

# 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: <https://forms.office.com/r/d6HxrC7H8X>



CCPS DE Form QR

## New - Credit Dual Enrollment Students

- ☐ **Apply to Carroll:** [www.carrollcc.edu/applynow](http://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](http://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](http://www.carrollcc.edu/mycarroll)
- ☐ **Understand how to access your books/materials before classes start:** [www.carrollcc.edu/dualbookstore/](http://www.carrollcc.edu/dualbookstore/)
- ☐ **New students** – New students are encouraged to attend New Student Orientation! [www.carrollcc.edu/orientation/](http://www.carrollcc.edu/orientation/)  
**Questions, please contact Admissions at [admissions@carrollcc.edu](mailto: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.