

# 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.