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:

- **December 15** for Winter semester (classes meeting January – May)
- **June 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 Schedule Book >Select Term

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 313.664.1530