorized Designee or Principal Signature Date

[Previous](#) [Save Progress](#) [Submit Form](#)

You can also track forms that have been completed now by checking forms history:



## Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

- Pending / Draft Forms
- Forms History
- Manage your Account

Form History					
Archive Filter	Show All Forms	Text Filter	Type to search		
Form Name	Form Started By	E-Signed Date	PDF	HTML	Audits
● Permit to Enroll Form (Enrichment Program)	Jeffery Alexander	10/6/2020 1:34:21 PM			