



Enrollment Process

Are you wanting to enroll in a course in our pilot program? Follow these steps:

Step 1: Each school involved in the pilot program will fill out the requested student information on the enrollment sheet provided to them by CHS.

Step 2: Once complete, each school will email their sheets to studentservices@citizenshighschool.com

Step 3: Students will be enrolled in the CHS Orientation course within 2 business days of CHS receiving their enrollment forms.

Step 4: Students will have 3-5 days to complete their Orientation course.

Step 5: Students will be enrolled in their selected “for-credit” courses within 2 business days of completing their Orientation course.

Step 6: Students have 20 weeks to complete each “for-credit” course but may request an extension if needed. To request an extension, please contact academics@citizenshighschool.com

Step 7: Students’ courses will be officially completed and added to their transcripts within 48 hours of their final grade posting.

Step 8: To enroll in their next course, students may contact the Student Services department at studentservices@citizenshighschool.com or go to the request courses section of your dashboard.

Remember, if you ever have any questions, you can always contact CHS by live chatting with us at citizenshighschool.com

citizenshighschool.com



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“We provide Nepali students who are looking to enroll in a university abroad the opportunity to earn both an American and Nepali diploma, giving them access to the top universities around the world.”