

# START SMART at CCBC While in High School!

## #1 APPLY FOR ADMISSION

- Complete an online or printable application at [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply).
- Be sure to include your social security number and email address.
- Choose Personal Enrichment (non-degree) as your Program of Study

## #2 GET FAMILIAR WITH CCBC TECHNOLOGY

CCBC uses today's technology to keep you up-to date on important information.

- Sign in and navigate your myCCBC account at <https://myccbc.ccbcmd.edu> and make note of your CCBC student identification number, username and password.
- Go to myCCBC to access your CCBC student email
- Use SIMON, the student information system, at <https://simon.ccbcmd.edu> to find enrollment or payment information, class schedules and grades.

There's always help with CCBC technology when you need it. Contact the HELP desk at 443-840-HELP for 24/7 assistance.

## #3 PLAN AHEAD FOR TUITION AND FEE PAYMENTS

It's important to plan for the financial commitment of a college education and understand your payment options. Paying your tuition and fees is the only way to secure your seat in a class. Visit [www.ccbcmd.edu/paymentoptions](http://www.ccbcmd.edu/paymentoptions) to find the due dates for each semester or session and then:

- Log in to SIMON at <https://simon.ccbcmd.edu> to enroll in the payment plan or make a full payment.
- Pay in-person at the Bursar's office. Cash, check and credit card are accepted.

## #4 COMPLETE AND SUBMIT A CONSENT FORM

**BCPS students:** Complete the Early College Access Programs Consent Form

**All other high school students:** Complete the Parallel Enrollment Program Consent Form

Submit these forms to the Admissions Office **before** you register for classes:

CCBC Catonsville	Student Services Center, Suite 150 Phone: 443-840- 4304
CCBC Dundalk	Student Services Center, Room 101F Phone: 443-840-3058
CCBC Essex	Student Services Center, Suite 012 Phone: 443-840-2110

Consent forms are available from any CCBC Admissions office or at [www.ccbcmd.edu/high-school-student](http://www.ccbcmd.edu/high-school-student).

## #5 TAKE THE PLACEMENT TEST

- The purpose of the ACCUPLACER® placement test is to provide information about your academic skills in math, reading and writing
- The test is untimed and will be taken on the computer.
- You will know your results as soon as you are finished
- If you are not satisfied with your initial scores, you can retest

Before you test, prepare to do your best! Practice! Practice!  
Go to [www.ccbcmd.edu/practicetest](http://www.ccbcmd.edu/practicetest) for all the links you need!

You may not need to take ACCUPLACER® placement test if you:

- Have taken the SAT test within two years of applying to CCBC and scored 500 or above in Critical Reading, Writing or Math.
- Have taken the ACT test within two years of applying to CCBC and scored 21 or above in Reading, Writing or Math.

**If you are exempt from testing, go directly to the Academic Advisement Center with your test scores and/or other documentation.**

## #6 MEET WITH AN ACADEMIC ADVISOR

No need to make an appointment. CCBC Academic Advisors will help you:

- Understand your placement test scores
- Choose courses and navigate the catalog
- Help you register for classes

## #7 REGISTER FOR COURSES

**In-person registration** is available during regular business hours at the Enrollment Services Center on each campus

**OR**

**Register online:** Try our Flexible Registration system OR log into your SIMON account

**START SMART Tips!**

- **Be sure to bring a current photo ID when visiting CCBC.**
- **Inform the CCBC Admissions staff of any changes you make to your class schedule.**