

## **Steps for Dual Enrollment**

1. Attend the Dual Enrollment meeting.
2. The student must take the Understanding Dual Enrollment Quiz on Dakota's Website and score 75% or higher to move forward in the Dual Enrollment process. **One of the student's parents must also take the quiz if they were unable to attend the Dual Enrollment meeting.** The quiz can be taken more than once.
3. If a new dual enrollment student, go to MCC's website (Macomb.edu) and create your Admissions Account.
4. Then **complete the MCC Admissions Application and steps by April 1, 2024.**
5. Select your class(es) and complete the Dual Enrollment Request form on Dakota's website under the counseling tab. Be sure to complete one Dual Enrollment Request form per semester of requested enrollment (fall and winter). We recommend selecting a couple of backup classes in case your first choices are unavailable.
6. The student should now schedule a meeting with their counselor to turn in their completed Dual Enrollment Request form. Your counselor will go over your selections with you and let you know if they are approved.
7. Once your form is approved, make a copy (or take a picture) for yourself for your records.
8. You will be **required to attend** a Dual Enrollment Registration Meeting on **April 16<sup>th</sup> during 3<sup>rd</sup> hour** to register for your classes with Macomb. Mr. Baysdell (from Macomb Community College) will be here to provide support. If you are attending a different post-secondary institution, confirm the next steps with your high school counselor.
9. Students must meet with their high school counselor before making any changes to their form or registering for any classes not already approved. If a student registers for a class that is not on the approved dual enrollment request form, it will be denied. If this occurs more than once, students will not be permitted to dual enroll that semester and will be placed in classes at Dakota High School.
10. Be aware of the start date of your class(es). Oftentimes, college classes start before our high school semesters start.