

CCU Academy Enrollment and Dual Credit and Registration Instructions

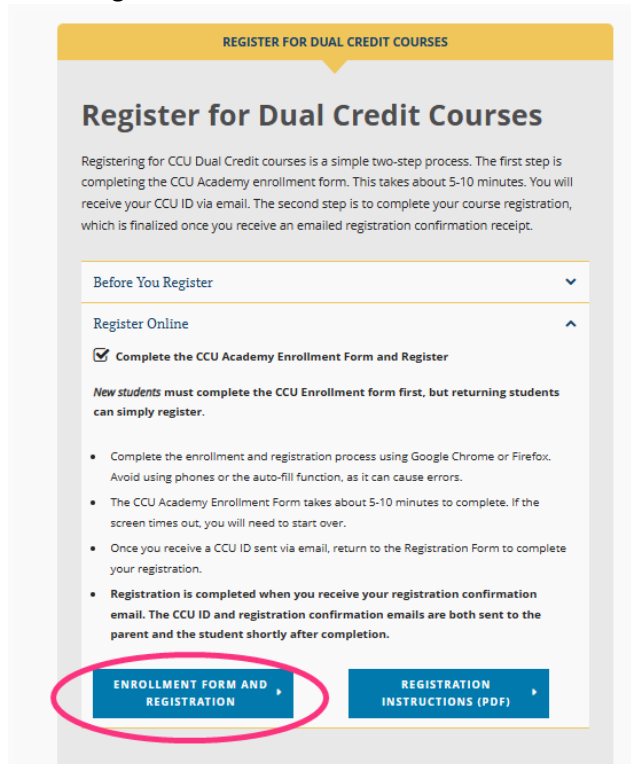
Thank you for your interest in [CCU Academy's Dual Credit \(DC\) Program](#) for high school students!

To complete your CCU Academy Enrollment and Dual Credit Registration, please follow these steps (*returning students can skip to step 10*):

1. Please use Chrome or Firefox browsers on a laptop or desktop computer
2. Visit the [Dual Credit Course Registration](#) page on our CCU Academy website
3. Review the list of requirements and information needed under the “Before You Register” drop-down menu



4. Select “Register Online” and read the items listed. Next, select “Enrollment Form and Registration”



5. **NEW STUDENTS ONLY:** select the CCU Academy Enrollment Form on the left side (*returning students, skip to step 10*):

CCU Academy 303-963-3029 academy@ccu.edu Important Dates

CCU Academy Dual Credit Registration

If a student has never taken a CCU Academy Dual Credit (DC) course or a CCU Academy Online Dual Enrollment (ODE) course, they will need to complete the CCU Academy Enrollment Form.

Once a student has their CCU ID, return to this page to sign in to register and pay for dual credit courses.

CCU Academy Enrollment Form

Already have CCU ID

Sign In

CCU Student ID **Forgot CCU ID**

Password **Forgot Password**

Show Password ...

■ Use another way to sign in.

Sign In

6. Do not use autofill as it can cause errors, and complete all Gold boxes

CCU Academy Any Questions Contact CCU Academy 303-963-3029 Resend Next Steps

CCU Academy Enrollment Form

Personal Information Fields Highlighted in Gold are Required *

Student Personal Information

Student First Name * Student Middle Name Student Last Name *

First Name Middle Name Last Name

Student Citizenship Student SSN *

☐ I am NOT a U.S. Citizen ###-##-#### **Show...**

Student Birth Date *

mm/dd/yyyy

Student Gender *

☐ Female ☐ Male

Student Contact Information

Student Country *

7. Complete your high school information and select “Finished”

****Note: If you are *Home School Student* please select: *Home School***

If your High School is *not listed* please select: *High School Not Listed*

Student High School Information Fields Highlighted in Gold are Required *

High School Information

High School Country * High School State

United States Colorado

High School * To filter list type the first two letters.

Select Current High School

If you are Home School Student please select: Home School

If your High School is not listed please select: High School Not Listed

Graduation Month * Graduation Year *

Select Graduation Month Select Graduation Year

<< PERSONAL INFO Finished

8. Student and Parent will receive an email with **CCU Academy Next Steps** in the subject line. This email contains the student's CCU ID number, a link to set up the student's CCU Login password and MFA security, and other important links
- If you cannot find your *CCU Academy Next Steps* email, select "Resend Next Steps" in the top right corner and enter the student email address that was used to create the account

The screenshot shows the top of the 'CCU Academy Enrollment Form'. The header is dark blue with white text: 'CCU Academy', 'Any Questions Contact CCU Academy 303-963-3029', and a circled 'Resend Next Steps' link. Below the header is a section titled 'Personal Information' with a note 'Fields Highlighted in Gold are Required'. Underneath is a form titled 'Student Personal Information' with three input fields: 'Student First Name', 'Student Middle Name', and 'Student Last Name', each with a gold asterisk indicating it is required.

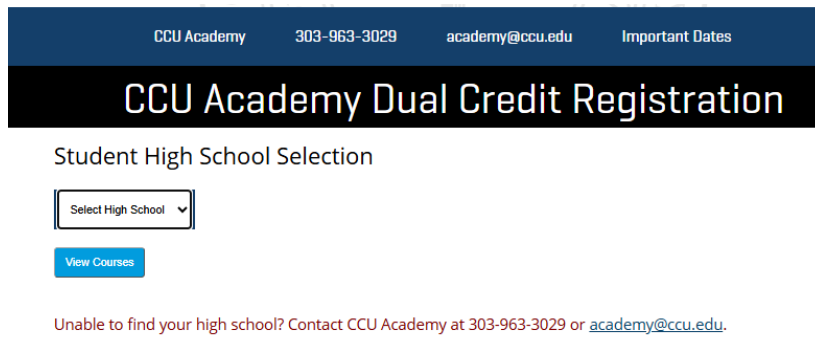
9. Return to the [Dual Credit Registration](#) page. On the right side, type in your **CCU Student ID** (If you do not remember your CCU ID, select "Forgot CCU ID," enter the student's personal email address, then check the student's email)

The screenshot shows the 'CCU Academy Dual Credit Registration' page. On the left, there is a light gray box with text explaining that students who have never taken a CCU Academy Dual Credit (DC) course or a CCU Academy Online Dual Enrollment (ODE) course need to complete the enrollment form. Below this text is a button labeled 'CCU Academy Enrollment Form'. On the right, there is a dark blue box titled 'Already have CCU ID' with a 'Sign In' section. This section contains a 'CCU Student ID' input field (circled in red), a 'Forgot CCU ID' button, a 'Password' input field, a 'Forgot Password' button, and a 'Show Password ...' link. Below these is a checkbox labeled 'Use another way to sign in.' and a 'Sign In' button.

10. Sign in with the student's CCU Login password, **OR if unknown**, select the box "Use another way to sign in." Enter the student's full Social Security Number with no dashes or spaces. Select "Sign In"

This screenshot is identical to the previous one, showing the 'CCU Academy Dual Credit Registration' page. However, in the 'Sign In' section of the dark blue box, the checkbox labeled 'Use another way to sign in.' is now checked and circled in red. The 'Sign In' button remains visible at the bottom of the section.

11. Select your High School from the drop-down menu, then select “View Courses.” *If no schools are listed, Dual Credit Registration is not currently open*



CCU Academy 303-963-3029 academy@ccu.edu Important Dates

CCU Academy Dual Credit Registration

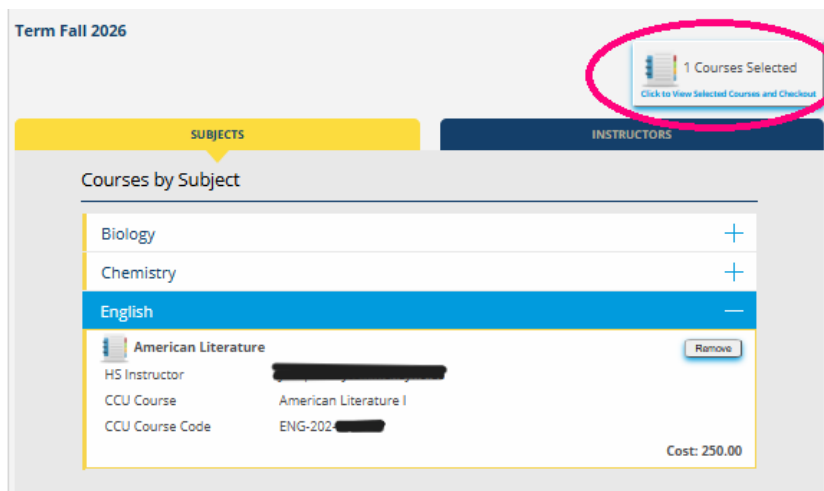
Student High School Selection

Select High School ▼

View Courses

Unable to find your high school? Contact CCU Academy at 303-963-3029 or academy@ccu.edu.

12. All your high school’s course offerings for the current registration period will appear
13. Select your courses, ensuring they correspond with classes you are currently completing at your school. Check out using the button in the top right corner “Courses Selected.”
- Students with school-pay registrations also use this button to check out with \$0.00



Term Fall 2026

1 Courses Selected
Click to View Selected Courses and Checkout

SUBJECTS INSTRUCTORS

Courses by Subject

Biology	+
Chemistry	+
English	—

American Literature

HS Instructor [REDACTED]

CCU Course American Literature I

CCU Course Code ENG-202- [REDACTED]

Remove

Cost: 250.00

14. To finalize your registration and check out, review the *Acknowledgement and Enrollment Certification* agreements regarding courses selected and [Dual Credit Important Dates](#), pictured below. Indicate your understanding by selecting the boxes and “Check Out” (including school-pay students)

Courses Selected for Registration

1 Courses Selected

American Literature Remove

HS Instructor: Joseph Clayton McReynolds
CCU Course: American Literature I
CCU Course Code: ENG-202-DCARM
Cost: 250.00

Total Cost: 250.00

Acknowledgement & Enrollment Certification

Fall Only Courses

Sep 03 - Nov 15 Add/Drop Period
Nov 16 - Dec 01 Withdrawal Period (no refunds)

Yearlong Courses

Sep 15 - Nov 15 Add/Drop Period
Jan 15 - Feb 15 Final Add/Drop - Single and integrated equivalencies only (no refunds)
Feb 16 - Apr 15 Withdrawal Period (no refunds)

Spring Only Courses

Feb 15 - Apr 15 Add/Drop Period
Apr 16 - May 01 Withdrawal Period (no refunds)

Summer Only Courses

May 15 - Jun 15 Add/Drop Period
Jun 16 - Jul 01 Withdrawal Period (no refunds)

Retroactive registrations are not available for dual credit courses. See [CCU Academic Policies](#). Courses dropped during the withdrawal period will show (W) on CCU transcript and no refunds will be issued.

☒ I acknowledge that I have read and understand the Registration Dates & Deadlines.

☒ I certify that I am currently enrolled in the selected courses at my high school.

Checkout

CCU Academy Dual Credit Registration

Dual Credit Important Dates

Fall Only Courses	
Sep 15 - Nov 15	Add/Drop Period
Nov 16 - Dec 01	Withdrawal Period (no refunds)
Yearlong Courses	
Sep 15 - Nov 15	Add/Drop Period
Jan 15 - Feb 15	Final Add/Drop - Single and integrated equivalencies only (no refunds)
Feb 16 - Apr 15	Withdrawal Period (no refunds)
Spring Only Courses	
Feb 15 - Apr 15	Add/Drop Period
Apr 16 - May 01	Withdrawal Period (no refunds)
Summer Only Courses	
May 15 - Jun 15	Add/Drop Period
Jun 16 - Jul 01	Withdrawal Period (no refunds)

Retroactive registrations are not available for dual credit courses. See [CCU Academic Policies](#). Courses dropped during the withdrawal period will show (W) on CCU transcript and no refunds will be issued.

15. To complete credit card payment, you will be redirected to the secure payment portal. Please complete all payment pages in a timely manner as the server can time out. (Do not use the back arrow when in the payment portal to avoid errors)
16. **Your Dual Credit course registration confirmation will be emailed to parent's and student's assigned @students.ccu.edu emails.** This indicates that registration is completed.
- Access your CCU Student Email Inbox: <https://mail.google.com/a/students.ccu.edu>
 - Sign in with your CCU ID (Username) and CCU Login Password, or select “Forgot Password”
17. It is the responsibility of the student to [check your CCU unofficial transcript](#) on the next business day to confirm your registration is correct.

Contact CCU Academy at 303-963-3029 or academy@ccu.edu with questions.