

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

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. Go to the Cashier's Window (located on the main floor of the Yamasaki Building) to pay the \$100.00 commitment fee payment then visit the CCS Academic Advising and Registration Office to register.
- _____ 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.