



DUAL ENROLLMENT PROCEDURES

1. Student gets forms from Counselor
 - UCS Dual Enrollment form
 - College or University Enrollment Application
 - Macomb Community College
 - College of Creative Studies including 3 art samples (required after dual enrollment application is approved at the district level)
 - Other College or University
2. Student completes forms **in INK**.
 - **One district application per course**, with an alternative course
 - Include course name and corresponding number for each course
 - Include Fall, Winter or Spring term & school year (ex. Fall 2020)
 - Check: High School Credit, College Credit or Both
3. Student returns forms to Counselor
4. Counselor verifies:
 - Student has a qualifying score.
 - Student has checked college credit, high school credit or both on UCS application.
 - Total number of Dual Enrollment classes have not exceeded ten throughout student's high school years.
 - Dual Enrollment course is not a hobby, craft, recreational course, or in the subject areas of physical education, theology, divinity or religious education.
 - Dual Enrollment course must not be offered by the district unless a scheduling conflict exists which is beyond the eligible student's control.
 - All signature lines on applications have been completed by the appropriate stakeholder.
5. Counselor adds a place holder course in student schedule for the appropriate amount of credits for each course.

PA 160: Two-credits of college enrollment equate to one high school class for a six-period day

Total of:

- 2 credits = 1 UCS course
- 3 credits = 1 UCS course
- 4 credits = 2 UCS courses
- 6 credits = 3 UCS courses
- 7 credits = 3 UCS courses
- 8 credits = 4 UCS courses
- 9 credits = 4 UCS courses
- 10 credits = 5 UCS courses

6. Counselor attaches the following documents to the enrollment applications for all applications prior to sending to Principal:
 - Current Schedule showing Dual Enrollment
 - Transcript with assessment records
 - Historical grades from Powerschool

7. Counselor gives Dual Enrollment packet to Principal for signature
8. Principal approves with signature on UCS application **and** applicable college/university application if needed (i.e. Macomb Community College, College of Creative Studies or other).
9. Scan and email **OR** send originals packet to Executive Administrator of Schools Administrator Assistant.

Macomb Community College application to sign by Executive Administrator of Schools Office:

High School Dual Enrollment Authorization

The school district approves the student for the dual enrollment option selected below and authorizes Macomb Community College to bill school district (public high school) or State of Michigan (non-public high school) for charges incurred by the student until maximum funding is reached. For questions regarding payments or billing, please contact sponsoredbilling@macomb.edu or 586-445-7492.

<p>• High School Sponsored (Dual Enrollment-Public School)</p> <p>_____</p> <p>SCHOOL OFFICIAL NAME</p> <p>_____</p> <p>SIGNATURE</p> <p>_____</p> <p>SCHOOL NAME</p> <p>_____</p> <p>NO. OF CLASSES ELIGIBLE TO TAKE AT MCC THIS SEMESTER</p>	<p>• State Sponsored (Dual Enrollment-Non-Public School)</p> <p>_____</p> <p>PHONE NUMBER (with area code)</p> <p>_____</p> <p>TITLE</p> <p>_____</p> <p>DATE</p> <p>\$ _____</p> <p>AUTHORIZED AMOUNT PER CLASS (INCLUDES BOOKS)</p>
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10. Executive Administrator of Schools will:
 - Review information and approve or deny application
 - Indicate the total allocation of funds per course for tuition, course fees and books
 - Scan original application to the college and to the school's Principal, counselor, and counseling administrative assistant
11. Counselor informs student of application decision and provides student a copy of UCS application and college or university form.
12. Teaching and Learning will send list of enrolled student's courses to administrators, counselors and building scheduler.
13. Building scheduler replaces each dual enrollment place holder with actual dual enrolled course(s) within the student schedule prior to count day.
 - Contact Teaching and Learning for required course numbers
14. Teaching and Learning will send list of dual enrolled student's grades to administrators, counselors and building scheduler.
15. Building representative enters the student grade(s) for each dual enrollment course(s) by the first Friday after semester grades are stored.

UCS Funding for Books:

- Must be purchased at the college or university bookstore
- Purchased books must be returned to the college or university bookstore
- Funding may not be used for online book purchases

Reminders:

- UCS does not pay the student—only college
- UCS does not pay for summer classes
- Student registers for courses and provides required forms to college or university
- College or University bills UCS directly