College for Creative Studies

DUAL ENROLLMENT REGISTRATION 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 have permission form from the high school they are currently attending.
- May enroll 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.

Course Approval/Denial and Registration

If a credit class has a section letter of W,X,Y or Z the student may proceed directly to the CCS Registration Office to enroll in the class by using the Dual Enrollment Form for High School Students. If the credit class has any other section letter, the student must seek the permission of the department chair by following the guidelines listed below:

- Obtain a CCS Schedule book and Dual Enrollment Form from the CCS Registration Office.
- Schedule an appointment with the Department Chair through the Department Administrator.
- Portfolio and/or other information – The Department Chair will advise you on the type of portfolio and/or other information you will be required to present at your meeting.
- Immediate Approval – If the department chair approves your enrollment in the course he/she will sign the registration form. You must wait until the first week of classes to register. At that time go to the CCS Registration Office to register then proceed to the Cashier’s Window (located on the main floor of the Art Center Building) to pay the $100.00 initial tuition payment. You must present photo ID to the receptionist in the Art Center Building.
- Deny Approval – The Department Chair has the option of denying approval if a student’s educational background or portfolio is deemed in appropriate or inadequate for successful completion of the course.
- De-Registration – If a CCS degree student requirements enrollment in a course that is closed, a Dual Enrolled High School Student may be dropped from the course.

Remember: 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.

6/12/03 – Registration Office