Welcome!

Congratulations on your choice to participate in Dual Enrollment (DE) at your high school! You now have a head start on earning a college degree or certificate! Coconino Community College (CCC) offers DE classes at most high schools in Coconino County in both Career and Technical Education (CTE) and in Arts & Sciences (A&S).

What is DE?

Dual Enrollment is made accessible to you because your instructor is certified to teach at the college level. Your instructor is able to partner with CCC so that your school and CCC can provide college credits to high school students for a course taught in the high school. Your teacher uses the same course materials and same higher level curriculum you would receive in a class at CCC.
What are the Benefits?

Taking DE classes in high school can cut your costs for college significantly because DE classes are only $15 per credit hour for A&S courses, are $0 per credit hour for CTE courses and the high school provides your textbooks. This price is compared to $113 per credit hour at CCC or $761 per credit hour at NAU. Most DE courses will transfer to other Arizona colleges and universities. Visit [www.AZTransfer.com](http://www.AZTransfer.com).

![Comparison chart showing costs](chart.png)

Dual Enrollment Checklist

In order to get both high school and college credit for your DE class, you must complete several steps. Missing any step can result in not receiving college credit.

- Sign up for a DE class with your high school counselor
- Submit your online CCC Admission application by the deadline by going to [www.coconino.edu/apply-now](http://www.coconino.edu/apply-now)
- Complete the CCC course registration form specific to the course
- Pay your class fees of $15 per credit hour directly to the college by deadline (for Arts and Sciences courses only)
- Study hard to earn a good grade (C or higher required in order to transfer credit to college)
- Mid-semester—check with teacher for attendance verification
- End of semester—check with teacher for final grade verification

Want More?

You are considered a CCC Student which means you can participate in clubs, organizations, and events throughout the school year! Watch for announcements in your CCC email and myCCC Newsfeed. All are listed on our website at [www.coconino.edu/student-life](http://www.coconino.edu/student-life). Also, don’t forget about the student discounts around town!
How Do I Apply to CCC?

Go to www.coconino.edu/apply-now either on your phone or computer

Click on “Start New Application” and fill out the easy online application

Once you have been admitted to the college, an official letter of admission will be sent to your personal email address with your CCC account information, including your Comet ID. Please retain this letter to satisfy many of the requests you may receive for verification of admission for scholarships, employment and other certification requirements. If you need a copy of this letter contact Registration at 928-226-4299 or stop by Registration at Lone Tree, Page or Fourth Street.

How Do I Pay For My Classes?

Remember, CTE courses are FREE!!! If you are unsure if payment is necessary, be sure to ask your instructor. After registering for the course with the CCC Admissions Advisor, there are multiple ways to make payment:

Option 1: Come into the Lone Tree or Fourth street campus and make payment at the college

Option 2: Login to your myCCC account using your Comet ID and click “make payment”

Option 3: Call our Cashier to make payment over phone at 928-226-4237

What If I No Longer Want Credit?

If the payment deadline has not passed, you can simply call CCC to withdraw from the course with no record.

If you feel you are not going to earn a C or better, you have the option to withdraw (W) from the course as long as it’s before the withdraw deadline (check these dates at www.coconino.edu/registration and click on the appropriate calendar year). If you choose a W, you will not be eligible for a refund and the W will be recorded on your transcript.

Check with your instructor for deadlines to drop or withdraw from the class. The instructor will need to report your drop or withdraw to CCC to remove you from the course.
Will DE Affect My Financial Aid?

A grade of a D, F or W can start you off on academic suspension.

If you plan to apply for Financial Aid when you graduate, award decisions will be based on Satisfactory Academic Progress (SAP). SAP is used to define successful completion of coursework. SAP is evaluated on a student’s previous enrollment (including DE courses) and academic history, regardless of whether or not they received financial aid in the past. Students, may be placed on a warning, an academic plan, or suspension based on a transfer GPA below a 2.0, exceeding the 150% rule, or a credit completion rate of less than 66.66%. Students who drop or withdraw from all courses for a semester, or receive any combination of F’s, W’s, I’s, and U’s are automatically placed on suspension.

The only way to remove a D or F from your college transcript is to retake the class. If you have concerns about this, contact the Office of Financial Aid at 928-226-4219.

What If I Want More College Credit in High School?

Concurrent Enrollment

Concurrent enrollment allows you to participate in the college experience while still in high school by taking regular college courses on the CCC campus or online. Students will pay full tuition (approx. $113 per credit).

CAVIAT

Coconino Association for Vocations, Industry and Technology (CAVIAT) works with most Coconino County High Schools to offer multiple CTE programs. Students that participate in these programs can graduate with a college certificate or degree at the same time as they graduate with a High School Diploma. Tuition prices vary by high school. Check with your high school counselor or go to www.CAVIAT.org to learn more.

High School Programs Contact:

If you have any questions regarding Dual Enrollment or other CCC high school programs, please contact Alexandra Purchase, Sr. Manager of Admissions and High School Programs at Alexandra.Purchase@coconino.edu
How Do I become a CCC Student after I Graduate?

After high school graduation, if you are interested in enrolling at CCC (and we hope you do!) your first step is to apply for Regular Admission. This is a simple online process at www.coconino.edu/apply-now. This is the same web page you used when you applied as a high school student and your old application will still be on file under your account information. Since the DE application requires less information, you will need to submit a new application, but much of your information will already be in the system and will auto-populate. Your Comet ID will not change. You may need to send or bring certain documents to Registration and Enrollment Services at Lone Tree, Fourth Street or Page. Once you have been readmitted, you will need to meet with an advisor and start planning for your college career.

Who Do I Meet With at CCC To Plan My Future?

If you decide to come to CCC after you graduate high school, you will need to complete another application for college admission. If you need any assistance with the application or your next steps, please reach out to schedule an appointment with an admissions advisor at 928-226-4320.

What is CCC2NAU?

CCC2NAU provides an affordable way to smooth your path toward completing a Bachelor Degree. The program includes:

- Significant cost savings in tuition and smaller class sizes
- Option to live in the residence halls at NAU
- CCC classes that count towards your intended major at NAU
- The option to enroll part-time at NAU while attending CCC
- Access NAU clubs, events, residence halls, and recreation

For more information on CCC2NAU, call 928-226-4257 or email ccc2nau@coconino.edu
How Will My Credits Transfer to Another College?
If you received a C or better in your DE course, your DE credits may be transferable to other Arizona schools, depending on the receiving school. To see transfer information, go to www.aztransfer.com, click on “Next Steps” > “High School Students” > “Dual Enrollment Guide”, then enter your high school to find out more information about your courses. For out-of-state schools, contact that school directly for information on transferability.

Degrees and Certificates at CCC

How Do I Order a Transcript?
CCC offers transcripts in three different formats: eTranscript sent electronically, hard copy printed and mailed, or hard copy printed for pickup (do not open before giving to future college). The cost is $10 plus shipping. To order your official transcripts follow the steps listed on this webpage: www.coconino.edu/how-to-order-a-transcript-online.