



DUAL ENROLLMENT PARTNERSHIP



GETTING STARTED





COLLEGE COMPLETION GOAL

- Maryland ranks **eighth in the nation** for **degree completion**, with 46% of 25- to 64-year-olds having at least an associate's degree in 2013.
- However, **four of Maryland's ten competitor** states (Massachusetts, Minnesota, New Jersey, and Virginia) have a higher rate.



✓ Maryland Blueprint For Success

- Dual Enrollment Opportunities
- Degree Plans and Pathways and Academic Advising
- Statewide Transfer and Reverse Transfer Agreements
- Statewide Communication Plan for Near Completers ³

HIGHER EDUCATION ELEMENTS OF SENATE BILL 740



COLLEGE COMPLETION GOAL



College Completion Goal:

- At least 55% of the State's residents age 25 to 64 years old will hold at least an associate's degree by 2025.
- The College and Career Readiness and College Completion Act of 2013 (SB740) codified this goal.
- This would be a 10.6 percentage point increase or 24% increase from 2009 when 44.4% of individuals between 25 to 64 years old held an associate's degree or higher.
- Institutions will need to award approximately 51,000 degrees annually to meet the goal.



Delivery Models

- **Dual Credit** is a form of concurrent enrollment that allows a high school student to take certain courses at Coppin State University that **earn both college and high school credit.**
- **Courses are either face-to-face or online.**
- Typically, scholars take one course each semester for their sophomore through their senior years. One or more courses each semester may be taken.
- **Additional HS approval is needed to take more than two dual credit courses per term.**

WHAT IS DUAL CREDIT?

Grades are posted on **high school transcript** and **college transcript.**





LOGISTICS

Days	Time	Duration
2 Day A Week Course	1:30pm - 2:50pm	1hr 20min
2 Day A Week Course	10:00am-11:20am	1hr 20min
2 Day A Week Course	10:30am-11:50am	1hr 20min
2 Day A Week Course	11:00am - 12:20pm	1hr 20min
2 Day A Week Course	11:00am-11:50am	1hr 20min
2 Day A Week Course	11:00am-12:20pm	1hr 20min
2 Day A Week Course	11:00am-12:20pm	1hr 20min
3 Day A Week Course	12:00pm-12:50pm	1hr 20min
2 Day A Week Course	12:30pm-1:50pm	1hr 20min
2 Day A Week Course	2:00pm-2:50pm	1hr 20min
2 Day A Week Course	5:20pm-6:40pm	1hr 20min
2 Day A Week Course	5:30pm-6:50pm	1hr 20min
2 Day A Week Course	9:30am - 10:50am	1hr 20min
2 Day A Week Course	9:00am-10:30am	1hr 30min
1 Day A Week Course	9:00am-11:30am	1hr 30min
2 Day A Week Course	2:30pm-4:50pm	2hr 20min
1 Day A Week Course	3:30pm-5:50pm	2hr 20min
1 Day A Week Course	10:00am-12:30pm	2hr 30min
1 Day A Week Course	5:20pm - 7:50pm	2hr 30min
1 Day A Week Course	5:30pm-8:00pm	2hr 30min
1 Day A Week Course	8:00pm-10:50pm	2hr 30min
2 Day A Week Course	9:20am-10:50am	2hr 30min
1 Day A Week Course	9:20am-11:50am	2hr 30min
1 Day A Week Course	9:30am-10:50am	2hr 30min
1 Day A Week Course	11:00am-1:50pm	2hr 50min
1 Day A Week Course	5:20pm-8:10pm	2hr 50min
1 Day A Week Course	1:30pm-4:50pm	3hr 20min
1 Day A Week Course	5:30pm-8:50pm	3hr 20min
3 Day A Week Course	1:00pm - 1:50pm	50min
4 Day A Week Course	1:00pm-1:50pm	50min
3 Day A Week Course	10:00am-10:50am	50min
3 Day A Week Course	10:00am-10:50am	50min
4 Day A Week Course	11:00am-11:50am	50min
3 Day A Week Course	11:50am - 12:20pm	50min
3 Day A Week Course	2:00pm - 2:50pm	50min
4 Day A Week Course	2:00pm-2:50pm	50min
3 Day A Week Course	3:00pm-3:50pm	50min
3 Day A Week Course	9:00am - 9:50am	50min
3 Day A Week Course	9:30am-10:50am	50min

- As you plan for the Fall 2024 Semester, it is important to consider several factors that may pose challenges for a school over a 4-mile radius. Ensuring the safety and security of students to and from is paramount.
- The distance, location, and time from a school site to our campus will significantly impact students' ability to take courses either in the morning or afternoon.
- Schools over a 4-mile radius will have increased travel time and coordinating students' release time either in the morning and/or afternoon requires meticulous planning in students' schedules to ensure that all students arrive and leave our campus in a timely suitable fashion.





Crosswalk of Courses for Dual Enrollment Credit

MEMORANDUM OF UNDERSTANDING

Dual Enrollment Between Coppin State University and Participating Districts

COPPIN STATE UNIVERSITY Course (https://eaglemobile.coppin.edu/app/catalog/listSubjects or https://catalog.coppin.edu/search_advanced.php?catoid=9)	BALTIMORE CITY PUBLIC SCHOOL SYSTEM Course	YES = will meet graduation requirement for BALTIMORE CITY PUBLIC SCHOOL SYSTEM Elective only-credit will be offered only as an elective
ART 103 - Basic Design--Two Dimensional	Fine Arts	YES
ART 104 - Basic Design--Three Dimensional	Fine Arts	YES
ANTH 207 - Cultural Anthropology	Social Studies	ELECTIVE ONLY
BIOL 101 - Biological Science	Science	ELECTIVE ONLY
BIOL 103 - General Botany	Science	ELECTIVE ONLY
COSC 199 - Introduction to Computer Programming	Technology	YES
ECON 103 - Introduction to Business & Entrepreneurial Economics	Social Studies	ELECTIVE ONLY
ECON 201 - Introduction to Economics	Social Studies	ELECTIVE ONLY
ENGL 101 - English Composition I	ELA	ELECTIVE ONLY
ENGL 102 - English Composition II	ELA	ELECTIVE ONLY
GEOG 101 - Elements of Geography	Social Studies	ELECTIVE ONLY
GEOG 102 - World Regional Geography	Social Studies	ELECTIVE ONLY
HEED 101 - Personal Health	Health	YES
HEED 105 - Emerging Issues in Mental Health and Well-Being	Health	ELECTIVE ONLY
HEED 110 - Drug Abuse Education	Health	ELECTIVE ONLY
HIST 201 - World History I	Social Studies	yes
HIST 202 - World History II	Social Studies	yes
HIST 203 - United States History I	Social Studies	yes
HIST 204 - United States History II	Social Studies	yes
HIST 205 - African American History I	Social Studies	ELECTIVE ONLY
IDIS 102 - Music and Dance	Fine Arts	YES
IDIS 103 - Visual Arts and Theatre	Fine Arts	YES
MATH 131 - College Algebra for Mathematics and Science Majors	Mathematics	YES
MATH 132 - Pre-calculus	Mathematics	ADVANCED MATH
MATH 201 - Calculus I	Mathematics	ADVANCED MATH
MATH 203 - Basic Statistics	Mathematics	ADVANCED MATH
MISY 150 - Technology Fluency	Technology	ELECTIVE ONLY
PHIL 102 - Logic	Social Studies	ELECTIVE ONLY
PHIL 103 - Introduction to Philosophy	Social Studies	ELECTIVE ONLY
PHSC 101 - Physical Science	Science	ELECTIVE ONLY
PHSC 102 - Earth and Space Science	Science	ELECTIVE ONLY
POSC 201 - Introduction to Political Science	Social Studies	ELECTIVE ONLY
POSC 202 - U.S. Government	Social Studies	ELECTIVE ONLY
PSYC 201 - General Psychology	Social Studies	ELECTIVE ONLY
SOCL 201 - Introduction to Sociology	Social Studies	ELECTIVE ONLY
SPAN 101 - Elementary Spanish	WCL	YES
SPAN 102 - Elementary Spanish	WCL	YES
SPCH 105 - Speech Communications	ELA	ELECTIVE ONLY
THEA 100 - Introduction to Theatre	Fine Arts	YES
THEA 213 - Acting for Non-Majors	Fine Arts	YES

GRAD REQ & YOUR TRANSCRIPT



Courses listed as a "Yes" will satisfy the credit requirement for the student for graduation requirements – must pass with a "D" or above.

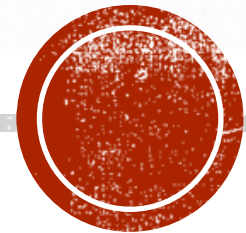
scholars taking certain math courses must satisfy the math requirement – student must take math assessment at the Eagle Academic Success Center.

To stay in Dual Enrollment Program, you need to maintain a "C" or higher.

These courses and their grades will show on your student's high school transcript.



BIG PICTURE





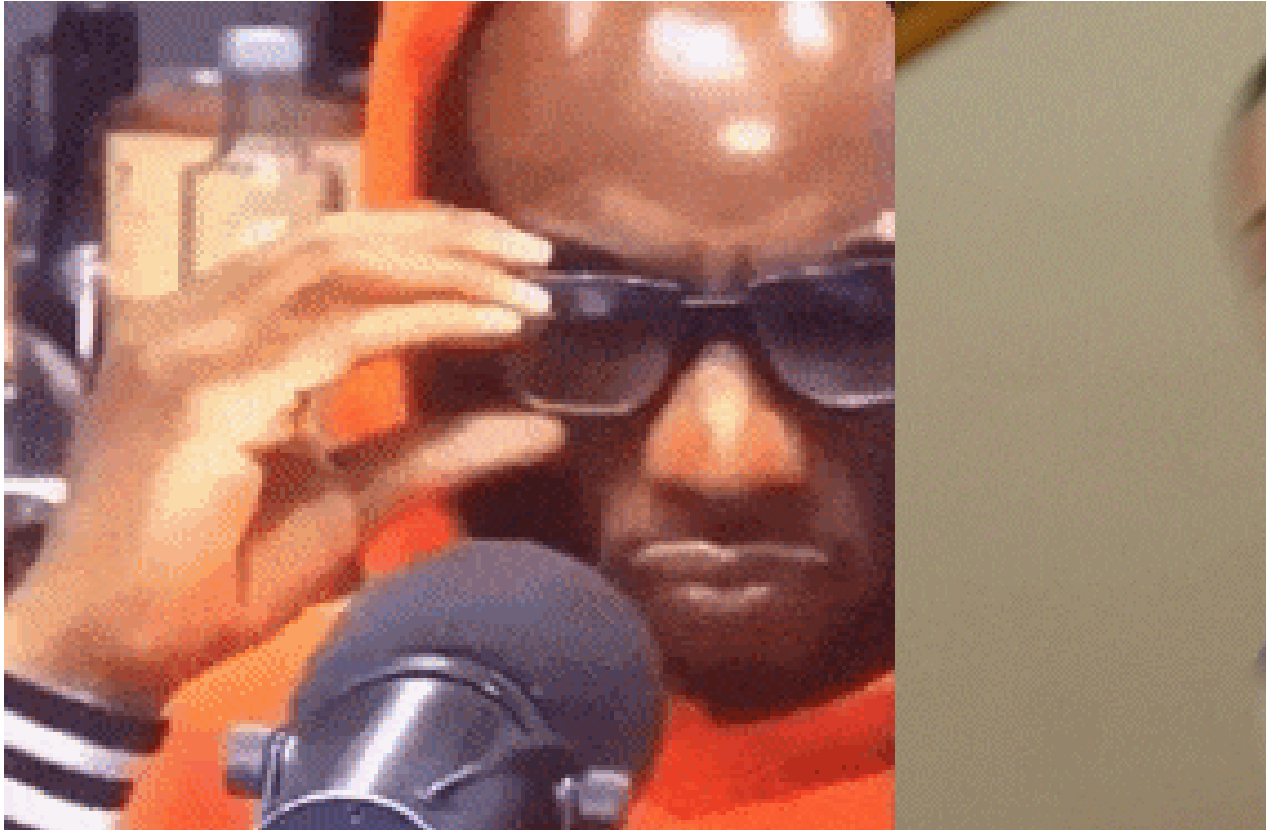
Is Dual Credit the Right Choice for Me?

- Parents and scholars **should consider goals, maturity, responsibility, and academic ability** prior to enrolling in a dual credit program.
- You might decide not to participate in dual credit if you:
 - Are **struggling** with your other classes
 - Feel **overwhelmed** with your current load of coursework and extracurricular activities
 - Are **not ready** to take on college-level coursework and the responsibilities of being a college student
- **Remember!!!** Dual credit classes become **part of your permanent college transcript and impact eligibility** for financial aid and scholarships!
 - Permission required from high school counselor or high school designee.
 - Scholars who have 2.5 grade point average
 - Must meet course prerequisite and placement requirements.

WHO IS ELIGIBLE FOR DUAL CREDIT?



Look At The Big Picture



High School Commitments

After Clubs And Sports Promises Engagements

Religious Devotions

Family Responsibilities

Job Obligations

Transportation And The Commuting





Are you?

- Can you communicate with adults independently
- Can you check email regularly and can manage two schedules (high school and college)
- Do you have a plan for DE coursework fitting into 4-year plan
- Able to meet deadlines successfully
- On track for graduation

****Rule of Two-** You can accommodate **2 things**, but more than that makes it difficult to dual enroll.
Example- Dual enrollment, part time job, and drum major in marching band... will it all fit?



SCHOLARS ACCESS

- As a scholar enrolled in the Dual Enrollment Program you are considered a non-matriculated (non-degree) Coppin State University **“Eagle”**.
- You will be provided access to both the **“Eaglelink”** student portal and will be given a student email address.
- These will provide the foundation for your contact with the Coppin State University **“CSU”** community.
- All **official communication** from the Coppin State University will be sent to your Coppin State University **email address**.
- Your access through the student portal will enable you to utilize the campus library resources and access your college transcript remotely.





LOGISTICS

DUAL ENROLLMENT PARTNERSHIP

SITE BUILDING LIAISON INFORMATIONAL FORM



Coppin State
University



Dual Enrollment Program
2500 West North Avenue
Miles Connor Administration Building

dualenrollment@coppin.edu

Dual Enrollment Partnership Site Contact Information Form

1. Name Of Your School *

Enter your answer

2. Building Principal Name *

Enter your answer

3. Phone number

Enter your answer

Coppin State University

Dual Enrollment Program

SIGN-UP NOW

High School Dual Enrollment/Dual Credit Programs provide opportunities for high school students to take college-level courses and earn concurrent credit toward a high school diploma and a college degree while still in high school.

Information Session

SPRING SCAN ME 2024



Dual enrollment/dual credit courses may be taken before, during, or after regular school hours, and may be taught on the college campus or at the high school.



Visit Our Website
<https://www.coppin.edu>

APPLY NOW



- Dual Enrollment allows high school students to get a head start on their college education while completing high school.
- Transfer your credits to a four-year college or university, or complete your bachelor's at Coppin State University.



Move toward your college degree while still in high school. Baltimore City High School students can take classes for college credit for free.



Baltimore City Board Of Education will pay tuition for all students dually enrolled in qualifying courses, as well as fees and textbooks for students.



- Be a high school sophomore, junior or senior
- Have at least a 2.5 GPA
- Meet all deadlines

FREE TO BALTIMORE CITY PUBLIC SCHOOLS STUDENTS



Get A Head Start

There are lots of reasons to take college classes in high school. You'll save money and time, make new friends, experience college life, and learn from our impressive faculty.

Email Us

dualenrollment@coppin.edu

Website

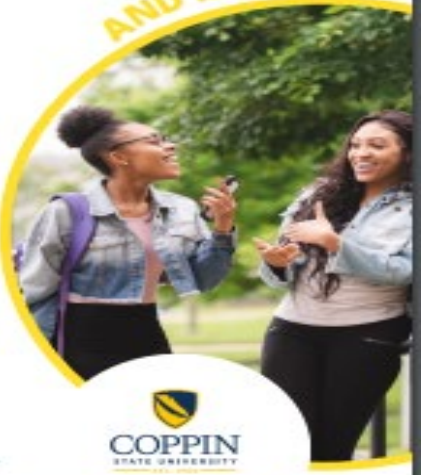
[coppin.edu/dual-enrollment](https://www.coppin.edu/dual-enrollment)

Address

2500 West North Avenue
Baltimore Maryland

Keep exploring to find the best path for you.

SAVE TIME AND MONEY



WHAT COMES AFTER DUAL ENROLLMENT? WILL MY CREDITS TRANSFER TO OTHER COLLEGES AND UNIVERSITIES?

Most courses will transfer to other colleges and universities. However, students should consult degree requirements to ensure a course is required for their major of interest.

Students interested in attending a Maryland state public college or university may consult <https://artsys.usmd.edu> for course transfer guidelines.



LET'S GET STARTED ON YOUR DEGREE

Our Dual Enrollment classes are affordable and a cost-effective way for high school students to gain a head start on earning their college degree. Earn college credit and reduce time to graduation.



INCREASE FUTURE EARNING POTENTIAL

By the time you step onto our college campus, you may be able to jump into core classes right away based on your transferable credits. Dual Enrollment courses set you up to experience college studies in a convenient and cost-affordable format that fits within your high school schedule.

If you are a parent or student looking to learn more information about Dual Enrollment opportunities, scan the QR-Code

ARE DUAL ENROLLMENT STUDENTS ABLE TO PARTICIPATE IN CAMPUS ACTIVITIES?

Students with a valid Coppin State University student ID are allowed to participate in campus activities and events. However, current high school students may not participate in Athletics Program.

SAVE MONEY AND SAVE TIME PREPARE FOR YOUR FUTURE

Coppin State University offers dozens of scholarships to help students fund their education and complete their associate degree at Coppin State University. Visit coppin.edu/tuition-and-aid/scholarships-and-scholar-program for more information.

PRE-REGISTRATION SCAN QR-CODE





DUAL ENROLLMENT

Frequently Asked Questions (FAQs)

SCAN QR-CODE



GENERAL THINGS TO KNOW

1. WHAT IS THE COPPIN STATE UNIVERSITY DUAL ENROLLMENT PROGRAM?

Dual enrollment allows students the unique opportunity to take challenging university courses while completing high school graduation requirements. Courses identified for dual enrollment opportunities align with Maryland high school graduation requirements. Participating in dual enrollment program at Coppin State University provides an opportunity for high school students to demonstrate readiness for university-level course work and completing university-level coursework that are accepted as credit towards a degree at Coppin State University. Dual enrollment provides the opportunity for a high school student to get an early start and earn credits towards a bachelor's degree while still enrolled in high school.

2. WHAT ARE THE BENEFITS OF PARTICIPATING IN DUAL ENROLLMENT?

- > Students can earn college credit and satisfy high school requirements.
- > Lowers the overall cost for college.
- > Helps students get comfortable with doing college-level coursework.
- > Students can transition to college full-time feeling more prepared and are more likely to be successful.

3. WHAT IS THE DIFFERENCE BETWEEN DUAL ENROLLMENT AND DUAL CREDIT?

- > Dual Enrollment: Students are enrolled in high school and college courses.
- > Dual Credit: Students are enrolled in high school and college courses; and receive both high school credit and college credit.
- > Limited, pre-approved list of Coppin State University courses for dual credit is available with your school counselor.
- > Dual credit course grades are weighted on the high school transcript.

4. WHAT IS THE DIFFERENCE BETWEEN AP AND IB CLASSES AND DUAL ENROLLMENT?

- > Dual enrollment courses are taken on a Coppin State University campus or at the high school, they are taught by college professors, and students are in class with other college students. College credit is earned by receiving a passing grade in the class.
- > AP and IB courses are taken at the student's high school, they are taught by high school faculty, and students are in class with other high school students. College credit is earned by receiving a passing score on the AP or IB tests at the end of the course.

5. DO HOMESCHOOL AND PRIVATE SCHOOL STUDENTS QUALIFY THIS OPPORTUNITY?

- > Homeschool and Private school students qualify for the Dual Enrollment Program at Coppin State University.

Scan QR Code [To](#) Get Information To Get Started

BEFORE YOU APPLY

1. AM I ELIGIBLE TO PARTICIPATE IN THE DUAL ENROLLMENT PROGRAM?

- > To participate in the program students must meet the following criteria:
- > Be enrolled in the 11th or 12th grade on the first day of the semester in which the course is offered. This will apply to rising 11th and 12th graders during summer sessions.
- > Have at minimum 2.5 cumulative grade point average in high school and be in good academic standing at Coppin State University.

2. WHAT COSTS AM I RESPONSIBLE FOR PAYING?

- > Baltimore City Public Schools Board Of Education will cover the cost of tuition, applicable fees, and textbook expenses for students who are eligible and approved for free and reduced priced meals (FARMS).

3. WHERE CAN I TAKE COURSES?

- > Students may take courses on the main Coppin State University campus or at select Coppin State University high schools.



<https://www.coppin.edu/dual-enrollment>

4. WHAT COURSE FORMATS CAN I TAKE?

- > Dual enrollment students may take courses using one or more of the following modalities:
 - > Traditional, face-to-face in 5- to 15-week formats
 - > Remote, which meets at scheduled times.
 - > Hybrid, which combines face-to-face and on-line, in 5- to 15-week formats.
 - > On-line, after a student has successfully earned six credits at Coppin State University with a GPA of 2.5
- > Dual enrollment students may not take "weekender" courses, which meet Friday evenings and all day on Saturdays.
- > Students may not take winter session courses.

5. WILL COPPIN STATE UNIVERSITY PAY FOR MORE THAN ONE COURSE PER SEMESTER?

- > Yes, courses must be approved by your professional school counselor.

6. ARE TRANSPORTATION AND MEALS PROVIDED?

- > Students/parents are responsible for transportation to and from the college campus.
- > Meals are not provided for students. There are available dining options, for purchase, on and off the campus.

7. PROGRAM AT COPPIN STATE UNIVERSITY?

- > Meet with your Coppin State University Dual Enrollment Liaison, as well as your high school professional school counselor to review requirements and select courses.
- > Complete the application process online on the Coppin State University site by the established deadline. This involves the student completing an application, course request, and online new student orientation, as well as the parent/guardian providing consent for the student to participate.

8. IF I AM A CONTINUING DUAL ENROLLMENT STUDENT AT COPPIN STATE UNIVERSITY, DO I NEED TO APPLY AGAIN?

Yes, you need to request your courses online in the Coppin State University site every semester by the established deadline.

Scan QR Code [To](#) Get Information To Get Started

Step 1 Complete Pre-Registration Dual Enrollment Application And Next Steps

- ✓ 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

- ✓ 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

- ✓ 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

- ✓ 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

- ✓ 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)

- ✓ 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

- ✓ 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

- ✓ 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



PHASE 1: Completed [Pre-Registration Form](#)

- Get signatures of the scholar, parent, counselor, and/or principal.

PHASE 2: Submit all documentation to Dual Enrollment Liaison by the required deadline.

- Submit to the following:
Dual Enrollment Coordinator
Coppin State University
Miles Conner Administration Building – Room 130
2500 W. North Avenue
Baltimore, Maryland 21216
dualenrollment@coppin.edu
- Submit High School Transcript

PHASE 3: Dual Enrollment Liaison reviews application paperwork.

- Letter sent to the applicant. by Dual Enrollment Liaison.
- Dual Enrollment Liaison approves the next phase with the **School Building Level Site** person.

PHASE 4: Completed New Scholar/Parent Orientation online.

- New Scholar/Parent Orientation can be completed online.
- Review admission requirements.
- Scholars should have a 2.5 cumulative, unweighted high school GPA. Or
- Recommendation by school counselor and/or administration for scholars that do not meet GPA requirements.
- Review **"Next Steps"** 1 through 8

PHASE 5: Apply for admission at <https://www.coppin.edu/apply>.

- Meet with the Dual Enrollment Liaison to review the online admission application process.
- Select "Concurrent Enrollment" for Application Type
- Take CSU's math placement test (if taking a college-level math course)
- The Admissions Office reviews online applications to determine admissions.
- The Admission Office sends status notification (**acceptance or denial**).
- Welcome letter sent with orientation dates.

PHASE 6: [Course Registration](#)

- Accepted scholar review course catalog of [course offering](#) for the semester with school counselor/Building Level Liaison.
- School counselor/Building Level Liaison completes course reservation with the scholar.
- Dual Enrollment Liaison processes course requests and sends registration verification.

PHASE 7: All final registered scholars verified by Dual Enrollment Liaison and confirmed to the Bursar Office.

- Registrar Office sends Bursar Office confirmation of registered scholars.
- The Bursar Office sends an invoice to the district for payment.
- Dual Enrollment Liaison assist with Eaglelink account, CSU ID and order textbooks (if needed). [Textbook](#) information available at campus bookstores or www.CSUbookstore.com



New Dual Enrollment Scholar

PHASE 1: Completed Dual Enrollment Addendum Form

- Get signatures of the scholar, parent, counselor, and/or principal.

PHASE 2: Submit Dual Enrollment Addendum to Dual Enrollment Liaison by the required deadline.

- Submit to the following:
Dual Enrollment Coordinator
Coppin State University
Miles Conner Administration Building – Room 130
2500 W. North Avenue
Baltimore, Maryland 21216
dualenrollment@coppin.edu
- Submit High School Transcript

PHASE 3: Dual Enrollment Liaison reviews previous grades and attendance from the previous semester.

- Letter sent to the applicant. by Dual Enrollment Liaison.
- person.

PHASE 4: Completed Returning Scholar Orientation online.

- Returning Scholar Orientation can be completed online.
- Scholars should have a 2.0 cumulative GPA.
- Dual Enrollment Liaison approves the next phase with the **School Building Level Site**

PHASE 5: Course Registration

- Accepted scholar review course catalog of course offering for the semester with school counselor/Building Level Liaison.
- School counselor/Building Level Liaison completes course reservation with the scholar.
- Dual Enrollment Liaison processes course requests and sends registration

PHASE 6: All final registered scholars verified by Dual Enrollment Liaison and confirmed to the Bursar Office.

- Registrar Office sends Bursar Office confirmation of registered scholars.
- The Bursar Office sends an invoice to the district for payment.
- Dual Enrollment Liaison with Eaglelink account, CSU ID a (if needed). Textbook information available at campus bookstores or www.CSUbookstore.com



Returning Dual Enrollment Scholar

Logistics



If your scholar is taking courses at the college, they are expected to attend course, even if their home school has off, unless already discussed through Dual Enrollment Liaison.

If your scholar doesn't drive, we will have designated study space for your scholar to use during that mod when their class usually meets (on off days and/or in-between class periods).

Office hours and college attendance policy will be listed on syllabus.

Scholars should reach out to Dual Enrollment Liaison regarding issues with course.

Dual Enrollment Ambassadors will assist scholars with navigation within campus, academic resources and emotional support on campus.



**ADMISSIONS & REGISTRATION
REQUIREMENTS**



Eligible High School Student

- Typically, scholars entering or enrolled in **11th or 12th grade**: Eligible scholars may take any approved Dual Enrollment courses.
- scholars entering or enrolled in **10th grade**: Eligible scholars may enroll in approved courses listed on the Course Directory and have approval from administration/school counselor.
- No retakes of courses will be funded by the district except under extenuating circumstances as determined by school administration and Dual Enrollment Liaison.
- After withdrawal from a second dual enrollment course, the student would be ineligible for the program except under extenuating circumstances





FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

- Federal law that ensures privacy of student educational records (begins when student starts college regardless of age).
- Coppin State University cannot share grades, course schedules, test scores, etc. with parents or anyone other than the student, unless permission from the student is given.
- scholars' opportunity to gain new responsibilities and act on his/her own behalf.



STEP #1

- **Mandatory Meeting with Counselor**

Step #2 and 3

- Complete the Dual Credit Pre-Registration Application for Coppin State University.
- Complete the Dual Credit Parent Consent Form for Coppin State University.
- Adhere to all Deadlines. Deadlines are non-negotiable.

Step #4

- **Once approved, complete online and application.**
- Coppin State University Dual Enrollment Liaison will be at school to help determine appropriate courses for register.





STEP #5

▪ **Tuition**

- Baltimore City Board Of Education will pay for the Coppin State University Tuition for your classes.
- If you do **not pass your class**, or **drop your class**, you will be responsible to reimburse **Baltimore City Board Of Education** for the cost of your tuition and fees.



STEP #6

▪ Course Textbooks

- Dual Credit scholars, like all college scholars, are responsible for **the required textbooks and other essential course materials.**
- The Baltimore City Board Of Education will purchase your books.
- Textbook ordering will be coordinated with Dual Enrollment Liaison through the Coppin State University Campus Bookstore.



Coppin State Dual Enrollment Request Student/Parent Pre- Registration Form

Oct 4, 2023

The completed form can be emailed or mailed to Coppin State University -
Dual Enrollment Program Coordinator or email at
dualenrollment@coppin.edu



Scan QR Code to start your
"Pre-Application"



Scan the QR code to vote or
go to
<https://forms.office.com/u/1N1WJTR41GK>



Dual Enrollment Program has become a popular way for high school scholars to explore the world of college rigor prior to their high school graduation.



Per state regulations and stated in approved Memorandum of Understanding, only students that meet the college course prerequisites are eligible to receive “Dual Enrollment” credit.

For Dual Enrollment credit, students need to complete and submit items in **bold**:

- **Marland Residency Form**
- **Enrollment Steps and Checklist**
- **Students and Parent/Legal Guardian Release - Form**
- **High School Counselor Course Request – Form**
- **Disclosure Permission/FERPA - Form**
- Crosswalk Of Courses – Form
- **CSU online admission application by the deadline**
- Complete required placement assessment(s) approved scores and/or prerequisites met completed by the deadline. (Math Courses)
- **Submit the high school current transcription**

These forms can be obtained through Dual Enrollment Liaison. Only **blue** or **black** ink should be used when filling out the registration form.



The Dual Enrollment Process



School Site Building Liaison

(SSBL)



Applicant Name: _____ ID#: _____ Date: _____

RESIDENCY INFORMATION

Do you wish to be considered for in-state tuition status? Yes No (If yes, you must complete this section of the application.)

READ CAREFULLY: APPLICANTS SEEKING IN-STATE STATUS AS A MARYLAND RESIDENT MUST COMPLETE THIS ENTIRE FORM, INCLUDING ALL THE FOLLOWING QUESTIONS, AND SIGN THE AFFIRMATION AT THE END OF THIS FORM. Failure to complete all of the required items may result in an out-of-state resident classification and out-of-state tuition rates being applied. Residency classification information is evaluated by the University System of Maryland Policy on Student Classification for Admission and Tuition Purposes. The applicant may be contacted for clarification of an item, or additional information as necessary.

PLEASE CHECK ONE:

- I have been claimed as dependent on another person's most recent income tax returns.
 - Name of person upon whom financially dependent and relationship to applicant: _____
 - a. How long have you been dependent upon this person? _____
 - b. Is the person a resident of Maryland? Yes No
 - c. Address of this person: _____
 - d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? Yes No
 - If a Maryland tax return has not been filed within the last 12 months, provide the most recent year filed in Maryland: _____ and state reason(s) for not filing within the last 12 months: _____
 - e. Signature of this person: _____
- I am financially independent. I provide 50% or more of my own living and educational expenses and I have not been claimed as dependent on another person's most recent income tax return.
- I am not financially independent (I do not provide 50% or more of my own living and educational expenses), but I have not been claimed as dependent on another person's most recent income tax returns, and I am not a ward of the State of Maryland.
 - Name of person who provides applicant with financial support for more than 50% of applicant's living and educational expenses, and relationship to applicant: _____
 - a. How long has this person been providing such financial support? _____
 - b. Is the person a resident of Maryland? Yes No
 - c. Address of this person: _____
 - d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? Yes No
 - If a Maryland tax return has not been filed within the last 12 months, provide the most recent year filed in Maryland: _____ and state reason(s) for not filing within the last 12 months: _____
 - If a Maryland tax return has been filed within the last 12 months, state the reason(s) you are not claimed as a dependent: _____
 - e. Signature of this person: _____
- I am a ward of the State of Maryland. If a ward of the State, please submit your court decree or documentation from your social worker.

PLEASE COMPLETE THE FOLLOWING: The Student Applicant is responsible for completing items 1 - 9.

1. Permanent address: _____ Length of time at permanent address _____ years _____ months If less than 12 months, provide the previous address: _____ Length of time at previous address _____ years _____ months		
2. For the last 12 consecutive months, have you had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are all, or substantially all your possessions in Maryland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do you possess a valid driver's license? a. If yes, in what state(s)? _____ b. If Maryland, original date of issue _____ and if renewed, issue date of current license: _____ c. Have you possessed a driver's license in a state other than Maryland within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Do you own/lease any motor vehicles? a. If yes, in what state(s)? _____ b. If Maryland, the original date(s) of registration _____ and if renewed, issue date of current registration: _____ c. Did you register your vehicle(s) in another state within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, in what state: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Are you registered to vote? If yes, in what state? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you filed a Maryland state income tax return for the most recent year? If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Is Maryland state income tax currently being withheld from your pay? If no, provide an explanation: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do you receive any public assistance from a state or local agency other than one in Maryland? If yes, indicate the type and issuing state: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, AND PROVIDE THE REQUESTED INFORMATION AND/OR DOCUMENTS.

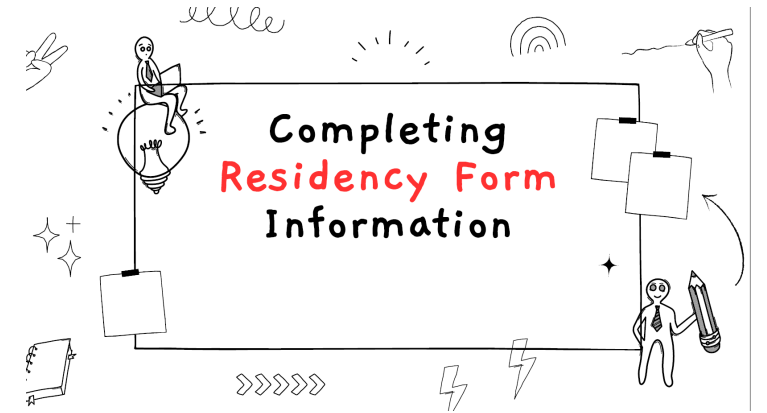
- I am a part-time (50%) or full-time regular employee of the University System of Maryland or, I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the University System of Maryland.
Please indicate the relationship: _____
Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.
- I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person. Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your "home of residency" (if applicable), and the most recent assignment orders. Also, please indicate the date of expected separation from the military. I am a veteran of the United States Armed Forces residing in Maryland. Please submit a copy of your DD214 and a copy of your deed or lease. If you have a discharge category other than honorable, please also submit a copy of your Certificate of Eligibility.
- I am the spouse or child of a veteran or active-duty member of the United States Armed Forces using educational benefits under the post-9/11 GI Bill (38 U.S.C. 3818) or under 38 U.S.C. 3811(b)(8) and living in Maryland. Please submit a copy of (1) the veteran's DD214 or the active-duty member's Current Orders, (2) a copy of your Certificate of Eligibility, and (3) a copy of your deed or lease.
- I am eligible for in-state status considerations under the Maryland National Guard Nonresident Tuition Exemption. I am eligible because I (1) joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that I must provide documentation from my company commander for consideration.

PLEASE SIGN THE FOLLOWING AFFIRMATION:

I certify that the information provided is complete and correct. I understand that the University reserves the right to request additional information if necessary. In the event the University discovers that false or misleading information has been provided, the Student Applicant may be billed by the University retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters.

Signature of Applicant

Date



Maryland Residency Form



COPPIN
STATE UNIVERSITY
EST. 1900

Maryland Residency Form

Completion Workshop



Registration Information:

Workshop Agenda:

Join us for a comprehensive workshop designed to guide you through the process and ensure that you submit accurate and complete documentation.

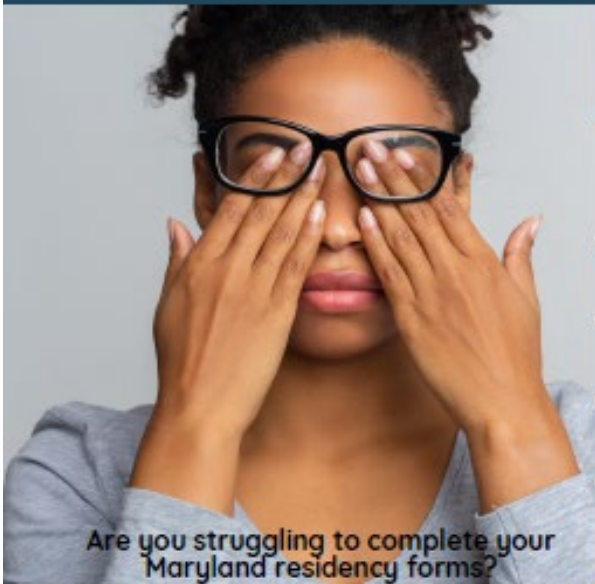


Understanding Maryland Residency Requirements

Completing Residency Forms Step by Step

Document Preparation and Verification

Q&A Session with Residency Experts



Are you struggling to complete your Maryland residency forms?

This workshop will provide you with the knowledge and resources you need to navigate the residency form completion process with confidence.

Applicant Name: «Student_Name» ID#: _____ Date: _____

RESIDENCY INFORMATION

Do you wish to be considered for in-state tuition status? Yes No (If yes, you must complete this section of the application.)

READ CAREFULLY: APPLICANTS SEEKING IN-STATE STATUS AS A MARYLAND RESIDENT MUST COMPLETE THIS ENTIRE FORM, INCLUDING ALL THE FOLLOWING QUESTIONS, AND SIGN THE AFFIRMATION AT THE END OF THIS FORM. Failure to complete all of the required items may result in an out-of-state resident classification and out-of-state tuition rates being applied. Residency classification information is evaluated in accordance with the University System of Maryland Policy on Student Classification for Admission and Tuition Purposes. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE: **only select one**

- I have been claimed as a dependent on another person's most recent income tax returns.
Name of person upon whom financially dependent and relationship to applicant: _____
- a. How long have you been dependent upon this person? _____
- b. Is the person a resident of Maryland? Yes No **Complete address include city/state/zip**
- c. Address of this person: _____
- d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? Yes No
If a Maryland tax return has not been filed within the last 12 months, provide most recent year filed in Maryland: _____ and state reason(s) for not filing within the last 12 months: _____
- e. **Signature of this person:** _____ **Adult/parent/guardian signature**
- I am financially independent. I provide 50% or more of my own living and educational expenses and I have not been claimed as a dependent on another person's most recent income tax return.
- I am not financially independent (I do not provide 50% or more of my own living and educational expenses), but I have not been claimed as a dependent on another person's most recent income tax returns, and I am not a ward of the State of Maryland.
Name of person who provides applicant with financial support for more than 50% of applicant's living and educational expenses, and relationship to applicant: _____
- a. How long has this person been providing such financial support? _____
- b. Is the person a resident of Maryland? Yes No
- c. Address of this person: _____
- d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? Yes No
If a Maryland tax return has not been filed within the last 12 months, provide most recent year filed in Maryland: _____ and state reason(s) for not filing within the last 12 months: _____
If a Maryland tax return has been filed within the last 12 months, state reason(s) you are not claimed as a dependent: _____
- e. Signature of this person: _____ **adult/parent/guardian**
- I am a ward of the State of Maryland. If a ward of the State, please submit your court decree or documentation from your social worker.

PLEASE COMPLETE THE FOLLOWING: The Student Applicant is responsible for completing items 1 - 9.

1. Permanent address: _____ Length of time at permanent address _____ years _____ months If less than 12 months, provide previous address: _____ Length of time at previous address _____ years _____ months	Complete address/city/state/zip	
2. For the last 12 consecutive months, have you had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are all, or substantially all of your possessions in Maryland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do you possess a valid driver's license? a. If yes, in what state(s)? _____ b. If Maryland, original date of issue _____ and if renewed, issue date of current license: _____ c. Have you possessed a driver's license in a state other than Maryland within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Do you own/lease any motor vehicles? a. If yes, in what state(s)? _____ b. If Maryland, original date(s) of registration _____ and if renewed, issue date of current registration _____ c. Did you register your vehicle(s) in another state within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, in what state? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are you registered to vote? If yes, in what state? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you filed a Maryland state income tax return for the most recent year? If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do you receive any public assistance from a state or local agency other than one in Maryland? If yes, indicate type and issuing state: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

[Type here]

[Type here]



CONCURRENT ENROLLMENT

Steps and Checklist

Scholar Name «Student_Name»	Home School Name «School_Name»
Scholars Email «Student_Email_Address»	School Counselor Name «Name_Of_School_Counselor»

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 guidance counselor/school administrator to register for college courses.
 - > Have the full consent of 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 considered 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

STEP 1B: Enrollment Steps—New Scholars

- D Apply for admission at <https://www.coppin.edu/apply> Select "Non-Degree Seeking" for Application Type [Apply | Coppin State University](#)
- D Satisfy one of the admission requirements
 - > Have a 2.5 cumulative, unweighted high school GPA or
 - > Recommendation by school counselor and/or administration, or a 11th /12th grade student with three semester term GPA of a 2.5 or better can be recommendation by school counselor/administration.
 - > Take CSU's math placement test (if taking college level math course)
- D Completely New Scholar Orientation online
 - > Available online
- D Meet with the Eagle Achievement Center Academic Counselor for advisement on degree and/or certificate requirements, if needed
 - > Schedule mid-semester appointment with the Dual Enrollment Liaison
- D Complete the Concurrent Enrollment Form
 - > Scholars may take courses in one or more of the following modalities.



STEP 2: Enrollment Steps—New Scholars (Continued)

- > Traditional, face-to-face in 5-to-15-week formats
- > Remote, which meets at scheduled times.
- > Hybrid, which combines face-to-face and online, in 5-to-15-week formats.
- > Online, after a scholar has successfully earned six credits with a cumulative GPA of 2.5 at CSU
- > Scholars **may not take** developmental courses.
- D Submit required documents to the Dual Enrollment Program Liaison 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 3: Enrollment Steps—Returning Scholars

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

Joseph Derek Clark III
 Dual Enrollment Coordinator
 Coppin State University
 Miles Conner Administration Building – Room 130
 2500 W. North Avenue
 Baltimore, Maryland 21216
 410-951-3011 (Office)
dualenrollment@coppin.edu





Coppin State University Dual Enrollment Student/Parent Release

I grant Coppin State University permission to release/copy all materials contained in my Coppin State University Dual Enrollment file to my high school of record. This includes the application, transcript(s), references, test scores, and all other relevant documents. I understand that these materials will be used to reflect credits earned at Coppin State University to be used toward graduation from my high school of record. I hereby certify that Coppin State University is the only institution I am applying to, for this term, to participate in the dual enrollment program.

Student Email Address: «Student_Email_Address»

Cell Phone#: «Student_Cellphone_Number» Home Phone#: «Home_Phone_Number»

Signature of Student: _____ Date: «Date»

I hereby give my approval for my son/daughter to apply to the Dual Enrollment Program at Coppin State University and, if accepted, to enroll in said program. We have fully discussed the benefits and requirements of Dual Enrollment with the appropriate guidance counselor(s) and further understand that any variation from said requirements could jeopardize the above-named student's high school graduation.

Parent/Guardian Email Address: «ParentGuardian_Email_Address»

Cell Phone#: «ParentGuardian_Cell_Phone» Home Phone#: «Home_Phone»

Signature of Parent/Guardian: _____ Date: «Date»

The completed form can be emailed or mailed to Coppin State University - Dual Enrollment Program Coordinator or email at dualenrollment@coppin.edu or mail to the following address.

**Coppin State University
Dual Enrollment Program**
Miles Conner Administration Building – Room 130
2500 West North Avenue
Baltimore, Maryland 212216



Dual Enrollment Program
2500 West North Ave., Baltimore, MD 21216
Phone (410) 951-3082 | Fax (410) 951-3089



High School Counselor Dual Enrollment Course Request Form

The completed form can be emailed or mailed to Coppin State University - Dual Enrollment Program Coordinator or email at dualenrollment@coppin.edu or mail to the following address.

To the School Counselor: Please list all courses the student must take at Coppin State University to complete their high school graduation requirements. Students are not allowed to take the following courses: Evening, Graduate, and any course with a prerequisite.

To the Students: You must meet with your guidance counselor to discuss the courses in which you will enroll as a participant in the Coppin State University Dual Enrollment Program. This will serve as a verbal agreement between the student, guidance counselor, and parent. After meeting with your guidance counselor to discuss your courses, please print and sign this form, which you will then provide to your guidance counselor for approval signature.

Guidance Counselor: Please sign the completed form after reviewing it with the student. The completed page can be emailed to Coppin State University Dual Enrollment Coordinator at dualenrollment@coppin.edu or have available for submission to the Coppin State University Dual Enrollment Liaison during the required Dual Enrollment Registration & Orientation Day. Please attach a copy of the **unofficial transcript** with enrollment form.

Concurrent Course Dual Enrollment The Challenger Program

1.
2.

I hereby certify that I understand the requirements necessary for my high school graduation.

Print Name: «Student_Name» Date: «Date»

Signature of Student: _____

I hereby certify that as a counselor at the student's high school of record, I have provided Coppin State University with the courses needed to satisfy the high school graduation requirements.

Print Name: «Name_Of_School_Counselor» Date: _____

Signature of School Counselor: _____



DUAL ENROLLMENT STUDENT REGISTRATION AGREEMENT

All dual enrollment students are bound by Coppin State University Student Registration Agreement upon course registration. This agreement outlines the terms and conditions associated with a student's course registration.

Registration and Registration Changes

I understand I must be officially registered prior to or on the start date of course(s) to participate in and receive academic credit for those courses. I am responsible for knowing and complying with all registration deadline dates. I am responsible for all requests to change, add, drop, or withdraw from courses made through the EagleLinks portal or by Office Of The Registrar on my behalf. I understand that I am responsible for reviewing my registration and academic record with my high school counselor each term for accuracy.

Course Add/Drop and Withdrawal Procedures

I understand that non-attendance does not constitute a drop or a withdrawal. I also understand that notifying my professor does not constitute a withdrawal.

Enrollment Agreement Renewal

I understand and agree that this agreement is executed at the time of my initial enrollment for each term at Coppin State University. I further understand that the college will notify me through my Coppin State University email account of any changes or modifications that Coppin State University makes to this agreement during the term in which I am enrolled.

Removal from Classes

The college reserves the right to drop a student's enrollment in class for failure to abide by this agreement or any other agreement the student has entered with Coppin State University.

Method of Communication

I understand and agree that the Coppin State University uses Coppin State University email as the official method of communication with students, and therefore, I am responsible for reading the Coppin State University emails received from the college on a timely basis.

Updating Contact Information

I understand and agree that it is my responsibility for keeping the Coppin State University records up to date with a current physical address, email addresses, and phone number. Upon leaving Coppin State University for any reason, it is my responsibility to provide the college with updated contact information for purposes of continued communication regarding any amounts that remain due and owed to Coppin State University.

Student Email Address: «Email»

Cell Phone#: «Student_Cellphone_Number»

Home Phone#: «Home_Phone_Number»

Print Your Name: «Student_Name»

Date: _____

Signature of Student: _____

Date: _____

Coppin State University does not discriminate against any person based on race, color, ethnicity, religion, gender, pregnancy, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities, and employment.



Coppin State University Dual Enrollment Program Disclosure Permission/FERPA Form

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Students to whom the rights have transferred are "eligible students." Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

- I have read and understand the following policies of the Coppin State University Dual Enrollment Program. I understand that I must abide by the Coppin State University Student Code of Conduct and that my status as a dual enrollment student will have no impact on how my grades or conduct are evaluated.
- I understand that if I receive a final grade of **D**, **F** or **W** in any course, or if I reach the course withdrawal limit, I will lose the privilege of continuing in the Coppin State University Dual Enrollment Program.
- I understand that if I withdraw from a course after the add/drop registration period, it will remain on my college record. I may receive no college or high school credit for the course, and it may affect my future financial aid.
- I understand that grades I receive in college courses will remain on my permanent college transcript.
- I understand that if I plan to continue as a student at Coppin State University after high school graduation, I will need to fill out a new Coppin State University Application for Admission and submit my final high school transcript.

Student Signature _____ Date: MM/DD/YY _____

Parent or Guardian Signature _____ Date: MM/DD/YY _____

«Student_Name»

«Parent_Name»

Print Student Name _____

Print Parent or Guardian Name _____

I authorize Coppin State University to release information about my academic record to my parents while I am enrolled in the Coppin State University Dual Enrollment Program, in accordance with FERPA guidelines.

Student Signature _____

Date: MM/DD/YY _____

Parental Consent

I have read the Coppin State University Dual Enrollment admissions information, have been advised of the procedures involved in entering the program and completely approve of my dependent's participation. I further understand that Dual Enrollment students must meet and maintain academic requirements for Coppin State University and my school board policies.

Parent Signature _____

Date: MM/DD/YY _____

Admissions ▾ [Apply to Coppin](#)

Apply to Coppin

2,500
Student, faculty, and staff in our Coppin community

57
Areas of study with undergraduate, graduate, certificate, online, and non-degree options

92%
Combined number of students with merit or need-based financial aid

<https://www.coppin.edu/apply>

OFFICE OF ADMISSIONS
✉ [Email us](#)
☎ (410) 951-3600
🕒 Mon-Thu: 8:00 am - 5:00 pm
🕒 Fri: 8:00 - 3:00 pm
📍 Miles Connor Building, 1st Floor
☎ (410) 523-7351

Why apply to Coppin?

We've got what it takes to help you transform the life you have into the life you want. Our innovative undergraduate and graduate programs, hands-on learning opportunities, and rigorous coursework have been preparing our students to succeed for generations.

You'll engage with our award-winning faculty and exchange ideas with peer students as motivated as you are to be the next generation of industry leaders and professionals. We know your journey through Coppin State University will surround you with experiences for you to develop and broaden your understanding of the world—and your place in it. Get involved in all the academic opportunities, professional connections, community service, and fun activities we have to offer.

Whether you're applying to an undergraduate program or want to pursue a graduate degree to become a master in your field, Coppin is the place where you can belong in a welcoming community of support, access, and excellence.

Ready to take the next step toward the future you want for yourself?

[Apply now →](#)



COPPIN STATE UNIVERSITY

Welcome, applicants and recommenders!

We're so excited that you're interested in joining us here at Coppin State University. This site will walk you through the process of joining your fellow Eagles. Here, you'll complete and submit your application, find other helpful information, and get answers to your questions.

First time here?
First time users (new applicants and recommenders), please [Create an account](#).

Returning Users
Returning users, login below with your email and password.

Email

Password

Remember me [Forgot Password?](#)

[Log in](#)

Compose

Inbox 1

Starred

Snoozed

Sent

Drafts

More

Labels +



Registration successful Inbox x

Coppin State University <coppinportal@coppin.edu>
to me ▾

Welcome to Coppin State University.

Please follow this link in order to confirm your registration:

<https://100889engagecms.campusnexus.cloud/cmcps-portal/user-profile/accountactivation?user=49a67d82-0496-4a3d-aa9d-520c68114d24&provider=>

Thank you,
Coppin State University

Note: Please do not reply to this email as this is not a monitored mailbox.

↩ Reply ➦ Forward



Welcome Applicant

We're so excited that you're interested in joining us here at Coppin State University.

This site will walk you through the process of joining your fellow Eagles. Here, you'll complete and submit your application, find other helpful information, and get answers to your questions.



Start a new online application

Whether you're applying for an undergraduate or graduate degree, your journey starts here.

[Get Started](#)



Continue or review an application

View the details of any active applications, as well as payment information.

[Review Applications](#)



Getting Started

Coppin State University is honored you have chosen us to begin to "Transform Your Life."

We hope our online process will be as easy and convenient as possible for you. Applications submitted electronically receive the same consideration as applications submitted on paper.

To get started on your application, please select the correct application type. We look forward to reviewing your application

Please choose which type of application you would like to complete:

Non Degree Undergraduate

Start Application

This application can be completed online and submitted electronically once you have answered all required questions. All required questions will be marked with an asterick symbol (*).

You do not have to complete the online application in one sitting. You may access your application and change your answers as many times as you like with your Username and Password from any computer with Internet access.

Once you have completed the application forms to your satisfaction, you should submit your application by clicking the "Submit" button. This will take you through the steps to electronically submit your application to our office.

Please note: You can submit your application only once. Once submitted, you will not be able to make changes to your application information using the online application system.

I need to change the application type.

Start my application.

Start My Application

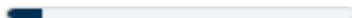
Readmission

If you have previously enrolled at Coppin and have not attended classes for one or more semesters, you will now be re-directed to continue with the re-instatement process. To proceed, [click here](#).



About You

APPLICATION PROGRESS



Personal Information

First Name dabria	Middle Name <input type="text"/>	Last Name brooks
Preferred Name (Nickname) <input type="text"/>	Maiden Name <input type="text"/>	Email dabria001@gmail.com
Gender *	Date of Birth *	Marital Status *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone *	Home Phone	
<input type="text"/>	<input type="text"/>	

Ethnicity (Optional)

The ethnicity information in this section will not be used for admissions or financial aid decisions. The requested data will satisfy federal reporting requirements only. Please respond to all questions if you wish to be identified with a particular ethnic group.

Are you Hispanic or Latino? *

Select one or more of the following races: *

Citizenship & Nationality

Citizenship Type *	Nationality *
<input type="text"/>	<input type="text"/>
Is English your native language? *	
<input type="text"/>	

Address Information

Street 1 *	Street 2 (Apartment No, Suite No, Etc)
<input type="text"/>	<input type="text"/>
City *	ZIP/Postal Code *
<input type="text"/>	<input type="text"/>
Country/Region *	State/Province *
<input type="text"/>	<input type="text"/>

* Required field.

Additional Information

Please designate your military status? *

Previous

Save and Continue





Crosswalk of Courses for Dual Enrollment Credit

MEMORANDUM OF UNDERSTANDING

Dual Enrollment Between Coppin State University and Participating Districts

COPPIN STATE UNIVERSITY Course (https://eaglemobile.coppin.edu/app/catalog/listSubjects or https://catalog.coppin.edu/search_advanced.php?catoid=9)	BALTIMORE CITY PUBLIC SCHOOL SYSTEM Course	YES = will meet graduation requirement for BALTIMORE CITY PUBLIC SCHOOL SYSTEM Elective only=credit will be offered only as an elective
ART 103 - Basic Design--Two Dimensional	Fine Arts	YES
ART 104 - Basic Design--Three Dimensional	Fine Arts	YES
ANTH 207 - Cultural Anthropology	Social Studies	ELECTIVE ONLY
BIOL 101 - Biological Science	Science	ELECTIVE ONLY
BIOL 103 - General Botany	Science	ELECTIVE ONLY
COSC 199 - Introduction to Computer Programming	Technology	YES
ECON 103 - Introduction to Business & Entrepreneurial Economics	Social Studies	ELECTIVE ONLY
ECON 201 - Introduction to Economics	Social Studies	ELECTIVE ONLY
ENGL 101 - English Composition I	ELA	ELECTIVE ONLY
ENGL 102 - English Composition II	ELA	ELECTIVE ONLY
GEOG 101 - Elements of Geography	Social Studies	ELECTIVE ONLY
GEOG 102 - World Regional Geography	Social Studies	ELECTIVE ONLY
HEED 101 - Personal Health	Health	YES
HEED 105 - Emerging Issues in Mental Health and Well-Being	Health	ELECTIVE ONLY
HEED 110 - Drug Abuse Education	Health	ELECTIVE ONLY
HIST 201 - World History I	Social Studies	yes
HIST 202 - World History II	Social Studies	yes
HIST 203 - United States History I	Social Studies	yes
HIST 204 - United States History II	Social Studies	yes
HIST 205 - African American History I	Social Studies	ELECTIVE ONLY
IDIS 102 - Music and Dance	Fine Arts	YES
IDIS 103 - Visual Arts and Theatre	Fine Arts	YES
MATH 131 - College Algebra for Mathematics and Science Majors	Mathematics	YES
MATH 132 - Pre-calculus	Mathematics	ADVANCED MATH
MATH 201 - Calculus I	Mathematics	ADVANCED MATH
MATH 203 - Basic Statistics	Mathematics	ADVANCED MATH
MISV 150 - Technology Fluency	Technology	ELECTIVE ONLY
PHIL 102 - Logic	Social Studies	ELECTIVE ONLY
PHIL 103 - Introduction to Philosophy	Social Studies	ELECTIVE ONLY
PHSC 101 - Physical Science	Science	ELECTIVE ONLY
PHSC 102 - Earth and Space Science	Science	ELECTIVE ONLY
POSC 201 - Introduction to Political Science	Social Studies	ELECTIVE ONLY
POSC 202 - U.S. Government	Social Studies	ELECTIVE ONLY
PSYC 201 - General Psychology	Social Studies	ELECTIVE ONLY
SOCL 201 - Introduction to Sociology	Social Studies	ELECTIVE ONLY
SPAN 101 - Elementary Spanish	WCL	YES
SPAN 102 - Elementary Spanish	WCL	YES
SPCH 105 - Speech Communications	ELA	ELECTIVE ONLY
THEA 100 - Introduction to Theatre	Fine Arts	YES
THEA 211 - Acting for Non-Majors	Fine Arts	YES

[Coppin State University Dual Enrollment Courses Description.xlsx](#)

GRAD REQ & YOUR TRANSCRIPT

Courses listed as a "Yes" will satisfy the credit requirement for the student for graduation requirements – must pass with a "D" or above.

scholars taking certain math courses must satisfy the math requirement – student must take math assessment at the Eagle Academic Success Center.

To stay in Dual Enrollment Program, you need to maintain a "C" or higher.

These courses and their grades will show on your student's high school transcript.

Click ME





COPPIN
STATE UNIVERSITY
EST. 1967

COURSE RESERVATION



Dual Enrollment Program

2500 West North Ave., Baltimore, MD 21216
Phone (410) 951-3700 Fax (410) 951-3701

Semester/Year

Date Processed _____ Processed By _____

STUDENT ID NUMBER Click or tap here to enter text.	PLEASE PRINT: NAME- Last, First & M.I. Click or tap here to enter text.	DATE PREPARED Click or tap to enter a date.	MAJOR/MINOR Click or tap here to enter text.
PLEASE PRINT ADDRESS-STREET, CITY STATE & ZIP CODE Click or tap here to enter text.		TELEPHONE HOME	CELLULAR
IS THE ABOVE ADDRESS NEW? YES <input type="checkbox"/> NO <input type="checkbox"/>	SEX M <input type="checkbox"/> F <input type="checkbox"/>	DATE OF BIRTH _ / _ / _	VET STATUS VET <input type="checkbox"/> NON-VET <input type="checkbox"/>
ETHNIC GROUP (REQUESTED FOR FEDERAL REPORTING) Are you of Hispanic or Latino origin? A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. <input type="radio"/> Yes <input type="radio"/> No What is your race? Select one or more of the following categories: <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Black or African American <input type="radio"/> Native Hawaiian or other Pacific <input type="radio"/> White <input type="radio"/> Asian			

List your preferred classes. It is best to list a variety of classes, at least twice as many as you plan to take. For the rankings, with "1" as the most preferred and descending from there.

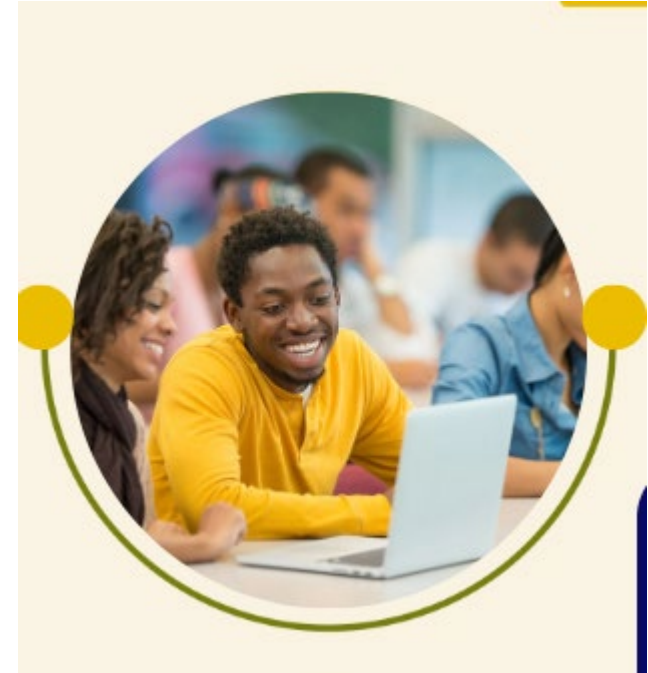
PRIORITY OF COURSE SELECTION	DISC. CODE Ex. ENGL	COURSE NO. Ex. 101	SECT. NO. Ex. 001	SITE LOCATION	CREDIT HRS. Ex. 3	COURSE TITLE
1				<input type="checkbox"/> On -Campus <input type="checkbox"/> At School Campus <input type="checkbox"/> On-Line		
2				<input type="checkbox"/> On -Campus <input type="checkbox"/> At School Campus <input type="checkbox"/> On-Line		
3				<input type="checkbox"/> On -Campus <input type="checkbox"/> At School Campus <input type="checkbox"/> On-Line		
4				<input type="checkbox"/> On -Campus <input type="checkbox"/> At School Campus <input type="checkbox"/> On-Line		

By signing this form, I hereby promise to pay tuition and fee charges for each of the above course(s) in which I have been admitted, regardless of whether I attend the course(s) or receive financial aid. I also understand that it is my responsibility to drop my classes in accordance with the procedures outlined in the University's on-line Registration Information each semester and that I must follow the procedures outlined in the Registration Information for obtaining refunds. It is my responsibility to meet with my Dual Enrollment Liaison prior to submitting this document prior to the published registration deadline.

NAME: _____ JURIS: _____ NAME OF HIGH SCHOOL: _____
 ANTICIPATED SEMESTER/YEAR THAT STUDENT WILL BEGIN COPPIN STATE UNIVERSITY DUAL ENROLLMENT: _____

STUDENT'S SIGNATURE _____ DATE _____ BUILDING LEVEL LIAISON SIGNATURE _____ DATE _____
 DUAL ENROLLMENT LIAISON SIGNATURE _____ DATE _____

Revised: August 24, 2023





Class Search



Dashboard

Class Information

Browse Classes

Course Catalog

Class Search

Public Links

Select all the required (*) search criteria.

Term: *
Spring 2024

Acad Career

Subject *

Catalog #

Keyword

More Filters 1

Search

Reset Filters

Show Open Classes Only

Select search criteria to view classes.



Pre-Registration Process (New Students)

March 11 through April 1

Admissions Process

March 25 through April 30

Advisory Session

March 25 through May 17

Registration Process

March 25 through May 30

Returning Students Process

March 11 through March 29

UPCOMING

EVENTS

This Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



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 rising 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.

UPCOMING

EVENTS

This Month

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	





Questions?

dualenrollment@coppin.edu



The journey through life is filled with surprises, some good and some bad.

We have challenges, broken hearts, extreme highs and lows, celebrations, and sadness.

We make our special moments and memories that define our life experiences.

We control our journey



COPPIN
STATE UNIVERSITY
— EST. 1900 —



Coppin State Dual Enrollment Request Student/Parent Pre- Registration Form

Oct 4, 2023

The completed form can be emailed or mailed to Coppin State University -
Dual Enrollment Program Coordinator or email at
dualenrollment@coppin.edu



Scan QR Code to start your
"Pre-Application"



Scan the QR code to vote or
go to
<https://forms.office.com/u/1N1WJTR41GK>



Dual Enrollment Program has become a popular way for high school scholars to explore the world of college rigor prior to their high school graduation.





**THANK
YOU**