

## Procedures to take CL Dual Credit Classes in 2022-2023 School Year

Students who have signed up for CL Dual Credit Classes with Malone University for the 2022-2023 school year must complete the following application steps.

If you have any questions or trouble with the application, please contact Ann Lawson at Malone University, 330-471-8542 or [alawson@malone.edu](mailto:alawson@malone.edu).



### Application Deadlines

- Students who plan to apply for State funding (April 1, 2022 deadline) must apply to Malone by **Friday, March 25, 2022**. Otherwise the admissions application deadline is
- **June 3, 2022**.
- Students who have already taken a CL dual credit class the previous year do NOT need to re-apply to Malone. They are already in the program. However, to receive funding from the State, you WILL need to re-apply for state funding for 2022-2023.



### Create Username and Password

To begin your application, create a username and password through the Malone website at [malone.edu/admissions-aid/apply/](http://malone.edu/admissions-aid/apply/)



### Complete Online Application

1. Select *Create New Application*
2. Choose *College Credit Plus*
3. Choose *Off Campus*
4. Choose your *Program of Study* – can be “Undecided” if yours is not listed
5. Choose *Fall Semester 2022*
6. Complete each subsection – including personal information, academic information (you will need your CVCA GPA), test information (not necessary or required at this time), application information, and relationship information
7. **Submit** the application



### Submit High School Transcript

The CVCA Guidance Office will submit your transcript to Malone University for you.



### Application is Reviewed

Once your online application is complete, Malone University will review it. Students who qualify will receive an acceptance letter from Malone.