

Welcome to the dual enrollment program at Central Connecticut State University! CCSU provides a convenient online registration process using DualEnroll.com. Here's how to register for your courses.

First Time Students - Create an Account

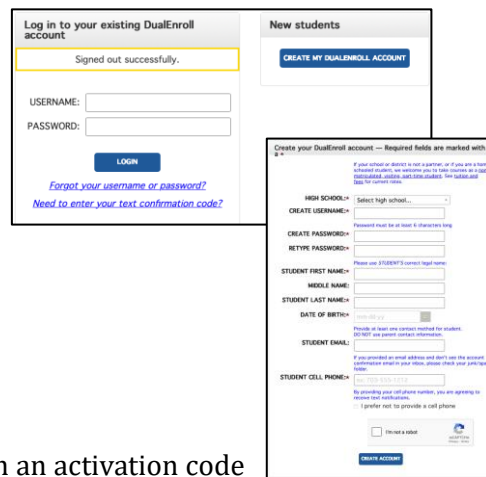
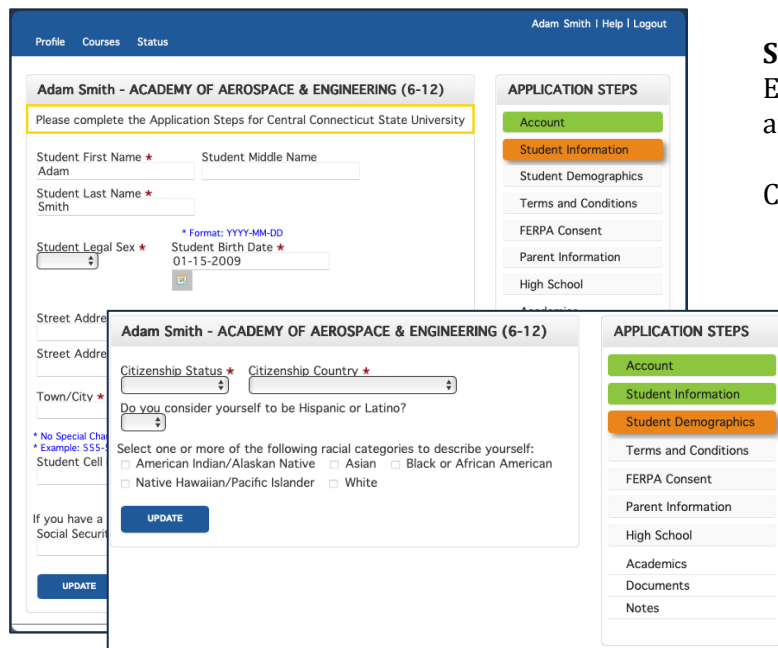
Please **DO NOT** create another account if you have already used DualEnroll with another college. Your DualEnroll account will work with any DualEnroll college.

You can register by computer or right on your smart phone by entering <https://ccsu.dualenroll.com> and clicking on **CREATE MY ACCOUNT**.

Complete the **New Student Registration** form to create your account. Provide all information including a login name and password. All fields marked with a red asterisk (*) are required. You must provide either an email account or cell phone number to create the account. If a cell phone is used, standard text message rates apply.

Once you click **REGISTER**, you'll receive either a text message with an activation code or an email with a link to confirm your account. You must confirm your account before you can proceed with the registration. *If using email, be sure to check your junk and spam folders for the email.*

CCSU has six application steps. Completed steps are listed in green under **Application Steps**, and the current step is shown in orange. Complete all required fields which are marked with an asterisk and click the **update** button after completing a step.

Step 1: Student Information

Enter your information. Fields with an asterisk are required entry.

Click **UPDATE** button when done.

Step 2: Student Demographics

Enter your address and any other required information.

Click **UPDATE** button when done.

First Time Students - Create an Account cont'd

Step 3: Terms and Conditions

Accept the terms and conditions by checking the checkbox.

Click **UPDATE** button when done.

Adam Smith - ACADEMY OF AEROSPACE & ENGINEERING (6-12)

Central Connecticut State University Terms and Conditions

1. Student must carry minimum high school GPA of 2.5.
2. Student is limited to enrolling in a maximum of 2 courses per semester, with a cap of 6 credits.
3. Registration is on space available basis and student is not guaranteed to be registered for their first-choice course.
4. Per Board Resolution 11-56, participating student's tuition and fees will be waived.
5. Student may be responsible for purchasing all course material. Please confirm with your high school's representative.
6. Student is responsible for abiding by all applicable CCSU policies during their period of enrollment.
7. I authorize CCSU to release my transcript to my high school.

☐ I agree to the above terms and conditions.

APPLICATION STEPS

- Account
- Student Information
- Student Demographics
- Terms and Conditions**
- FERPA Consent
- Parent Information
- High School
- Academics
- Documents
- Notes

Step 4: FERPA Consent

Accept the FERPA Consent by checking the checkbox.

Click **UPDATE** button when done.

Adam Smith - ACADEMY OF AEROSPACE & ENGINEERING (6-12)

Central Connecticut State University FERPA Consent

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. At the post-secondary (college) level, FERPA rights transfer to the student, regardless of age. For additional information about FERPA at Central click [here](#).

☐ I give permission for my academic records and personal information to be shared with my high school staff and administrators. *

APPLICATION STEPS

- Account
- Student Information
- Student Demographics
- Terms and Conditions
- FERPA Consent**
- Parent Information
- High School

Step 5: Parent Information

Enter parent contact preference and information.
PARENT CONTACT information can not be the same as the student contact information.

Click **UPDATE** button when done.

Adam Smith - ACADEMY OF AEROSPACE & ENGINEERING (6-12)

Parent Contact Information

Parent Or Guardian Name: *

Relationship: *

Contact Preference: *

Parent Or Guardian Email:

Verify Parent Or Guardian Email:

Parent Or Guardian Cell Phone:

Verify Parent Or Guardian Cell Phone:

APPLICATION STEPS

- Account
- Student Information
- Student Demographics
- Terms and Conditions
- FERPA Consent
- Parent Information**
- High School
- Academics
- Documents
- Notes

Step 6: High School

Enter your High School information

Click **UPDATE** button when done.

Adam Smith - ACADEMY OF AEROSPACE & ENGINEERING (6-12)

High School (change if incorrect)
 ACADEMY OF AEROSPACE & ENGINEERING (6-12) *

HS Student ID

HS Anticipated Graduation Month/Year *

Counselor *

APPLICATION STEPS

- Account
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- High School**
- Academics
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You can always go back and edit any of the steps by clicking on your profile tab at the top of the screen.

Your account is now ready for use, and you can begin registering for courses.

Student Guide - Course Registration

Register for Course(s):

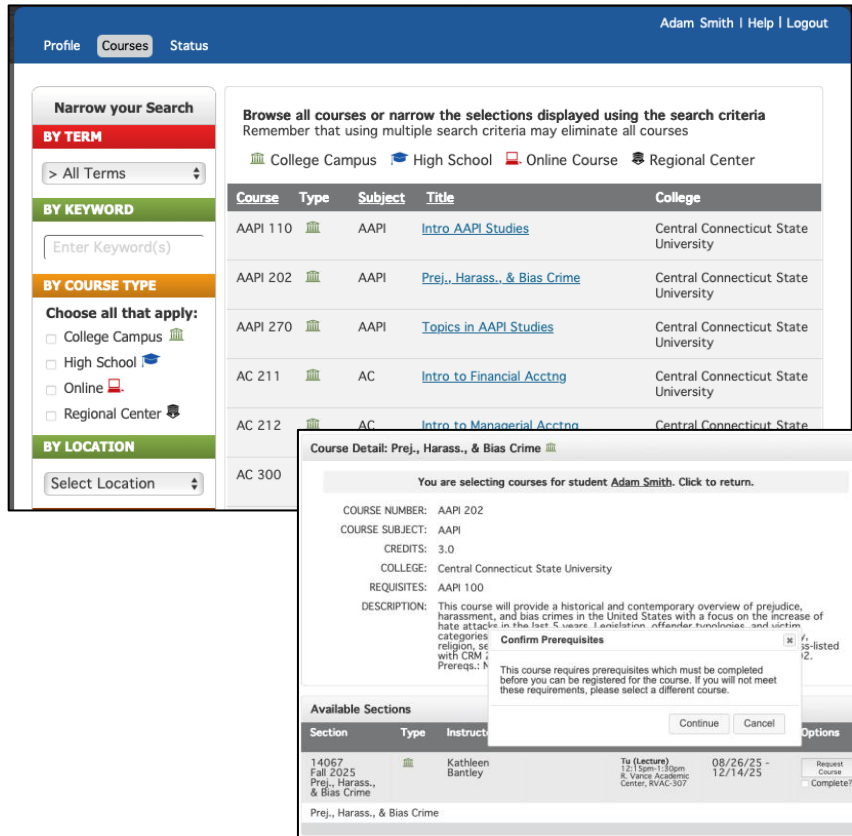
Once you are logged into your account, click on the **Courses** tab to review the list of available courses.

The course finder shows you which courses are being offered for your school.

Use any of the filtering options on the left to narrow down your search. Click on the course name to see the detailed class description and available sections.

When you've made your decision on a section, click the **REGISTER** button to start the registration process.

If the course you have selected has special requirements you will be prompted with a popup message box explaining the requirements. Click Continue to register for the course or Cancel to return to the Course Finder.



Narrow your Search

BY TERM

> All Terms

BY KEYWORD

Enter Keyword(s)

BY COURSE TYPE

Choose all that apply:

☐ College Campus

☐ High School

☐ Online

☐ Regional Center

BY LOCATION

Select Location

Browse all courses or narrow the selections displayed using the search criteria
Remember that using multiple search criteria may eliminate all courses

College Campus High School Online Course Regional Center

Course	Type	Subject	Title	College
AAPI 110		AAPI	Intro AAPI Studies	Central Connecticut State University
AAPI 202		AAPI	Prej., Harass., & Bias Crime	Central Connecticut State University
AAPI 270		AAPI	Topics in AAPI Studies	Central Connecticut State University
AC 211		AC	Intro to Financial Acctng	Central Connecticut State University
AC 212		AC	Intro to Managerial Acctng	Central Connecticut State University
AC 300				

Course Detail: Prej., Harass., & Bias Crime

You are selecting courses for student Adam Smith. Click to return.

COURSE NUMBER: AAPI 202
COURSE SUBJECT: AAPI
CREDITS: 3.0
COLLEGE: Central Connecticut State University
REQUISITES: AAPI 100

DESCRIPTION: This course will provide a historical and contemporary overview of prejudice, harassment, and bias crimes in the United States with a focus on the increase of hate attacks in the last 5 years. Categories: religion, sex with CRM, Prereqs: A

Confirm Prerequisites

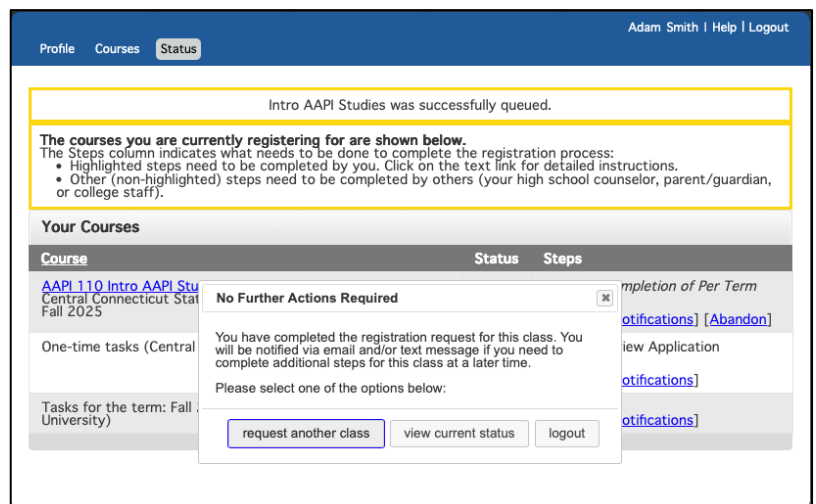
This course requires prerequisites which must be completed before you can be registered for the course. If you will not meet these requirements, please select a different course.

Continue Cancel

Available Sections

Section	Type	Instructor	Time (Lecture)	Dates	Request Course Complete?
14067 Fall 2025 Prej., Harass., & Bias Crime		Kathleen Bantley	Tu (Lecture) 12:15pm - 1:30pm & Varsity Academic Center, RVAC-307	09/26/25 - 12/14/25	

Your part of the registration is done for now. You may choose to: **select another course**, **view registration status**, or **logout**. You will receive an email letting you know when your registration is complete or if they need more information from you.



Profile Courses **Status** Adam Smith | Help | Logout

Intro AAPI Studies was successfully queued.

The courses you are currently registering for are shown below.
The Steps column indicates what needs to be done to complete the registration process:
• Highlighted steps need to be completed by you. Click on the text link for detailed instructions.
• Other (non-highlighted) steps need to be completed by others (your high school counselor, parent/guardian, or college staff).

Your Courses

Course	Status	Steps
AAPI 110 Intro AAPI Studies Central Connecticut State University Fall 2025	No Further Actions Required	Completion of Per Term [Notifications] [Abandon]
One-time tasks (Central Connecticut State University)	You have completed the registration request for this class. You will be notified via email and/or text message if you need to complete additional steps for this class at a later time.	new Application [Notifications]
Tasks for the term: Fall 2025 (Central Connecticut State University)	Please select one of the options below:	[Notifications]

request another class view current status logout

Enjoy your class!

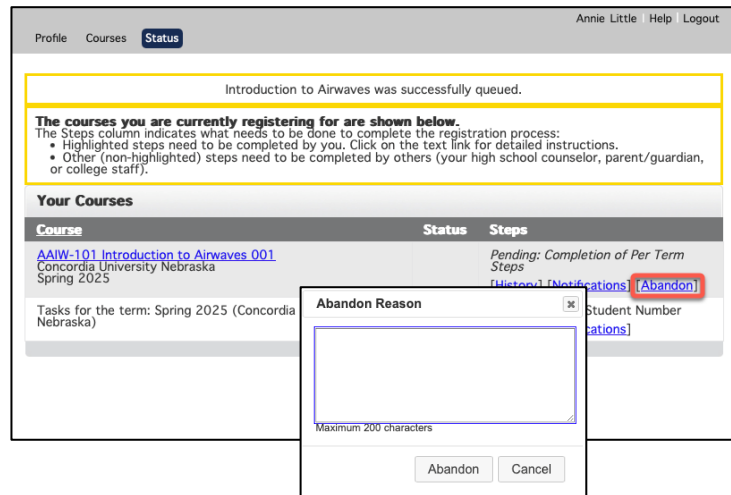
Student Steps

Abandon

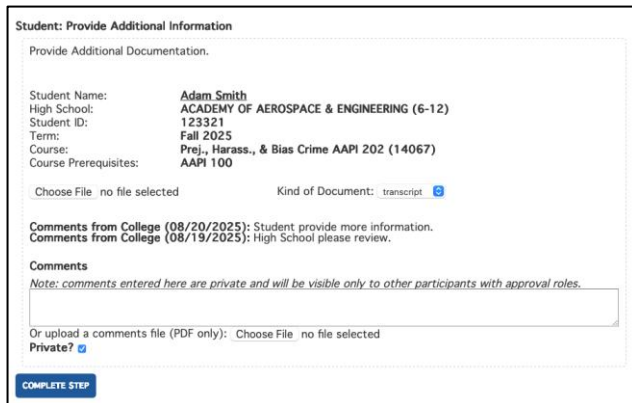
You can abandon/remove a course from your schedule by clicking on the Abandon button under the registration

Enter the reason you want to abandon the course.

When you are finished, click the Abandon button.



The screenshot shows the 'Status' page for a student named Annie Little. A yellow banner at the top states 'Introduction to Airwaves was successfully queued.' Below this, a section titled 'The courses you are currently registering for are shown below.' lists the course 'AAIW-101 Introduction to Airwaves 001' at Concordia University Nebraska for Spring 2025. The 'Status' column shows 'Pending: Completion of Per Term Steps' and the 'Steps' column has links for '[History]', '[Notifications]', and '[Abandon]'. The '[Abandon]' link is highlighted with a red box. A modal dialog box titled 'Abandon Reason' is open, showing a text area for the reason (maximum 200 characters) and 'Abandon' and 'Cancel' buttons.



The screenshot shows the 'Student: Provide Additional Information' form. It includes fields for Student Name (Adam Smith), High School (ACADEMY OF AEROSPACE & ENGINEERING (6-12)), Student ID (123321), Term (Fall 2025), Course (Prej., Harass., & Bias Crime AAPI 202 (14067)), and Course Prerequisites (AAPI 100). There is a 'Choose File' button for uploading a document (transcript) and a 'Kind of Document' dropdown. Below this, there are 'Comments from College' and a 'Comments' section with a text area and a 'Private?' checkbox. At the bottom, there is a 'COMPLETE STEP' button.

Student: Provide Additional Information

You will get this step when the College needs additional information to help approve the registration.

You can upload files and enter comments.

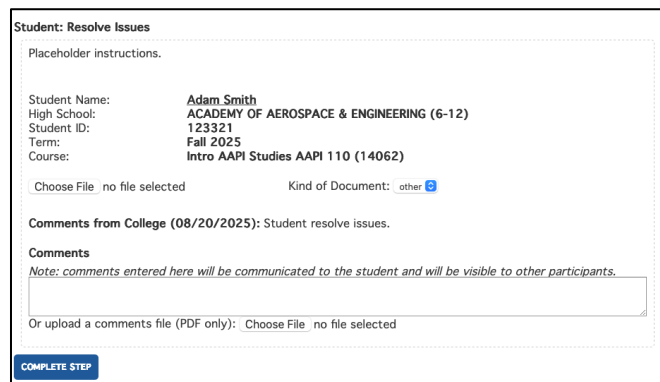
When you are finished, click **COMPLETE STEP**.

Student: Resolve Issues

The student will get this step when the college needs more information after the registration is rejected in the College Student Information System..

Respond to the college's request for more information.

When you are finished, click **COMPLETE STEP**.



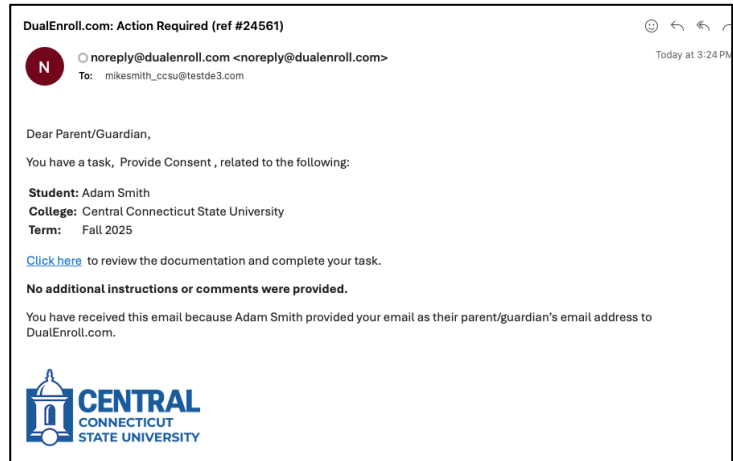
The screenshot shows the 'Student: Resolve Issues' form. It includes fields for Student Name (Adam Smith), High School (ACADEMY OF AEROSPACE & ENGINEERING (6-12)), Student ID (123321), Term (Fall 2025), and Course (Intro AAPI Studies AAPI 110 (14062)). There is a 'Choose File' button for uploading a document (other) and a 'Kind of Document' dropdown. Below this, there are 'Comments from College' and a 'Comments' section with a text area and a 'Private?' checkbox. At the bottom, there is a 'COMPLETE STEP' button.

Note: Approvers do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.

Parent Consent

Once your student initiates the registration process, you will receive ongoing email and/or text notifications. The notifications will either provide you with an update on the status OR request consent for a given course. Note, sometimes the email notifications are delivered to your JUNK or SPAM folder – check these folders for the notifications.

The notification for consent will include an active link to access the online form. Simply click on the link to access the online consent form.



Parent: Provide Consent

Adam Smith

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6. Student is responsible for abiding by all applicable CCSU policies during their period of enrollment.
7. I authorize CCSU to release my transcript to my high school.

Sign electronically by entering your first and last name:

Click 'Complete Step' to give permission for your child to take this course and agree to the above

Provide your electronic signature by entering your first and last name in the box provided.

Enter your credit card payment information.

At this point your credit card is authorized for the payment amount. Your card is not charged until the registration is complete.

Click **COMPLETE STEP**.

Note: Parents and Approvers do not have accounts that allow you to log into the system; only students can log directly into DualEnroll.com.