Steps to Earn College Credit

1. APPLY

Complete Application
- Go to www.uwgb.edu/ccihs/apply to complete an application to the CCIHS program.
  - An application to the CCIHS program is required every year, even if an application was previously submitted.
- Application instructions are available at www.uwgb.edu/ccihs/apply.
  - Read and follow the instructions provided on the page to complete it.
- An email confirmation will be sent after the application is submitted. If this email confirmation is not in the primary folder, please check junk and/or spam folders.
  - Forward the email to your high school teacher(s), so they know you completed the application.

2. REGISTER

Complete Registration Form
- Complete your registration form by ____________.
  - A registration form is required for each UW-Green Bay CCIHS course you're taking for credit.
  - Go to www.uwgb.edu/ccihs/register to complete your registration form.
- Tuition for this course is $__________.
  - Tuition is reduced to $100 per credit.
  - Your registration form is your commitment to earn college credit and paying the cost of tuition. You will pay the tuition to your high school.
- Drop deadline for this course ____________.
  - Talk to your teacher first if you are struggling with coursework to determine if you are able to work out a solution.
  - If dropping the course is best for you, notify your teacher and UW-Green Bay CCIHS at ccihs@uwgb.edu.
  - You're still responsible for paying tuition and your transcript will reflect the dropped course.

3. REQUEST

Order Official Transcript to Complete Transfer of Credits
- Request to have your official transcript sent to the college of your choice after your senior year on July 1 or later.
- Go to www.uwgb.edu/ccihs/transcripts to order your official transcript.
  - Read and follow the instructions provided on the page.

CONGRATULATIONS! You are registered for your college course!
You are now eligible for the perks of being a UW-Green Bay college student.
College I.D. | Library Access

COMPLETE ONLINE APPLICATION
Apply at www.uwgb.edu/ccihs/apply

TRANSFER YOUR CREDITS
Connect with Us!
www.uwgb.edu/ccihs
ccihs@uwgb.edu
Is CCIHS right for you?

**WHAT**
CCIHS is a dual enrollment program. Earn credit for your high school course and college credit at the same time!

You can experience the rigor and requirements of a college coursework and at the same time learn how to develop skills for college success while in the familiarity of your high school environment.

Your teacher is a UW-Green Bay approved instructor and will teach you the same content as if you were taking the course on campus.

Students taking a world language for college credit have the ability to earn 14 credits (3 credit class + 11 retroactive credits).

**WHEN**
Now! You have the opportunity to take a CCIHS course at your high school.

Save money on tuition! UW-Green Bay CCIHS credits are offered at a reduced tuition compared to tuition paid by an on-campus, undergraduate resident student.

Accelerate the completion of a college degree!

Gain a competitive advantage over other college/university applicants. This may allow you to register earlier for courses than your peers to get the courses you need sooner. CCIHS students may find they have the academic flexibility to study abroad or pursue additional academic subjects.

**WHY**
As a CCIHS student, you’ll get a head start on your college education!

The college credits you earn are transcripted credit which means these credits will be shown on an official UW-Green Bay college transcript.

Credits will transfer to all UW schools and to most out-of-state, private and technical colleges. Some of these credits can give you a head start in meeting the required General Education credits you need in college. See how credits transfer at www.transferology.com.

If you are willing to challenge yourself, you will be successful in completing your course, earning college credit and establishing a college transcript.

Questions? Contact CCIHS at ccihs@uwgb.edu or 920-465-2480.