

# How to Enroll in Dual Enrollment Courses at CHS



## **First Time enrolling in a Dual Enrollment Class? Follow the Below Steps:**

1. Complete the APPLICATION
2. Complete the REGISTRATION FORM
3. Complete the MULTIPLE MEASURES FORM FOR ENGLISH
  - a. Or complete the MULTIPLE MEASURES FORM FOR MATH if you are enrolling in a math or computer science course
4. Provide completed forms to your Guidance Counselor and request their signatures and a copy of your high school transcript\*.
5. Turn in completed forms and transcript to Ms. Cunningham in the Career and College Readiness Center no later than **Friday, September 15, 2023 for Fall Semester and by Friday January 26, 2023 for Spring Semester.**

\*Please do not expect your guidance counselor to immediately complete these tasks. You will need to provide them with adequate time to sign and print the transcript (provide for at least a two day window).

## **If you have taken a Dual Enrollment course before? Follow the Below Steps:**

1. Complete the REGISTRATION FORM
2. ONLY if you are taking a MATH or COMPUTER SCIENCE course **for the first time**, you need to complete the MATH MULTIPLE MEASURES FORM.
3. Provide completed forms to your Guidance Counselor and request their signatures and a copy of your high school transcript\*.
4. Turn in completed forms and transcript to Ms. Cunningham in the Career and College Readiness Center no later than **Friday, September 15, 2023 for Fall Semester and by Friday January 26, 2023 for Spring Semester.**