1. Register and create a Palomar College Account
   - Go to www.palomarcollege.edu
     I. Click on APPLY NOW.
     II. Create OpenCCC account
     III. Write down OpenCCC account username, password, PIN and CCCID.

2. Wait for an e-mail confirmation of your Palomar College ID number.
   - Go to www.palomarcollege.edu
     I. Log in to your MyPalomar(eServices)
     II. Scroll down to “ID/Password Help”, click.
     III. Enter your Palomar ID, create new password.
     IV. Write down your hint and new password.

3. Request a “Special Admission Approval form” from your DLA School Counselor.
   - You will need to deliver the signed approval form to Palomar College admission office.
   - Once the admission office gives you access you will need to Log in to your MyPalomar(eServices) and add your selected course for fall/spring/summer term.
   - Instructions/video: how to add classes using class search https://www2.palomar.edu/pages/enrollmentservices/eservices-instructions/

4. Request the EUHSD Off Campus Approval Form from your DLA School Counselor
   - You will need to complete the form and make a selection on how you would like to report your college class (add to high school transcript).
   - Before you start the course, you will need to submit the off campus approval form to the DLA School Registrar, in A212.

5. Request an official transcript from Palomar College
   - At the end of the college course, you will need to request an official Palomar College transcript be mailed to the DLA School Registrar, in A212.
   - Make the request in person to the Palomar College student records office.