CCPS – Credit Dual Enrollment Registration Steps

New Students will not be able to apply & complete course registration in the same day.

All - Credit Dual Enrollment Students - START HERE

- ☐ **Complete a Dual Enrollment Form** with your parent(s)/guardian(s).
  CCPS Dual Enrollment Request Form

CCPS DE Form QR

New - Credit Dual Enrollment Students

- ☐ **Apply to Carroll:** www.carrollcc.edu/applynow
- ☐ **Watch the Dual First Advising Session -** Link to the video will be provided in your application confirmation email *(subject line: Congratulations! Welcome to Carroll Community College)*
- ☐ **Set up your My Carroll account -** You will receive a set up email 1-2 days after being accepted.
  (subject line: Carroll Community College Student Email Activation)
- ☐ **Follow the steps below to register for classes – *All steps above MUST be completed before you can register for classes.***

Registration Steps *(for new & returning credit students)*

- ☐ **Register for classes! **Your dual form must be submitted before registering*.**
  New dual students must complete all the steps above before registering for courses. You can register on your own or with help, see options below.
  - **Register on your own:**
    Register for classes in your Lynx Student Portal:
    www.carrollcc.edu/mycarroll
    Only register for the number of classes approved by your high school.
  - **Register with help:**
    Need help with class selection? Call the Admissions Office (410-386-8430) to schedule a meeting or schedule a meeting through Starfish in your Lynx Student Portal.

- ☐ **Verify your schedule is correct** in your Lynx Student Portal www.carrollcc.edu/mycarroll
- ☐ **Get your textbooks before classes start!** www.carrollcc.edu/dualbookstore/
- ☐ **New students –** New students are encouraged to attend New Student Orientation! www.carrollcc.edu/orientation/

Questions, please contact Admissions at admissions@carrollcc.edu or call 410-386-8430

Non-Credit Dual Enrollment Courses: For next steps please contact Beth Lee (Director, CET Support Services) at 410-386-8096.

Revised 5/8/25