College Credit in High School (CCIHS)

Information & Online Application Instructions

UW-Green Bay (UWGB) college credit can be earned when you take course(s) that are approved and aligned with UWGB standards you complete in high school. This is a concurrent or dual credit program where you are earning not only high school credit for a class but also college credit from UW-Green Bay. Upon completion of the class, you can transfer the college credit you earn to other colleges and universities.*

HOW DO I TAKE A COURSE TO EARN COLLEGE CREDIT?

- Visit our website (https://www.uwgb.edu/ccihs/) to watch the video and learn if a CCIHS course is right for you!
- Verify with your high school teacher or school counselor that you meet any requirements to take the course for college credit.
- Carefully follow the instructions below to complete your online application. APPLYING IS THE FIRST STEP!

There is no fee to complete the application. Transcripts do not need to be sent to UWGB.

NOTE: If you completed a UWGB CCIHS course last year, or if you are taking more than one CCIHS course at your school during the school year, you only need to complete this application once.

By completing the application, it means you are eligible to take your course for college credit at your high school. It does not obligate you to take a course. Once your course starts, a representative from the UW-Green Bay CCIHS program will visit your class. You will receive information and complete your college course registration form, which becomes your commitment to enroll in the course for college credit.

To complete the application, go to https://apply2.wisconsin.edu/

Is this your first time completing an application in the University of Wisconsin System?

**YES** – click on Register. Set up a Login ID and a password. Only use an email address that you are able to maintain throughout the application process. Confirmation of your registration and application submission will be sent to it.

**NO** - If you previously created a University of Wisconsin account, use your login information. If you forgot either your Login ID or your password, select the option to recover.

Note: Using the Chat option is helpful too!

LOGIN

Once you are logged in, select ‘Create a New Application’ (button is located at top of page)

START YOUR APPLICATION

Please follow these 8 steps. Select the following under the question heading:

2. Post-Secondary Education:
3. Primary Reason for Applying:
4. Applying to:
5. Are you a U.S. Citizen?
6. Reason for Applying:
7. Applying As:
8. Semester or Term you Plan to Enter:

*College credits earned in high school can be transferred to other UW-System schools and to most out-of-state or private colleges and universities. Students should research how their CCIHS course credits will transfer to colleges or universities they may attend. The decision to accept or deny the course credits lies with the prospective university or college.
CHECK YOUR SUMMARY (it should look like this example)

Summary:

- High School/Secondary School Equivalent: Not yet completed (no high school diploma/HSED/GED yet)
- Post-Secondary Education: No college courses
- Primary Reason for Applying: Special/Non-degree
- Applying to: UW-Green Bay
- U.S. Citizen: Yes
- U.S. Visa Type: not applicable
- Will apply for student visa: not applicable
- Reason for Applying: College Credit in High School Program (at high school only)
- Applying As: College Credit in High School Participant

Term: Fall 2020

Please review the above information and ensure that it is correct before continuing.

Based on the above answers, you will fill out the following application:

Green Bay, Special

Select “Continue” to prepare your application and proceed.

VERIFY:

✓ Special/Non-degree as primary reason for Applying.
✓ “College Credit in High School” as the reason for applying.
✓ “Summer 2020”
✓ “Green Bay, Special” as the application type.

COMPLETE YOUR APPLICATION

Tips to help when you get to these headings:

- **! CAMPUS SPECIFIC**
  - Campus you expect to graduate from: If you don’t know, select ‘not listed’ or ‘unknown’.
  - I’m intending to take the following course(s): Indicate all UWGB course titles you want to take (ex. Psychology, Math)
  - Applicant’s Statement – leave blank-you do not need to complete.
- **! ADDRESS**
  - Personal Email Address – enter one you can access after high school.
- **! HIGH SCHOOL OF GRADUATION**
  - High School – Indicate your high school and year of graduation.
- **! HIGH SCHOOL COURSES IN PROGRESS**
  - No Courses to Report - type CCIHS in reason box.
- **! HIGHER EDUCATION**
  - Select box stating ‘I have no institutions of higher education to report’

**SUBMIT APPLICATION**

- Select: Perform final check for errors - Correct any errors until you get the “Congratulations! No errors were found on your application”.
- Sign and Submit Application - complete the electronic signature and information as required
- Select “Sign and submit the application” on the bottom of the screen.

After submitting the application, you will receive an email confirmation from eapp@uwgb.edu. Please check your junk folder.

Please forward the confirmation email to your teacher(s) so they know you completed the application.

Carefully follow the instructions.
- No application fee is required.
- Transcripts do not need to be sent to UWGB.

Once you start an application, you can stop and go back to where you left off at a different time by using the “Save and Continue Later” option.

If you run into any issues or questions, the Chat option is helpful!

Thank you for completing your CCIHS application!