

**Adult Dual Enrollment (ADE)
SB 554
Student Process**

Student Name: _____

SID#: _____

Date: _____

ADE Check-Off List

- Step 1:** Attend an ADE Workshop
- Step 2:** Steps to complete before meeting with a Noncredit counselor
 - Complete credit application, SSB, 1st floor, Welcome Center
 - If taking credit ESL courses, take ESL Self-Guided Placement, SSB, 2nd floor, window 23
 - After the exam, you will get an email 3 days later. If you are required to respond, please make sure you respond.
 - Identify a major during the ADE Workshop
 - Major: _____
 - If undecided, please stop by the Career Center in Life Science, Room 201
- Step 3:** Make an appointment with a Noncredit Counselor, Chemistry, Room 107
 - Determine if you are eligible for ADE
 - Create an abbreviated educational plan
 - Fill out the ADE Form (Dynamic Form) and submit to Admissions & Records.
 - Sign ADE Contract of Expectation
- Step 4:** Meet with a Credit Counselor to develop a comprehensive educational plan, SSB, 2nd floor, windows 20-24
 - Counselor: _____
 - Email: _____
- Step 5:** Make another appointment with a Noncredit Counselor to get help with enrolling in classes:
 - You ADE form MUST be approved before enrolling in credit classes.
 - Challenges with enrollment
 - Fees on your account
 - Any other issues that arise
- Step 6:** For book support, visit
 - Dream Resource Center, SSB, 2nd floor, counseling window 19 and 21
 - City Cares Network/Fresh Success, SU, 2nd floor, Room 225

CalWORKs, SSB, 3rd floor, Window 35

Step 7: Support Programs

MLK Library

Writing Center, Administration Building (AD) 100

ESL Lab, Jefferson Hall (JH) 318

Office of Special Services, SSB, 1st floor, windows 13-15

EOP&S (if applicable), SSB, 3rd floor, windows 40-41