



EARLY ADMISSION/ DUAL ENROLLMENT REQUEST Complete a Form for EACH semester

Part 1 - To be completed by student or high school counselor .

STUDENT INFORMATION (please print clearly in blue or black ink)

MCC I.D. # SOCIAL SECURITY NUMBER DATE OF BIRTH (MM/DD/YYYY)

NAME:

LAST FIRST MIDDLE

MAILING ADDRESS

STREET NUMBER STREET NAME APT NUMBER OR PO BOX

CITY STATE ZIP CODE

HOME TELEPHONE NUMBER E-MAIL ADDRESS

I hereby make application to the MCC Dual Enrollment program. I understand my rights and responsibilities as a student of MCC. I authorize that my course progress including course grades to date, attendance, and final course grade(s) for the course(s) I enroll in will be made available to my high school principal and/or counselor upon request.

STUDENT'S SIGNATURE (Do not print)

DATE

To be completed by Counselor or Principal ONLY!! **COURSES (subject to availability/eligibility at time of registration.)**

Table with 3 columns: Requested Semester (Fall 20, Winter 20, Summer 20), Course Name/ Number and Section #, Will student receive high school credit for this course?, and Course Location.

YOUR CURRENT GRADE LEVEL 12 11 10

EXPECTED GRADUATION DATE (MM/YYYY)

IMPORTANT INFORMATION PLEASE READ!

STUDENT / PARENT INSTRUCTIONS: The FIRST semester you apply for Dual Enrollment, you must apply online at (<http://actv.muskegoncc.edu\apply>) to obtain a student number. **You must have a student number BEFORE submitting this form to your counselor.** Once you apply online for admission, you will receive a letter in the mail within a few days.

The dual enrollment program offers high school juniors and seniors the opportunity to get a head start on their college program by allowing them to take Muskegon Community College (MCC) courses while they are still in high school. Successfully completed dual enrollment courses may be applied to a MCC program or may be used for transfer to one fo Michigan's senior colleges.

As an applicant to the Dual Enrollment program, you are reminded that, if admitted to the program, you will be considered a college student while participating in the approved coursework and you will be afforded all student rights and responsibilities as outlined in the current MCC catalog. See the online catalog for more information.

****If the student drops a class after the *college's drop and add period*, the parent may be liable for the tuition and fee's. The student must **always** notify the counselor for any or all changes to enrollment.**

Part 2 - To be completed by parent or legal guardian.

Your son or daughter is requesting approval to enroll in college coursework at MCC. Please read the following and sign your name indicating your understanding and agreement with the statement.

I understand that the student and his/her parent or guardian is responsible for payment of any tuition and expenses that the high school has not specifically agreed to cover. I understand that my child intends to enroll in a college course. While enrolled he/she will be afforded all the rights and responsibilities provided to all other college students. I understand that my child will be required to meet all the attendance and classroom participation requirements expected of all other college students. My child and I agree to become familiar with college policies covering tuition refund, course withdrawal, class attendance and campus standards of conduct outlined in the MCC catalog. I understand that information regarding my son/daughter's course progress, attendance, and final grade(s) in class may be shared with the principal or counselor of his or her high school.

*****Be advised that courses taken to fulfill high school graduation requirements will not be accepted at the University of Michigan, Michigan State University or Wayne State University.**

PARENT/LEGAL GUARDIAN'S NAME (please print)

LAST _____ FIRST _____ MIDDLE _____ RELATIONSHIP _____

Parent or Legal Guardian Signature

Date