

Instructions for Completing Dual Enrollment & Or Concurrent Enrollment

Step 1:

You must have a Shasta College ID number.

If you do NOT have a Shasta College ID please click on this link and complete the [CCC Apply application](#).

Step 2:

You have a Shasta College ID, now you must have the One Time Parent Agreement form completed online by you and your parent.

[Special Admit/CCAP Parent Agreement](#)

You fill it out online. Please make sure you use a valid parent email. Your parent will receive this form in their email to sign allowing you to take Shasta College classes while you are in high school.

Your parent will then receive the email, sign the form digitally, and submit.

Step 3:

[Complete the 2025-2026 Dual Enrollment/Concurrent Enrollment Form](#)

Submit form

Step 4:

Go to MyShasta

Go to Student Planning/Register for Courses

Step 5:

Click on Registration Checklist at the top of the page.

Scroll down the page and confirm mailing address, email address, phone number, and complete Fall or Spring registration form if you haven't already.

Step 6:

Register for classes. In MyShasta go to Student Planning/Register for Courses

Search for the class you want to register. You can narrow down the search by selecting Red Bluff High School under Locations. Look under Instructors and select the teacher. It is very important that you select the correct course.

Step 7:

When you find your course, select Add Course to Plan on the right-hand side. Select the semester term (Fall/Spring)

Example picture below.

The screenshot displays the MyShasta 'Search for Courses and Course Sections' page. On the left, there is a 'Filter Results' sidebar with expandable sections for Availability, Subjects, Locations, Terms, Days of Week, Time of Day, and Instructors. The main content area features a search bar at the top right. Below the search bar, there are several informational boxes: a red box with registration steps, a yellow box with a warning about schedule changes, and a blue box with important links. The bottom section lists a specific course, 'INDE-38 Intro/Industrial Mechanics (3 Credits)', with its description, prerequisites, and a red circle highlighting the 'Add Course to Plan' button on the right-hand side. The page footer shows a pagination bar indicating 'Page 1 of 1'.

Step 8:

Go back to Student Planning/Register for Courses. You will see the courses on the left-hand side that you have scheduled. You will see the BLUE button that says Register. Click the Register button to register for the class.