**College Credit in High School (CCIHS)**

**Steps to Earn College Credit**

1. **APPLY**
   - **Complete Application**
     - Go to [www.uwgb.edu/ccihs/apply](http://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](http://www.uwgb.edu/ccihs/apply).
     - 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 during your class visit with the UW-Green Bay representative.
       - A registration form is required for each UW-Green Bay CCIHS course you’re taking for credit.
       - Go to [www.uwgb.edu/ccihs/register](http://www.uwgb.edu/ccihs/register) to complete your registration form.
     - **Tuition for this course is $__________**.
       - Tuition is reduced to $105 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](http://www.uwgb.edu/ccihs/transcripts) to order your official transcript.
     - Read and follow the instructions provided on the page.

**COMPLETE ONLINE APPLICATION**
Apply at [www.uwgb.edu/ccihs/apply](http://www.uwgb.edu/ccihs/apply)

**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

**TRANSFER YOUR CREDITS**
Connect with Us!
[www.uwgb.edu/ccihs](http://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). **No placement exam required to earn the credits through UW-Green Bay.**

www.uwgb.edu/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 institutions 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.