

University of Bridgeport
Concurrent University Enrollment (CUE)
Student/Family Handbook
2026-2027

126 Park Avenue, Bridgeport CT 06604

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University of Bridgeport Mission

The University of Bridgeport promotes academic excellence, personal responsibility, and commitment to service. Distinctive curricula in an international, culturally diverse supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world.

CUE Welcome

Dear Students and Parents/Guardians,

Welcome to the University of Bridgeport's Concurrent University Enrollment (CUE) Program! As a participant in the UB CUE Program, you are officially part of the University of Bridgeport community. By enrolling in UB courses through this program, you've taken the first step in your college journey and are recognized as a non-degree student at UB.

There are many benefits to earning college credit before you fully matriculate into a college or university. Through UB CUE, you could graduate high school with:

- Early exposure to college-level coursework.
- A clearer understanding of university academic expectations.
- Earned college credits that may be transferable to other institutions
- An official University of Bridgeport transcript.
- Significant cost savings on future college tuition.
- The ability to enter college with credits already earned, which may allow you to graduate earlier or take lighter course loads later.
- Increased confidence in your ability to succeed in a college environment.

In essence, your UB credits can serve as an asset, opening doors to greater academic opportunities once you enter college. Additionally, your early exposure to college-level coursework helps prepare you academically for the transition to higher education.

UB will be celebrating its Centennial during the 2027-2028 school year. We are proud of the 100 years of academic excellence, tradition, and contributions to society. We welcome you and wish you the best as you will part of our Purple Knight family legacy!

The CUE Team

What is UB CUE?

The University of Bridgeport's Concurrent University Enrollment (CUE) Program offers high school students an exciting opportunity to begin earning college credits while still in high school. Through the UB CUE Program, you can enroll in approved UB courses offered directly at your high school. Upon successful completion, you'll earn academic credit equivalent to the same course taught at the University of Bridgeport.

Each CUE course is part of a designated academic pathway at UB, ensuring the curriculum meets our university's high academic standards. Each course is supported by a UB Faculty Associate who collaborates with your high school teacher (who is certified by UB based on academic credentials and subject matter expertise) to deliver a rigorous college-level learning experience in your classroom.

Students may choose courses from these disciplines:

- Business
- Engineering
- English
- Health Science
- Social Science

To view a full list of available courses, access resources, or get answers to frequently asked questions, please visit the CUE Program's webpage: https://www.bridgeport.edu/academics/cue.

For additional questions, contact us at cue@bridgeport.edu.

Student Benefits

Courses through the UB CUE Program are offered at a greatly reduced cost compared to the identical course offered at the University of Bridgeport. The UB CUE Program is designed to provide meaningful long-term savings for students and their families.

Explore the potential cost savings below:

UB CUE Course	UB Undergraduate Campus Course
1 Credit = $50	1 Credit = $1,095
2 Credits = $100	2 Credits = $2,190
3 Credits = $150	3 Credits = $3,285
4 Credits = $200	4 Credits = $4,380

Registration

UB CUE Course Timelines for 2026-27

Fall-Only	August 2026 to January 2027
Spring-Only	January 2027 to June 2027
Full-Year	August 2026 to June 2027

Course Registration Periods

To register for courses based on their start date, please follow the appropriate registration window:

For Fall-Only and Full-Year Courses (beginning in August)	
Registration Opens	September 21, 2026
Registration Closes	October 16, 2026

For Spring-Only Courses (beginning in January)	
Registration Opens	January 19, 2027
Registration Closes	February 19, 2027

Students enroll in their UB CUE courses using the UB online registration system at Bridgeport.DualEnroll. Students are required to complete a registration for each year they participate.

- Students are required to register online.
- All registrations must be approved by:
  - A high school site representative (teacher, counselor, principal)
  - A parent/guardian
- Payment information (if applicable) must be entered to complete registration.

Course changes are accepted during the two registration windows. The University of Bridgeport does not allow retroactive credit, meaning students must register online for all UB CUE courses they wish to receive credit for by the registration deadlines.

Enrollment/DualEnroll

To enroll in a UB CUE course, students will visit our DualEnroll platform. DualEnroll automates and streamlines all aspects of our concurrent enrollment program management including admissions, registration, and online payments.

To register for UB courses taught at your high school through the UB CUE Program, students must complete the following steps:

1. Visit the UB DualEnroll page to create a personalized login or login to your existing account if you are a returning student. As a student, be sure to provide your e-mail address and cell phone number so that UB can confirm your account.
    a. **Save your login and password for future use**. *Please note – if you participate in UConn's Early College Experience or other similar program that also uses DualEnroll, you will use the same login and password when visiting the portal specific to UB's DualEnroll.*

2. Once you click "Register", you will receive either a text message with an activation code, or an email with a link to confirm your account. You **must** confirm your account before you can proceed.

3. Complete your application in 6 easy steps. **Returning students** must review and confirm application data.

    a. Enter your student information (name, address, contact information).

    b. Select your citizenship and ethnicity for Admissions purposes.

    c. Accept UB's Terms and Conditions.

    d. Sign and acknowledge that you read the FERPA instructions.

    e. Enter parent/guardian contact information. Please note that parent/guardian contact information cannot be the same as student contact information.

        a. **NOTE: Your parent/guardian will receive a text or email asking them to confirm your registration. You cannot proceed with your application until your parent/guardian has completed this step**.

    f. Enter your High School information (school name, current grade, anticipated college start year, Free/Reduced Lunch status).

        a. **NOTE:** Those students who qualify for Free/Reduced Lunch or have a district waiver do not pay for a CUE course.

4. Select your course(s).

    a. Once you are logged into your account, click the "Courses" tab at the top of the screen to review the list of available courses.
    b. Use the "Narrow your Search" filtering option on the left to view the courses only available at your high school, and then select the course you wish to enroll in.

5. Make payment.

   a. Payment is **required** for your application to be considered complete if you do **NOT** qualify for Free/Reduced Lunch. Without full payment, the application is **incomplete**, and credit will **NOT** be granted through UB for the coursework you selected.

   b. You will be prompted to make payment once your high school counselor confirms that you do not qualify for Free/Reduced Lunch. This confirmation may take a few days.

   c. Payment instructions will be found on the DualEnroll payment page. More detailed information about payment can be found on pages 7-8. **PLEASE READ and have pages 7-8 of this handbook nearby to make payment.**

6. **Your part of the registration is now done!** You may choose to: select another course, view your registration status, or log out. **You will receive an email from UB letting you know when your registration is complete**, or if they need more information from you. Enjoy your class!

Program Fees

By registering for a course(s) through UB CUE, you have a financial obligation to the University of Bridgeport and are subject to billing policies like those used for all UB students. For this academic year, UB CUE Program fees are $50 per registered course credit. **The fee for a 3-credit course is $150 and the fee for a 4-credit course is $200.**

Payment

As noted previously, payment is required for your application to be considered complete UNLESS you qualify for Free/Reduced Lunch.

Without full payment, the application will be considered incomplete, and credit will **NOT** be granted. **PLEASE NOTE THAT ALL PAYMENTS ARE NON-REFUNDABLE.**

If a student qualifies for Free/Reduced Lunch, they will NOT be prompted to make payment on their DualEnroll application. Your school counselor will confirm the students' status. Fee waivers are described on page 8.

How to Make a Payment

The payment link can be accessed by clicking **here**.

Tips for completing payment:

- Enter the 7-digit UB Student ID# found on the student's DualEnroll account. **NOTE: Your UB Student ID# is NOT your high school ID#.**
- If you are taking more than one course, you will select the course names and codes (e.g. ENGL 101 AND PSYC 103) and the system will calculate the amount to be paid.

- It is **highly recommended** that you print or save your payment confirmation page. Payment confirmation will also be sent to the email address entered at the time of payment.
- **Students will log back into DualEnroll and should enter the Reference Number that is listed in the Payment Confirmation to complete their registration.**

Unpaid Balances

Students will **not** be eligible for UB credit and registration will be canceled if balances go unpaid after the specified course enrollment deadlines stated on page 5.
Students can view the status of their registration by viewing their profile on DualEnroll.

Refunds

Refunds of previously paid fees are not available, so make sure you do not qualify for Free/Reduced Lunch and are paying for the correct number of credits prior to payment.

Program Fee Waivers

Students who apply for the Federal Free/Reduced Lunch Program are eligible for a full program fee waiver.

Eligibility for the Free/Reduced Lunch Program is to be indicated by the student and must be confirmed by a **parent/guardian** and **counselor** on DualEnroll.

Grades

When your UB course has concluded, your grades will be posted by the Registrar's Office. Your grades will be available 2 weeks after your high school instructor reports them to the Registrar's Office.

Students are graded on an A-F scale, as reported by your instructor. You may notice that your high school grade and UB grade differ. Your high school grade is determined by your high school, while your UB grade is determined by the University of Bridgeport's grading rubric.

For example, your high school might qualify 97% as an A+, while UB qualifies 97% as an A. Your high school transcript will list your grade as an A+ while your UB transcript will list your grade as an A.

Withdrawals

Courses not dropped in DualEnroll by October 16 (for Fall ONLY courses) OR February 19 (for Spring ONLY & full year courses) require a Withdrawal Form to be submitted. Program fees for courses dropped are **non-refundable**.

No student may withdraw from a course without the knowledge of his/her CUE high school instructor, as indicated by that instructor's signature on the Withdrawal Form. Withdrawal "W" grades are assigned based on the following policy statements:

1. If a student officially withdraws from a course after the official change of registration period, but before the end of the official withdrawal period in a given semester, a grade of "W" is assigned and that course remains on the student's transcript. Courses with the grade of "W" do not count toward the QPR but do count toward "hours attempted."

2. Withdrawals are not permitted beyond the course withdrawal deadline. After the deadline, students will receive an earned grade as determined by the instructor. If a student does not complete and submit a Withdrawal Form by the posted deadline, the instructor will calculate the student's grade. A grade would qualify as "failing" if a student earned below a C-.

3. Students do not earn credit for withdrawn courses, nor will the course impact a student's GPA.

   Students must submit a Withdrawal Form by **October 30, 2026** for Fall-Only Courses and by **March 5, 2027** for Spring-Only and Full-Year courses.

Student Academic Petition

If there are extenuating circumstances (e.g. moving out of district, long-term illness, and other medical events) that prevent the student from completing the credit. The student or their counselor must provide a reason when submitting a request, and the CUE staff and Provost approval is needed. The student must submit a request for a student academic petition to cue@bridgeport.edu. The student should:

a. explain the extenuating circumstances or compelling reason for the student being unable to complete the credit
b. provide documentation to support the claim (e.g. medical note for a leave of absence)

Course Evaluations

As your course concludes, you will receive an email with instructions to complete an online course evaluation. Your feedback is valuable and helps the program enhance the quality of instruction for future students.

Transcripts

Most credits earned through UB CUE are transferable to other institutions; however, the higher education institution ultimately decides if UB credit is transferable. We strongly recommend checking with that institution's credit transfer policies for confirmation.

To request your UB transcript, visit the Registrar's page https://www.bridgeport.edu/academics/registrar.

You will need your UB ID (available on your DualEnroll account). Transcripts are available in digital or hard copy formats, with a $10 processing fee.

You can have your UB transcript sent to another institution, but you must request your transcript, as it is not sent automatically. Students should wait 2 weeks after their instructor has submitted final grades before requesting their transcript.

To request a transcript, you can:

a. Contact the Registrar's office of the university you will request that a transcript be sent or find this information on that university's website.

b. Visit Parchment to request a transcript.

NOTE: To receive a transcript for your UB CUE course, payment must be completed during the registration period. If payment was not made, your transcript will appear blank and won't be available for download. Please make sure your course fees are paid so that your academic records can be processed.

Academic Integrity

As a UB CUE student, you must adhere to the academic integrity policy set by the University of Bridgeport. This includes UB policies that have been created for academic misconduct, plagiarism, misrepresentation, and falsification. For a complete policy listing, please see the Key to UB: Chapter Two: Undergraduate Academic Standards and Guidelines for Academic Integrity.

FERPA

FERPA protects the privacy interests of students regarding their education records. It generally prohibits the disclosure of a student's personally identifiable information from education records without the consent of the parent/guardian or eligible student. An eligible student is one who reaches the age of 18 years old and/or attends a post-secondary educational institution, in which case the rights of the parent/guardian transfer to the student.

When using DualEnroll, students voluntarily share academic history and other relevant information with college admissions and registrar personnel to facilitate the college admission/registration process for concurrent enrollment courses. The DualEnroll online registration system captures student/parent authorization to share such data and acts as a trusted custodian with full awareness of and adherence to FERPA compliance requirements.

If you have any questions, please feel free to contact cue@bridgeport.edu!

Important Dates

September 21, 2026	**Registration Opens for Fall-Only and Full-Year Courses**
October 16, 2026	**Registration Closes& Fees Due for Fall-Only and Full-Year Courses**
October 17, 2027	**UB Fall Open House – Register at https://www.bridgeport.edu/admissions/open-house**
October 28, 2026	**Mutual Security Credit Union Financial Literacy Fair – UB Campus RSVP required**
October 30, 2026	**Last Day to Submit Withdrawal Forms for Fall-Only Courses**
November 5, 2026	**SW CT Manufacturing Road Show and Career Exploration – UB Campus RSVP required**
November 14, 2027	**UB Fall Open House – Register at https://www.bridgeport.edu/admissions/open-house**
January 19, 2027	**Registration Opens for Spring-Only Courses (beginning in January)**
February 19, 2027	**Registration Closes & CUE Fees Due for Spring-Only Courses**
March 5, 2027	**Last Day to Submit Withdrawal Forms for Spring-Only & Full-Year courses**
April 9, 2027	**UB RISE 2027 – UB Campus (RSVP required)**