

How to Take CCBC Classes at CCBC or Online

The new tuition free program is available to all high school students and allows students to take courses in any semester (summer, fall, winter, and spring).

There is also no longer a limit to the number of courses a student is allowed to take, however a student's overall workload should be considered, consult your school counselor when in doubt (Students can now take credit bearing and non-credit bearing courses for free. These include classes that lead to certification/licensure).

The program covers tuition, fees, and books for all students. Students will still need to have a 2.5 GPA for placement into a course (SAT scores and/or AP scores can also be submitted for placement. If no scores are available and the GPA is less than a 2.5, the student must take a placement test).

For more information regarding the ECAP program, visit: <https://www.cbcemd.edu/get-started/earn-college-credit-while-in-high-school>

For the approved dual enrollment course list, visit: <https://www.cbcemd.edu/Programs-and-Courses/Early-College-Access-Programs/BCPS-Dual-Credit-Program.aspx>

Step 1:

Apply to be a student at CCBC. Students will need their social security number to apply. Perry Hall's school code is 210175.

The link to apply as a student at CCBC: (application type should be "Dual Enrollment")
https://simon.cbcemd.edu/pls/PROD/bwskalog.p_disploginnew?in_id=&cpbl=&newid=

Step 2:

Complete the ECAP Consent Form and send to CCBC ECAP Office: ECAP@cbcemd.edu. You will also need to send a copy of your current transcript to CCBC: highschooltranscript@cbcemd.edu. To request a copy of your transcript, please contact the secretary, Mrs. Donna Williams in the Counseling Office in person or by Schoology message.

A new ECAP form needs to be completed for every academic year to be eligible for tuition free.

Note: Please list your CCBC ID number at the top of the ECAP consent form (your ID will be on the confirmation page once you have submitted your application and begins with a 9).

Step 3:

Schedule a placement test if necessary.

English Placement:

1. If student has a GPA of 2.5 or higher (unweighted) on transcript – no placement test required
2. For students with a GPA less than 2.5 or no cumulative GPA:
 - a. Complete the Accuplacer Next Gen Reading Exam
 - b. Submit an SAT score of 480 or higher (critical reading) or ACT of 21 or higher (English/reading)
 - c. Submit AP scores of 3 or higher on English exam

Math Placement:

1. SAT Math score of 530 or higher or ACT Math score of 21 or higher
2. Qualifying AP scores
3. ALEKS Math Assessment

For more information on the placement test, visit: <https://www.cbcmd.edu/Get-Started/Applying-to-CCBC/Placement-Testing.aspx>

To schedule an appointment to take a placement test, visit: <https://www.cbcmd.edu/Resources-for-Students/Testing-Centers/Schedule-an-Appointment.aspx>

To schedule an exam, click on the preferred campus. Another window will pop up for the exam registration.

#1: Select CCBC Placement

#2: Select either ALEKS-Math (this would be for a math class, economics, etc.) OR select ECAP-Accuplacer Next Gen (this is for the English placement).

#3: Complete the rest of the registration form. You will need your CCBC ID # for this.

Step 4:

There are two ways to register for classes:

For Dual Enrollment (High school and college credit):

<https://www.cbcmd.edu/Programs-and-Courses/Early-College-Access-Programs/BCPS-Dual-Credit-Program.aspx>
(This is the easiest. Click on the class you are interested in under the approved dual credit courses.)

For any CCBC Class: <https://www.cbcmd.edu/Resources-for-Students/Registering-for-Classes.aspx>

Step 5:

Once a dual credit course is complete, CCBC will send your grade to PHHS to be added to your BCPS transcript, unless you have already taken that course through BCPS. To expedite this process so that a graduation requirement can be removed from your BCPS schedule or to place the CCBC course on your transcript prior to college applications, please email your unofficial CCBC transcript to Mr. Ferenschak (mferenschak@bcps.org) as soon as you receive a final grade for the course.

Steps to get your unofficial CCBC transcript:

1. Sign into SIMON
2. Click on the "Student" tab
3. Click on "Academic Transcript" to view your unofficial transcript
4. Click submit on the next screen (it should have pre-selected "all levels")
5. To save, go to PRINT and choose "Save as a PDF"

Note: If a student is having difficulty accessing their account once they have an official CCBC ID number (and it has been at least one hour since the application was submitted), students recover their login/account information by visiting, <https://shwa.cbcmd.edu/?msclkid=fd4b57f8af8b11ecbae6d3150deebbd>

YouTube video tutorial on registering for classes: <https://www.youtube.com/watch?v=pHradWXtSEs>