

# Delta College Early Start Checklist – Spring 2022

1. **APPLY for Admission ASAP** Go to [www.californiacolleges.edu](http://www.californiacolleges.edu), click “Sign In”, then “Sign In With Google” using your TLC email account. Launch your California Community College application following the steps outlined in this video: <https://www.youtube.com/watch?v=3U3nQBMSxzw&t=34s> Videos found on this site will walk you through the Delta College application process step-by-step: <https://pdcdeltacollege.com/dep/apply/> **You will need your Social Security # to complete this application.**
2. **GET your Delta ID and Email** You will receive two emails: one immediately after you apply, then another within a few days of applying, both will go to the email address you included on your application. The second email will contain your Delta ID number. Go to [www.deltacollege.edu](http://www.deltacollege.edu), click on “MyDelta” then click “Login to MyDelta”. Log in using your Delta ID number, and this password: **SJdc!** plus your **6-digit birthdate**. **Example:** If your birthdate is **06/04/2000**, your password is **SJdc!060400**. You will be prompted to change your password. Millennium students must use the following NEW format for your new password: Mhs\$ Plus your 6-digit birthdate (example: Mhs\$060400). Once you’ve logged in, click “Profile”, then click “Contact Details” to find your Delta email address. All correspondence from Delta will be sent to this e-mail address, so be sure to check it at least once a week at <https://deltacollege.edu/student-services/delta-email>
3. **Complete MHS Grade Check Form.** Once you have your Delta ID number and password, **complete the MHS Grade Check Form at <https://forms.gle/527H4VE9q1vVVavV7>** You will need to include a screenshot/picture of your current grades in Aeries to complete this form. **Due 10/11 by 11:59pm.**
4. **COMPLETE CES FORM using DocuSign!** Starting October 1, see the attached “CES DocuSign Steps”, and click “the link to the CES Form”. The DocuSign website will be launched and you will be prompted to fill in your name and email address and your parent/guardian’s name and email address. You will also need to include the name and email address of your **Principal or Counselor Designee (use “Lauren Moore” and email address [LMoore@tracylc.net](mailto:LMoore@tracylc.net)).** The CES PDF will open and you will need to complete all fields of the form, including the class you are planning to take and its 5-digit section number. *Recommended classes will be published in our nest Google Classrooms.* Your CES Form will be emailed to your parent to sign, then it will go to the counselors and we will review your MHS Grade Check Form and classes selected before signing and submitting to Delta College if approved. **Spring CES Forms may be submitted to the Counseling Office starting October 4<sup>th</sup>, and are DUE October 11<sup>th</sup> at 11:59pm.**
5. **CHECK Registration Date and Time.** Log into your MyDelta account on or after October 14th, click “Manage Classes”, then “Enrollment Appointments”. Your appointment will be between October 18<sup>th</sup>-November 1<sup>st</sup>. Add this date/time to your calendar and be sure to log in again at that time to register for your class(es).
6. **REGISTER for class(es).** Once your CES form has been approved and submitted to Delta College, you will need to log in to MyDelta soon after your Registration Date and Time. **Here is an excellent video that will walk you through Registration step by step:** <https://deltacollege.edu/mydelta-portal/manage-classes-mydelta/how-register-mydelta> **Make sure to notify the Counseling Office if you register for a class other than what has been previously approved on your CES Form using the College Class Change Form found on our MHS Counseling College Early Start Website.** **NEW: You will not be charged student fees by Delta College.**
7. **SUBMIT CES Scholarship Form including final grades for \$100 scholarship for each B or higher earned! (B- does not qualify.)** The CES Scholarship Form will be available on our MHS Counseling website and due a month after final grades are posted. Remember only previously MHS Counselor approved classes will be eligible.

FOR MORE DETAILS ON THE COLLEGE EARLY START PROGRAM, PLEASE VISIT [www.tracylearningcenter.com](http://www.tracylearningcenter.com) Click on “Millennium High School”, then “MHS Counseling”, then “College Early Start”.

Application Submitted on: \_\_\_\_\_

My Delta ID# is: \_\_\_\_\_ My Delta Email is: \_\_\_\_\_ [@mustangs@deltacollege.edu](mailto:mustangs@deltacollege.edu)

Revised: 9/20/2021