

Dual Enrollment Flowchart

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.

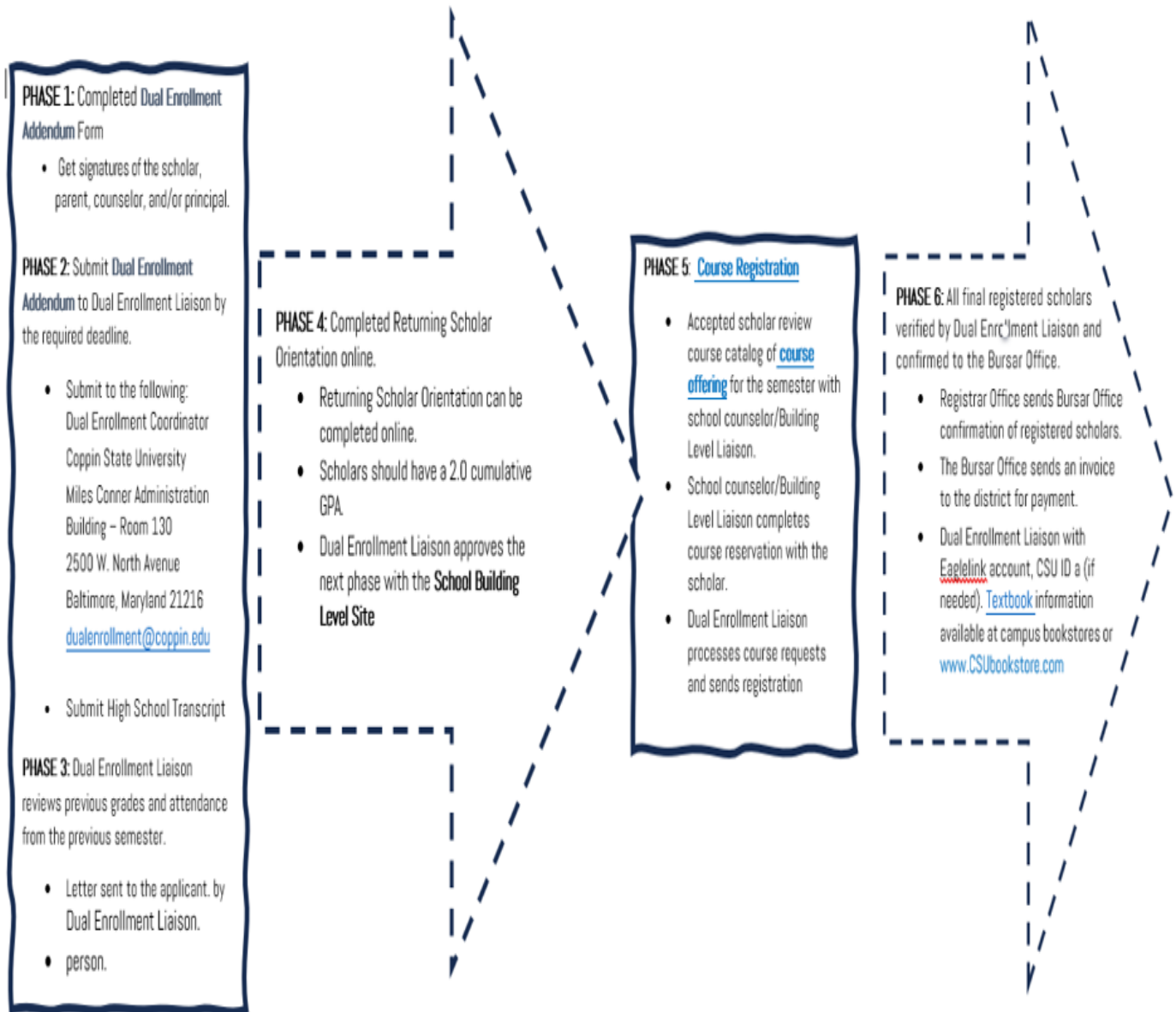
PHASE 7: All final registered scholars verified by Dual Enrollment Liaison and confirmed to the Bursar Office.

- 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

Dual Enrollment Flowchart



Returning Dual Enrollment Scholar