

Dual Enrollment for High School Students

The following information is for students who are in their junior or senior year of high school and are interested in CCS Dual Enrollment. There are two options.

Option 1

Students are recommended to work with their high school counselor to see if they are eligible for Dual Enrollment through their school district. If so, the following items are required to be submitted to CCS Continuing and Precollege Studies prior to enrollment.

- Completed Dual Enrollment application form and check list
- 5-8 digital images of the students art work (portfolio)
- Letter/documentation from high school counselor that student is eligible
- Promise to pay letter from your School District

Option 2

Students that are not eligible for Dual Enrollment through their high school, but are still interested are required to submit the following items.

- Completed Dual Enrollment application form and check list
- 5-8 digital images of the students art work (portfolio)
- Full payment at the time of registration (once student has been granted permission by the department to enroll.)

Due to coordinating a number of items when applying for Dual Enrollment, students are recommended to submit their application, portfolio and payment prior to the following dates:

- **November 15** for Winter semester (classes meeting January – May)
- **May 15** for Fall semester (classes meeting September – December)

Dual Enrolled High School Students are subject to ALL policies that apply to CCS degree seeking students including but not limited to attendance policy, payment due dates, withdrawal/refund policies, withdrawal procedures and policies. Dates and policies are found in the CCS Schedule Book which can be found online: bb.collegeforcreativestudies.edu > Campus Offices > Academic Advising & Registration > Academic Policies & Processes > Undergraduate College Catalogue > Select Terms

Once students are enrolled they will receive the following information in the mail: course confirmation, parking hang tag for CCS parking structure, CCS Student ID, billing receipt if applicable. Students will receive additional information prior to the course start via email. That information will include: course syllabus, material list, student login and password for Blackboard to access course information on line, and any additional information regarding the course.

Any questions regarding dual enrollment can be directed to the Continuing and Precollege Studies office at pcs@collegeforcreativestudies.edu or 313.664.7456

DUAL ENROLLMENT CHECKLIST FOR HIGH SCHOOL STUDENTS

Students who seek enrollment in specific credit courses at CCS and are currently enrolled in a high school program shall be identified as a Dual-Enrolled High School Student. The appropriate admission procedures are outlined below.

Is not currently enrolled in a bachelor's degree program at any other institution.

Must be a junior or senior in high school or home schooled equivalent.

Must have permission form from the high school they are currently attending.

May enroll in up to (3) three courses per semester with permission of the Department Chairperson.

Enrollment is on a space available basis and should take place during the Drop/Add period (first week of the semester).

Financial Aid is not available to Dual Enrolled High School Students.

Dual Enrolled High School Students are subject to the same fees as CCS degree seeking students and must adhere to the same policies, procedures, and deadlines as CCS degree seeking students and will be graded according to the policies of the College.

Proof of payment should be supplied by the School District. The school district must agree to pay all tuition and fees. A copy of the payment agreement must be attached to the registration form with a statement that payment is not based on the student's grade.

DUAL ENROLLMENT

REGISTRATION FORM

Term _____ CCS Student ID or Social Security # _____

Name _____
 Last First MI

Year in High School	Junior	Senior
Birthday	_____	
Art samples included?	Yes	No

Permanent Home Address _____ City _____

State _____ Zip _____ County _____ Home Phone _____

Cell Phone _____ Email _____

Parent / Guardian Name _____
 Last First MI Parent / Guardian Daytime Phone _____

Information For Statistical Purposes Only:					
Sex:	F	M	U.S. Citizen	Perm. Resident	International Student: Visa Type
Ethnic Background (Optional):					
Black, non-Hispanic	American Indian or Alaskan Native	Asian or Pacific Islander	Hispanic	White, non-Hispanic	

Method of Payment _____ Amount _____ TUITION
 \$900 flat Tuition

Credit Card # _____ Exp. Date _____ Security Code _____

Cardholder's Signature _____ Date _____

CLASS PREFERENCE

	DEPT	CODE	SECTION	TITLE	DAY	TIME
	PCS	100	X	EXAMPLE		8:30
1						
2						

BILLING ADDRESS

(Where to send your bills, i.e. School District)

Contact Name _____ Phone _____

Address _____ City _____ Zip _____

SIGNATURES

By signing below, I agree to all charges and policies. Schedule changes and requests for refunds/tuition relief must be made by the student, in writing, to the Precollege and Continuing Studies Office. Dept Chair and Registration signature obtained by CCS.

Student's Signature _____ Date _____

Dept. Chair's Signature* _____ Date _____

COMPLETE THIS FORM AND EMAIL WITH LETTERS FROM YOUR COUNSELOR AND/OR SCHOOL DISTRICT AND ART SAMPLES
 TO: pcs@collegeforcreativestudies.edu

NOTE - Priority is given to undergraduate students. Available seats are enrolled on a first-come first-served basis. DE students with complete applications will be called first. All requests to withdraw from a credit class must be timely made, in writing, using the college's official blue Drop/Add Form. The Drop/Add form is available from the Academic Advising and Registration Office and should be submitted there upon completion. For payment, refund and withdrawl dates please refer to the CCS Schedule Book or our website www.collegeforcreativestudies.edu