

High School Enrollment

Eligibility

Enrollment Limitations

Steps to Admission

Waitlists

Admissions & Records (Home)

Steps to Admission

Complete these steps and submit all required documents each term you wish to attend:

1. Complete the [Online Admission Application](#) and print the confirmation page.
2. Complete the [HSCE School/Parent Approval Form](#), ensuring that it has been reviewed and signed by you, a parent or guardian, and a principal or designee at your high school.
3. Obtain your official high school transcripts (*must be in a sealed envelope, within 90 days of the issue date, and have school seal*)
4. Submit the entire packet (application confirmation page, official high school transcripts, and HSCE School/Parent Approval Form) in person to Norco College [Admissions and Records](#) before the posted deadlines.
5. Activate your [student email](#). You will only be notified via your student email account of your approval status approximately one month before the term begins.

NOTE: It is essential that you check your student email regularly for notification of approval for HSCE and other important information and updates, such as available courses, schedule changes, waitlist status, and more.

Steps to Accessing your Norco College email:

Step 1: If you do not know your Student Email address, log into WebAdvisor, then click, What's My RCCD Email Address?

Step 2: Go to mail.office365.com to sign in with your Norco College email address. If it's your first time logging in, your temporary password is your initials (first letter capitalized) followed by your 6-digit date of birth (e.g. Js061078).

Leave a message



Step 2: Go to mail.office365.com to sign in with your Norco College email address. If it's your first time logging in, your temporary password is your initials (first letter capitalized) followed by your 5-digit date of birth (e.g. JS061078).

Step 3: Follow the Microsoft prompts to set up your account. It's a good idea to provide an alternate e-mail address in case you forget your Norco College email address or password.

6. Enroll in classes

- If approved, you can begin to enroll in classes on/after the first day of the term.
- Review course offerings in the [Schedule of Classes](#) noting dates, prerequisites, location and times of classes.
- Register for classes online through [WebAdvisor](#) or in person at the A&R counter with a Norco College HSCE Add Card.
- "Add" and "Drop" [deadlines](#) are strictly enforced.

7. Pay fees

- High school students are not required to pay enrollment fees but are responsible for a Health Fee and a Student Services Fee for every term attended.
- Make payments [online](#) or in person.
- Fee payment [deadlines](#) are enforced.

8. Purchase parking permit online in WebAdvisor