



APPLICATION AND REGISTRATION

Dual Enrollment Program allow Baltimore City Public Schools High School students to take college-level courses for credit while still in high school.

Initial Assessment

Dual Enrollment Site Building Liaison, and Professional School Counselor will identify potential candidates for the Dual Enrollment Program at Baltimore City Public Schools for 2024-25 Academic School Year.

Selection Goal

The goal is to identify qualified Baltimore City Public Schools students for the 2024-25 academic school year. This includes selecting **rising 10th-grade students** based on their 1st and 2nd marking period report cards, along with **rising 11th-grade** and **12th-grade** students.

Transcript Review

To be eligibility grade point average requirements is a minimum of 2.5 GPA.



Pre-Registration Process

- [Students interested in dual enrollment will need to complete pre-registration application.](#)
- [The pre-registration process requires submission of transcripts and/or letter of recommendation.](#)
- [Deadlines for admissions and registration is on dual enrollments website.](#)

Admission Process

- [Once students have returned paperwork, Dual Enrollment Ambassadors will schedule dates for rising 11th and 12th-grade students to complete Coppin State University's admissions application on school site location.](#)
- [Students will complete the admission application and forward a copy of the application email confirmation to Dual Enrollment Ambassadors and to \[dualenrollment@coppin.edu\]\(mailto:dualenrollment@coppin.edu\).](#)

Registration

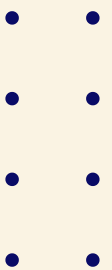
- [Once students are accepted into the dual enrollment program, they will register for identified courses.](#)
- [School Counselor will assist Dual Enrollment Site Building Liaison working with students in selecting appropriate courses that align with their academic goals and high school graduation requirements.](#)
- [Important dates in regards to registration deadlines and withdraw procedures will be communicated with students.](#)

Orienantation

- [Prior to starting classes, dual enrollment students are required to attend an orientation session to familiarize themselves with campus resources, policies, and expectations.](#)

Monitoring Process

- Throughout the academic year, Dual Enrollment Site Building Liaison, Dual Enrollment Ambassadors and School Counselor will track the progress of dual enrollment students to ensure they are meeting academic standards, attendance and adjusting support services as needed.



By following these steps, high school students can successfully apply and register for dual enrollment courses at Coppin State University for the 2024-25 academic year.

Pre-Registration Process (New Students)

March 11 through April 1

- All identified new students will scan the QR code for pre-registration.
- Students will be emailed to pick up paperwork (including residency form) from Dual Enrollment Site Building Liaison.
- Dual Enrollment Site Building Liaison will explain to pending new students all signatures required and the days they can return paperwork.



Review of Forms

- Dual Enrollment Site Building Liaison will review the submitted paperwork to ensure accuracy and completeness before forwarding to the Dual Enrollment Liaison for further processing.

Admissions Process

March 25 through April 30

- Dual Enrollment Ambassadors will assist in communicating with students about submission of paperwork on behalf of Dual Enrollment Site Building Liaison.
- Once students have returned paperwork, Dual Enrollment Ambassadors will schedule dates with Dual Enrollment Site Building Liaison for rising 11th and 12th-grade students to assist in completing Coppin State University's admissions application at assigned location.
- Students will complete the admission application and forward a copy of the application email confirmation to Dual Enrollment Site Building Liaison, and to dualenrollment@coppin.edu.
- Once the application is submitted, it will be reviewed by the admissions office.
- If accepted, students will receive approval to register for specific courses as part of the dual enrollment program.



Advisory Session

March 25 through May 17

- Advisory sessions will be scheduled by Dual Enrollment Site Building Liaison and/or Professional School Counselor to provide an opportunity for students to learn about program expectations and available course offerings.
- During these sessions, students can ask questions, seek guidance on course selection, understand the process for scheduling their dual enrollment courses and selection of appropriate sequence of courses for the upcoming semester.
- Also, during the Advisory Session, conversation will be had to ensure that students can balance their dual enrollment courses with their regular high school curriculum.
- Course availability may depend on factors such as prerequisites, scheduling conflicts, and space limitations.
- Dual Enrollment Site Building Liaison and/or Professional School Counselor will sign "Course Reservation Form" after discussion is had in regards to university specific deadlines.
- Students must adhere to specific deadlines for course registration and course withdrawal timelines



Registration Process

March 25 through May 30

- Once the application is submitted and processed, students will receive instructions on how to register for courses.
- Upon finalizing their course schedule, students will sign a “Course Reservation Form” indicating their agreement with the selected courses.
- The signed form is then submitted to a Dual Enrollment Building Site Liaison or designated individual for processing.
- After completing registration, students will have a “Dual Enrollment Hold Flag” placed on their Eaglelink account.
- This hold flag is intended to prevent unauthorized changes to the student’s schedule without approval.
- Any changes to the schedule after registration completion, must be approved by Dual Enrollment Building Site Liaison and the Dual Enrollment Coordinator.
- If a student needs to make changes to their schedule, they must seek approval from the appropriate authority.
- If approved, the Dual Enrollment Coordinator will remove the scheduling hold flag, allowing the student to make necessary adjustments.

Returning Students Process

March 11 through March 29

- Returning students are only required to complete the Addendum Form and Residency Form during this period. These forms are essential for updating personal information and confirming residency status.
- Dual Enrollment Site Building Liaison will schedule a date and time for returning students to obtain the Residency Form and Addendum Form.
- Dual Enrollment Site Building Liaison will assist in communicating with students and collecting the necessary forms.
- Dual Enrollment Site Building Liaison will review the submitted forms to ensure accuracy and completeness before forwarding them to the Dual Enrollment Coordinator for further processing.
- Dual Enrollment Site Building Liaison will send out an alert to “Returning Dual Enrollment students” providing information on preparation and the process for scheduling courses for the fall semester of 2024.



Rising 10th Grade Students

July 8th

All rising 10th grade students' final transcripts should be submitted to the Dual Enrollment Site Building Liaison by July 8th, 2024. This document serves as an essential component of the application process, as it provides a record of the student's academic performance for the 2023-24 academic school year and eligibility for participation in the program.

Admissions Evaluation Period

July 9 through July 27

- The Admission Team will evaluate all approved rising 10th-grade students for admission from July 9th through July 27th, 2024.
- This period allows the team to review each candidate's application materials thoroughly and make informed decisions regarding their acceptance into the program.
- If accepted, students will receive approval to register for specific courses as part of the dual enrollment program.

Advisory Sessions

August 5 through August 16

- Dual Enrollment Site Building Liaison and/or Professional School Counselor, will conduct Advisory Sessions for accepted rising 10th grade students starting on August 5th through August 16th.
- During sessions, Dual Enrollment Site Building Liaison and Professional School Counselor, will discuss the Fall 2024 scheduling process and provide expectations for new Baltimore City Public Schools students.
- Students will complete the "Course Reservation" form.
- Upon completion, Dual Enrollment Site Building Liaison and/or Professional School Counselor, will sign the form as the Building Level Liaison Signature and discuss the next steps, expectations of a dual enrollment student and the available course offerings for the Fall 2024 semester.
- Students will be scheduled for a date to complete Fall 2024 registration for classes with the assistance of Dual Enrollment Site Building Liaison during designated times.
- After completing the registration process, students are expected to sign the form and submit it to the Dual Enrollment Site Building Liaison.
- To ensure that schedules remain intact, all students will have a "Dual Enrollment Hold Flag" placed in Eaglelinks, preventing unauthorized changes.
- Any modifications to schedules after completion must be approved by Dual Enrollment Site Building Liaison and/or Professional School Counselor and the Dual Enrollment Coordinator.
- If changes are deemed necessary and approved, the scheduling hold flag will be removed for student to make appropriate adjustments.
- Additionally, all rising 10th-grade students are mandated to participate in a "mandatory" New Student Orientation on either August 17th or August 22nd.

New Student Orientation



All Dual Enrollment students (returning and new) are required to participate in one in-person New Student Orientation and complete the online orientation modules.



Importance of New Student Orientation

The New Student Orientation (NSO) serves as a starting point for new and returning students, preparing them for their collegiate experience. The NSO acquaints students to campus, services, and information that prepares them for a successful school year.

Dates for the in-person orientations are:

Thursday, June 27th

Wednesday, July 17th

Tuesday, August 13th

Saturday, August 17th (for rising 10th grade students)

Thursday, August 22nd (for raising 10th grade students)



Registration

To register for the in-person orientations, students will receive registration links and additional information regarding the online orientation modules. It is essential to complete both the in-person and online orientation modules to ensure a successful start to the academic year.

By participating in the NSO, students can expect to:

- Become familiar with campus resources and services.
- Learn about academic expectations and requirements.
- Understand our degree programs requirements and prerequisites.
- Connect with faculty, staff, and peers.
- Develop a sense of community and belonging on campus.
- Gain skills and knowledge necessary for academic success.