

## New Student Registration Process 2025-2026

1. Please check the classes that are of interest to you that it is **grade appropriate** and that the student has **met all of the pre-requisites** for the class. Please refer to the brochure and/or web site for that information ([christianconsortium.org](http://christianconsortium.org)). The web site schedule will also have the latest closed classes.
2. **Please fill out the information on page 1 completely.** You will need a transcript of the previous school attended or your own home school transcript, if you homeschooled. Transcripts may be requested by our office to your school.
3. **It is mandatory that the reference on page 2 must be an instructor/school counselor** if the student has attended a school. If the student has been home educated, choose a nonfamily member who has seen the student in a classroom style setting. (i.e. Sunday School, Bible study) **Please note: this application will not be processed until the reference has been returned and checked.** It helps if you communicate with your reference to look for the CEC email so it will not be caught in their spam or overlooked.
4. **Flexibility:** Before filling out the form, indicate if this schedule is **flexible**, meaning if the section of the class you requested is full, you will move to another section. **Not flexible**, means you prefer to be **only on the wait list** if that section is closed and you may lose that class if it does not open. **CEC will never place a student in a different class, only a different section of the same class** to ensure a student gets the classes they need.
5. **Day:** Circle if you may attend CEC: **Tuesday ONLY, Wednesday ONLY or both days.**
6. When filling out the schedule – **students may take 1-7 classes**, so not all the slots will be full. If you plan to take a study hall, include that on the schedule and write a check for deposit of \$50 to CEC. (The remaining \$50 is due the 1<sup>st</sup> week of class.) If you plan to use the Fellowship Room, you do not need to put that on the form, there is no charge.  
**Study Hall** – is a quiet room where students are expected to bring work to study. Space is limited  
**Fellowship Room** – is intended as a place for students to hang out as a break between classes in the middle of the day. Talking is allowed. Space is limited.
7. **SAXON MATH** – **It is mandatory that a student take a math placement** for Saxon Math classes and College Algebra. The dates are on the CEC website. Questions? Contact Mrs. Whitaker, the CEC Test Coordinator at [cecofficeassistant@gmail.com](mailto:cecofficeassistant@gmail.com)
1. **DUAL CREDIT:** This means the student will receive credit at the high school **and** college level. Only 11-12<sup>th</sup> grades students may take dual credit. Students must have a 3.0 GPA and provide CEC with a transcript. **Dual Credit English (CU ), College Algebra (U of L), Business (IWU), Personal Finance (IWU), World Religions (CU), Theology (CU)**
2. **Checks:** Write a check for the CEC fee to CEC. **(\$500 per student) PLEASE do not combine checks for multiple students.** It delays processing if one student does not get into their classes immediately because they are a new student or the schedule has to be changed because of closed classes. **To use the credit card option**, fill out the attached form. **The 3% fee applies.** If you are writing a check or money order, discard the form.
3. Write a registration check of **\$50 to each individual teacher** for each class. **Please do not combine checks for multiple students.** (The \$35 CEC fee per class is not due until August.) Money orders are also accepted.  
**Both the CEC fee and the class registration fees are not refundable.**
4. The student signs the **Honor Code**
5. Parents sign the **Claim release and the Photo release**