

**Full Registration Details:** From start to finish, it should take only 5-10 minutes to complete. If you have any problems during registration, **please contact CCU dual credit at 303-963-3029!** *If your registration times out it takes you back to the main registration page.*

## **REGISTRATION:**

1. Please visit our website at [www.ccu.edu/academy/dual-credit](http://www.ccu.edu/academy/dual-credit) and select **REGISTRATION**.
2. Read data on page and then select **REGISTRATION FORM**.
  - a. *Do not use autofill when completing your form, as could get an error message.*
3. There are three types of dual credit students:
  - a. **New** – Select **Create New Account**
    - i. Enter personal data and then select **High School Info**
    - ii. *Any errors show a guiding box by field, fix and select **High School Info***
    - iii. *If a returning dual credit student completes a new account registration, they will get an error and their registration will be unsuccessful.*
  - b. **Have Registered before** – Enter CCU ID and Social Security Number and select **Sign In**.
    - i. If they select **I forgot CCU ID**, they will be asked to enter their email. If no email received they should start their registration by creating a new account.
    - ii. They can also get their CCU ID from your school or contact CCU dual credit. Their CCU IDs are located on your Tuesday Roster Reports as well as your schools DC Summary
  - c. **International** – Select international if new or returning
    - i. New - Select **Create New International Account**
    - ii. Have Registered before – **Select I am an International Student**
      - a. Enter CCU ID and Birth Date and select **Sign In**
4. Select **High school** from drop down menu (typing first letter jumps to that part of the alphabet)
  - a. Enter dates graduation month and year and the college start year should reflect the same as the graduation year and select **Finished**
5. Select the < or > until you see the current registration term
  - a. There are two ways to find courses, select the + to see details about courses:
    - i. By **SUBJECTS**
    - ii. By **INSTRUCTORS**
  - b. Select the **Select** button in each course to add to the registration
    - i. Only select courses student is currently completing the coursework for during current registration period
      1. Watch the # change for Courses Selected which is shown above the INSTRUCTORS tab
  - c. Select the box of **# Courses Selected** to view and register/pay for current registration
    - i. Summary is shown (scroll down to see all courses) and then select **Checkout**.
6. A successful registration must be completed with payment and would provide a CCU ID and registration summary
  - a. If your students pay by credit card, they will have to complete all the steps through the payment section
    - i. If a registration is interrupted at this point, student will be able to log back in to finish payment
  - b. If your students pay the school directly, we will email the school an invoice at the end of each registration period for the registrations received
  - c. *An unsuccessful registration will produce an error message and students should contact CCU dual credit.*

## **TRANSCRIPTS:**

7. Next steps – visit our website and select **TRANSCRIPTS**
  - a. Access free Unofficial Transcripts – Activate CCU’s Digital Services Account and access through CCU’s SelfService
    - i. Access for free the next business day after registration, while completing course, and up to 60 days after the course
  - b. Purchase Official Transcripts – Create transcript account that matches your email and password to your CCU record
    - i. **After high school graduation** purchase official transcript to be sent to your college and it is important select **HOLD FOR GRADES**
    - ii. \$5.00 eTranscript – Delivered 24-48 hours, \$10.00 paper transcript – Delivered 3-5 business days