

Current Process for RETURNING Dual Enrollment Students (2021-2022 School Year):

1. Students must complete the **Dual Enrollment Request Form** found on Dakota's website.
2. SPONSORSHIP - If the student will be a sponsored student (High School or State sponsored), the school district must submit the Dual Enrollment Sponsorship Form by the payment due date for the semester (payment dates can always be found under "Important Dates" on Macomb's website) to earlyadmit@macomb.edu. Students will receive an email once the sponsorship form has been received and processed. If a student is self-paid, no form is required.
2. REGISTER FOR CLASSES – Once registration opens, students are eligible to register in the Student Planning section of their Macomb Account. Returning students who took classes in 2020-21 will be assigned a date/time to begin registering.

Current Process for NEW Dual Enrollment Students (2021-2022 School Year):

1. CREATE ACCOUNT/APPLY - A new student should apply here – www.macomb.edu/apply and select "New to Macomb."
 - a. He/she will create an admission account and then submit the application within the account. We encourage students to use a NON-high school email address when applying.
 - b. NOTE - On the second page of the app (Demographics & Plans section), for the "When I attend Macomb, I will be a/an" – the student should choose Early Admit/Dual Enrollment High School Student.
2. APPLICATION CONFIRMATION - The student will receive an email when the application has been received.
3. SPONSORSHIP - If the student will be a sponsored student (High School or State sponsored), the school district will submit the Dual Enrollment Sponsorship Form (replaces the Payment & School Authorization form) by the payment due date for the semester (payment dates can always be found here under "Important Dates" on Macomb's website) to earlyadmit@macomb.edu. Students will receive an email once the sponsorship form has been received and processed. If a student is self-paid, no form is required.

4. APPLICATION PROCESSED - The student will receive a second email that contains the student's Macomb ID number when the application has been processed.

5. ADMISSION ACCOUNT - the student would login to the Admission Account to view the steps required to be admitted. The **REQUIRED** steps for a dual enrolled student are New Student Orientation and the Starting at Macomb Session. The 3rd step, Placement Testing, will not be required for the 21-22 school year.

6. ADMITTED - Once the student has completed all three steps, he/she will receive an email confirming their admission to Macomb.

7. ACTIVATE STUDENT ACCOUNT – Finally, the student is directed to activate his/her student account (My Macomb) so that they can register. If a student attempts to activate the account before they receive the “You’re Admitted” email, they will receive an error message, as the account will not yet be created.

8. REGISTER FOR CLASSES – Once registration opens, students are eligible to register under Student Planning in their Macomb Account. New students can find registration dates under the “Important Dates” section on Macomb’s website.