

Dual Credit CCU/ETHOS

CCU is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools.

Registration Period

Ethos: August 12 – **August 23**

Drop: **December 1** (CCU) for refund of CCU Tuition

REGISTRATION STEPS

1. Talk to your high school about their CCU dual credit courses.
2. Contact colleges or universities of interest in order to determine how CCU dual credit course credits will transfer.
3. Register for the course(s) with CCU at secure.ccu.edu/dualcredits
4. Pay the course fee at the time of registration (If payment is made to your high school, payment will not be required for CCU course registration).
5. You will receive a payment confirmation email, a welcome email, and an email detailing how to register for WebAdvisor. WebAdvisor gives students access to CCU's online library resources and the ability to print unofficial transcripts.

SIGNING UP FOR WEBADVISOR

WebAdvisor gives dual credit students the ability to access CCU's online library database and print unofficial transcripts.

1. Students must set up a Digital Services Account (DSA) with CCU by completing the DSA application located at: <https://apps.ccu.edu/DigitalServicesAccount/>
2. Have your CCU student ID number and social security number (SSN) handy.
3. International students may leave the SSN field blank.
4. Indicate your student type as DUAL CREDIT.
5. Set up your email address.
6. Your student ID is your user ID and you will create a password.

On **August 1**, all confirmed courses for this year will be up on the registration site- you can see for yourself by following this link and selecting your school: <https://apps.ccu.edu/DualCredit/SchoolInfo.aspx>

Encourage students and families to check on the transferability of the credits before registering or at least before the drop deadline passes. To do this, they will need to contact the university registrar/admissions office and supply the CCU course code. Sometimes transferability information is directly on the college's website.

CCU/GAC does not provide refunds for credits that do not transfer- so it is very important that students understand if and how the credits will transfer.

CCU does not allow retro- registrations.

Proof rosters at minimum once a month, for sure two weeks before drop deadline.

CCU Transcripts:

- Unofficial: Students may need an unofficial transcript as they begin applying to universities. Active dual credit students can access this through CCU's online student portal, WebAdvisor: <https://www.ccu.edu/dualcreditprogram/students/>
- Official: Students will need to pay a small fee to send their official transcript to their university. We recommend that they wait until they are graduated and final grades have been posted to do this: <https://www.ccu.edu/transcript/>