



New Student Information Sheet Dual Enrollment @ CCPS Spring 2024

Contact the Admissions Office at admissions@carrollcc.edu / 410-386-8430 with any questions!

Student Information:

When is Orientation?

All new students are expected to attend New Student Orientation to learn more about the college, your class(es) and course expectations. We offer in person and virtual options. Please RSVP using this link www.carrollcc.edu/orientation and check your Carroll email for New Student Orientation reminders.

How can I check my class schedule?

You can view your class schedule in the Lynx Student Portal. **Check your course meeting times prior to the start of the term for changes.**

What is Preview Week?

You can access your course(s) **one week prior** to the start of the term in Canvas. **Check out your syllabus** to make sure the class is what you thought it would be before it begins. If not, you can always change before classes start.

How do I get my textbooks?

CCPS Dual Enrollment students please follow these [steps](#) to obtaining textbooks. Bring your class schedule with you and shop at the Carroll Bookstore! Please check campus bookstore hours prior to arriving. **Textbooks are available on campus two weeks prior to the start of the term.** You can view hours online at www.carrollcc.edu/bookstore.

Where can I find my student ID number?

Your student number is emailed to you the day after you apply. You will use this to activate your account. It can also be found in your Lynx Student Portal account and your Student ID card.

How do I obtain my Student ID card?

Student Photo ID cards are available once the semester begins in the Library. Be sure to bring your driver's license or another form of photo ID (ie. High School ID, passport, etc.). For more information, visit: <https://library.carrollcc.edu/home>

What are the important dates for the Spring Term?

Term	Start Date	Refund Deadline	Audit/Withdrawal Deadline	End Date
Spring Dual @ CCPS	January 29	February 5	April 3	May 17

Day to day, the CCPS calendar will be honored for early dismissals, days off, inclement weather closures/delays, etc.

How can I request Disability Support Services?

Students enrolled in CCC courses being taught on site at CCPS who would be eligible for accommodations on the basis of their existing IEP/504 plans would be eligible to receive postsecondary-appropriate accommodations through Carroll's Office of ADA/Disability Support Services.

Please contact Kiersten Meyers, Assistant Director, Disability Support Services @ 410-386-8329 or kmeyers@carrollcc.edu to schedule a time to meet and discuss reasonable accommodations for your college class.

More information visit <https://www.carrollcc.edu/Disability/>

Student Account Information:

College Account (Go to [My Carroll](#) on the Carroll Community College Web page)

Make sure you've set-up your Carroll Community College Account. You can find the link in the personal email you used when you applied. Set-up the account and it will give you access to:

- **College email in Outlook:** All college information is sent here (not your personal email account). Start checking frequently for important college information.
- **Canvas:** Online class portals used to supplement every class. You will have access to this one week before your classes begin. Your instructors communicate with you to post important class information, including grades and your syllabus. You must have your Carroll account (and email) set-up to log-in to any class.
- **Office 365:** Microsoft Office (Word, Outlook, Power point and Excel) is available to download at no cost.
- **Lynx Student Portal:** This is where you find links to all of your personal, academic and financial information. This allows you to pay tuition or set up a payment plan and make an appointment with your advisor for future class planning and registration.

For more information, please visit: www.carrollcc.edu/mycarroll or contact the Admissions Office at 410-386-8430.

I am having trouble with my account; how can I contact the IT Help Desk?

You can unlock your account or reset your password online at www.carrollcc.edu/password. If you need further assistance, please contact the IT Help Desk at 410-386-8080 or ithelpdesk@carrollcc.edu.

What is Canvas?

Canvas is a Learning Management System. Canvas will serve as our online system to engage students in each of their courses, as well as campus clubs and organizations. You can find canvas tutorials here:

<https://carrollcc.instructure.com/courses/133/>