STEP 1: COMPLETE THE ONLINE APPLICATION - https://www.uwgb.edu/ccihs/apply/

STEP 2: COMPLETE THE REGISTRATION FORM

You need to complete a registration form for each class you are completing for college credit.

- Go to the CCIHS website: https://www.uwgb.edu/ccihs/register/

  On the page, locate the link COMPLETE YOUR STUDENT REGISTRATION FORM HERE

  **SELECT - CREATE AN ACCOUNT**

  1. Complete all required fields to create your account.
  2. You will receive an email to verify and activate your account.
  3. After your account is activated, log in with the User Name, Password and Security Answer you created.

  Complete the following areas of the form:

  - Enter your personal information
  - Select your school, course name and type your teacher’s name
  - Indicate if you completed the online application or need to (you will not be registered for the course until your application is received)
  - Type your name and date
  - Click on Next

  Disregard the Office Only section

Submit your registration form.

- Type your name

- Click on Sign Electronically

  Do not click ‘opt out and print’ link. We will not receive your registration!

- You should see a message stating your registration was submitted.