DUAL ENROLLMENT PROGRAM

Steps and Checklist

Scholar Name	Home School Name
Scholars Email	School Counselor Name

Eligibility Criteria

D To enroll in a university-level course at Coppin State, a high school student must
> Be a ==10th, 11th, or 12th grader== on the first day of the semester in which the course is offered.
> Maintain a 2.5 high school cumulative grade point average. And/or recommendation by school counselor/administration
> Be enrolled in a Maryland public or private high school.
> Have the full consent of the guidance counselor/school administrator to register for college courses.
> Have the full consent of the parent/guardian to participate.
> Receive a minimum grade point average of 2.0 in each course attempted to remain eligible for dual enrollment participation for the following semester.
> It is highly recommended that students consider taking one of the first following eight classes: **COSC 199, ECON 103, IDIS 103, PHIL 103, SOCI 201, HEED 101, HEED 105, SPCH105, THEA 211**

STEP 1A: Required Documents

D Completed Coppin State University's [Online Admissions Application](#)
> Indicate **Concurrent Enrollment** for Application Type
> Scholars will receive a confirmation email.

D Completed Concurrent Enrollment Form
> Signed by Scholar, Parent, Counselor and Principal
> Include COURSE, SECTION NUMBER, and SYNONYM NUMBER (*Example*: HEED-101)
> Indicate an alternate section in case the first section is full.

D High School Transcript

D [Completed New Scholar/Parent Orientation online](#)

Check-in starts at 8:00 am and the program begins at 9:00 am.

Thursday, June 27, 2024	New first-time, full-time first-year students
Wednesday, July 17, 2024	New first-time, full-time first-year students
Tuesday, August 13, 2024	New first-time, full-time first-year students
Saturday, August 17, 2024	Transfer Students
Thursday, August 22, 2024	New first-time, full-time first-year students

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STEP 2A: Enrollment Steps—New Scholars

D Submit required documents to the Dual Enrollment Program Liasian to receive registration approval

D Register for approved courses is done online through Eagle Link

D All final registered scholars sent to bursar office for review

D Obtain Coppin State University scholar ID and order textbooks (if needed)
- > Textbook information available at campus bookstores or www.CSUbookstore.com

STEP 1B: Enrollment Steps— Returning Scholars

D Satisfy one of the admission requirements
- > Have a 2.0 cumulative, unweighted high school GPA or

D Complete Addendum Form and Maryland Residency For

D Meet with the Eagle Achievement Center Academic Counselor for advisement

STEP 2B: Enrollment Steps—Returning Scholars

D Meet with the Eagle Achievement Center Academic Counselor for advisement and/or approval, if needed

D Submit the completed Concurrent Enrollment Form to the Dual Enrollment Liaison via email or in-person

D Register for approved courses and order textbooks

Withdraw Steps

D To support the withdrawal process detailed in Appendix D, the student must also complete and submit the Coppin State University Official Course Withdrawal Form at the link Official Class Withdrawal (coppin.edu)

University Policies and Procedures

D University policies and procedures are outlined in the Coppin State University Student Handbook, the "EagleGuide." The Handbook is available at The Eagle Guide Student Handbook 2020-2021 (coppin.edu)

CONTACT INFORMATION

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