Early College Access Programs
Enrollment Checklist

1. Apply (in-person or online)
   - Complete your application for admission.
     cbc.gov/apply
     - Select Application A - Dual Enrollment

2. Submit Required Documents by Emailing the ECAP Office ecap@ccbc.edu
   Your email should include:
   - Full name
   - Student identification number
     (received after application is submitted)
   - The class(es) that you are interested in

   Attach the following documents:
   - ECAP Consent Form
   - High School Transcript
   - SAT or ACT test scores (if available)

3. Complete Placement Testing (if required)
   The ECAP Department will review your submitted documentation, and then you will receive an email
   letting you know if placement testing is required.
   - Prepare for placement testing.
     cbc.gov/practicetest
   - View Testing Center locations,
     Hours of Operation and ID requirements.
     cbc.gov/testingcenter

4. Retrieve Your CCBC User Name and Password
   - Log in to myCCBC* to access your online student account (SIMON)
     (simon.ccbcmd.edu).

   *All new users should go to: shwa.ccbcmd.edu

5. Register for Classes
   - Register for classes through your SIMON account (simon.ccbcmd.edu).

6. Pay Your Tuition and Fees (If not a BCPS student)
   - Pay online or set up a payment plan through your SIMON account (simon.ccbcmd.edu).
   - Pay on campus at the Bursar’s office. Cash, check, and credit cards are accepted.

   *Tuition and Fee waivers are not automatically applied to your account. Please allow up to
   5 business days for your waivers to be applied before paying your bill.

   For any questions regarding your bill, please email ecap@ccbc.edu.

7. Prep for Success!
   - Get your CCBC OneCard, a multifunction ID card to check out library materials, print
     documents, purchase vending machine snacks, secure dining rewards and more.
     cbc.gov/onecard
   - Purchase your textbooks.
     cbc.gov/bookstore