

CCPS – Credit Dual Enrollment Registration Steps



New Students will not be able to apply & complete course registration in the same day.

New - Credit Dual Enrollment Students - START HERE

- ❑ **Apply to Carroll:** www.carrollcc.edu/applynow
- ❑ **Watch the Dual First Advising Session** - Link to the video & attendance confirmation will be provided in your application confirmation email (*subject line: Congratulations! Welcome to Carroll Community College*) Please allow 1 business day for your attendance to be marked which allows access into the Lynx Student Portal after your Carrollcc.edu email is set up (*next step*).
- ❑ **Set up your My Carroll account** - You will receive a set up email 1-2 days after applying. (*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)*

- ❑ **Complete a Dual Enrollment Form** with your high school counselor.

<http://tinyurl.com/CCPSDualRequest>

- ❑ **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:**

COURSES AT CARROLL OR ONLINE -

Register for classes in your Lynx Student Portal:

www.carrollcc.edu/mycarroll

Only register for the number of classes approved by your high school.

COURSES AT YOUR HIGH SCHOOL -

Log into your Carroll Account:

www.carrollcc.edu/mycarroll

Scan Onsite Class code or use this link:

<https://www.carrollcc.edu/onsitedualenroll/>

& complete registration form.



CCPS DE Form QR



ONSITE Class
Registration QR

- **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
- ❑ **Get your textbooks before classes start!** www.carrollcc.edu/dualbookstore/
- ❑ **New students** – Attend orientation! www.carrollcc.edu/orientation/

Questions, please contact Admissions at 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.