



Step 1	Complete Pre-Registration Dual Enrollment Application And Next Steps <ul style="list-style-type: none">✓ Submit an online Pre-Registration Application. Access the application at Apply Online. For assistance with completing the Pre-Registration Application, contact your Building Level Liaison at your school or email Dualenrollment@coppin.edu.✓ A confirmation email will be sent to your email containing dates and times of Informational Sessions or you can Click Here. If you do not receive an email within 2-3 business days, please contact Dual Enrollment Liaison at Dualenrollment@coppin.edu.
Step 2	Get Appropriate Signatures Pre-Registration Dual Enrollment Application <ul style="list-style-type: none">✓ Once you have completed your Pre-Registration Application, please wait 5 to 6 business days for Pre-Registration Paperwork to be sent to your Building Level Liaison.✓ Review with your parent/guardians the requirements of the program.✓ Wet signatures and dates are required for each section of your Pre-Registration Paperwork.✓ Parent/Guardian consent is required to enroll at Compton College. They must sign the application.✓ Any incomplete Dual Enrollment forms missing signatures will not be accepted.
Step 3	Attend Dual Enrollment Mandatory Informational Session <ul style="list-style-type: none">✓ Dual Enrollment Informational Sessions for scholars and parents/guardians is designed to provide valuable information and resources to scholars and parents/guardians about the Dual Enrollment Program These Dual Enrollment Informational Sessions are to provide high school scholars and parent/guardian the opportunity to understand the process, requirements, and next steps. Orientation is only offered online through a virtual platform.
Step 4	Get A Signature From The High School Counselor Or Principal <ul style="list-style-type: none">✓ Principal or school counselor consent is required. Have them sign and date the Pre-Registration Application.✓ The principal or school counselor must enter the subject and course number, not the student.✓ Applications will not be approved if course information is entered by anyone other than the high school representative. Additionally, Dual Enrollment Applications will not be accepted if the course recommendation is left blank.✓ All final paperwork should be returned to your school counselor for appraisal to make sure everything is completed and their wet signature.✓ Building Level Dual Enrollment Liaison will contact Dual Enrollment Liaison to pick up paperwork with a copy of the transcript after the final appraisal is completed by Building Level Dual Enrollment Liaison to make sure everything is completed and their wet signature.
Step 5	Verification Clearance Of Participation Confirmed By Dual Enrollment Liaison <ul style="list-style-type: none">✓ Verification clearance for participation in dual enrollment will be verified and documented for future reference.✓ During this process, the parent/guardian will verify necessary information such as the student's name, date of birth, address, and attending school.✓ If there are any discrepancies or if further clarification is required, follow up with the school counselor to ensure that all necessary information has been confirmed.
Step 6	Complete All Prerequisites, Including Any Math Placement Clearance. (If Required) <ul style="list-style-type: none">✓ For math classes that have a prerequisite (requirements needed before you can enroll in a class), meet with a Dual Enrollment Liaison to set up a math placement assessment with Eachle Achievement Center.✓ Must be completed before registering for a class that requires Math Assessment level clearance.✓ Have a copy of your unofficial transcript to assist with course clearances and placement.
Step 7	Apply Admissions Application And Next Steps <ul style="list-style-type: none">✓ Once verification clearance for participation is completed by Dual Enrollment Liaison, scholars will be emailed to start the online Admissions Application.✓ Access the application at Apply Online. For assistance with completing the admissions application, a video of the application process can be viewed here. For more information, you can email dualenrollment@coppin.edu.✓ A confirmation email will be sent to your email containing: your student ID number, password, and application status.✓ If you do not receive an email within 2-3 business days, please contact Dual Enrollment Liaison at dualenrollment@coppin.edu.
Step 8	Approval To Register For Classes <ul style="list-style-type: none">✓ An email will be sent regarding the status of your Dual Enrollment approval or denial from the Admissions Office.✓ Once approved, the Dual Enrollment Liaison will schedule a time and date for registration appointment date/time for classes.✓ The register will only be for approved scholars who have completed and submitted all their paperwork.✓ Registration deadline dates can be located on the Coppin State University Dual Enrollment webpage.✓ Once registration of classes has been completed, a print copy of your class schedule will be mailed to your home address.



Dual Enrollment Program