

## **CHS Dual Enrollment Steps**

*Your PowerSchool schedule will not be correct until you complete step 5 of this process!*

### **Step 1**

Meet with Mrs. Foster to discuss your dual enrollment options and to get the paperwork. Email her at [rachel.foster@ozarkcityschools.net](mailto:rachel.foster@ozarkcityschools.net) to set up an appointment or ask questions.

### **Step 2**

Return your dual enrollment paperwork to Mrs. Foster or Mrs. Helms at the student help desk. At minimum, you will need to return the Dual Enrollment Policies acknowledgement page.

### **Step 3**

Follow the application and registration directions for your chosen college or university.

### **Step 4**

Wallace only: Register for your classes. Video tutorial [here](#).

### **Step 5**

Take a screenshot of your class schedule, even if your classes are online, and email them to Mrs. Foster.