

Fall 2022 Dual Enrollment Registration Procedures

Fall registration for new Dual Enrollment Students begins April 19, 2022

Returning Dual Students can register starting April 12, 2022

Process (should be started ASAP so that everything is in place when registration opens in April):

1. New dual enrollment students will email the assigned school counselor to express interest and determine eligibility. Returning dual enrollment students will email their counselor to obtain a *CCPS Enrollment Request Form*. (CCPS Enrollment Request Form must be completed each semester student is seeking Dual enrollment).
2. New dual enrollment students will schedule an in person, parent phone or virtual conference, if a prior meeting has not occurred. Conference will include expectations for taking a college course, grade/credit on CCPS transcript, and potential of transferable college credit.
3. The counselor will initiate the fillable *CCPS Dual Enrollment Request Form*, complete Section II using the unweighted GPA, and email the form to the student and parent. Counselor should include pertinent notes in the notes section as information for college admissions.
4. The student and parent will review the *CCPS Dual Enrollment Request Form*, complete Part I and III, save and email it back to the school counselor.
5. The school counselor will send the CCPS Dual Enrollment request form to Carroll CC at dual@carrollcc.edu so that the college knows that the student is eligible through CCPS to participate in the Dual Enrollment Program.
6. Student will follow the specific instructions listed below to get registered for classes at Carroll Community.
7. CCC Admissions will email weekly reports of classes students have registered for to all counselors within a school building. The report will be date stamped with highlights of additions and/or changes since the previous report.
8. The school counselor will enter the dual enrollment course(s) in the student schedule when approved.

Specific instructions for students to register for Dual Enrollment through Carroll Community College:

1. Go here to apply to Carroll CC for Dual Enrollment: www.carrollcc.edu/applynow
2. It will ask you to create a student account. You will need to use a personal email address like gmail or icloud. You CANNOT use your CCPS account, CCPS email will not accept email from the college.
3. Within 12 to 24 hours you will receive an email telling you how to set up your student account. You should activate your account set up before attending an advising session.
4. You are required to attend a Dual Enrollment Advising Session the first time you register with the college (virtually or in person, sign up by calling 410-386-8430).
5. Register for your class with the college. Even if it is hosted at your high school, you need to register and purchase the required books for your class or classes before they begin, the sooner the better.
6. Attend class.