

Dual Enrollment Application Instructions

(keep this for your records)

Complete Dual Enrollment Application

Have a parent/legal guardian sign. Submit a new Dual Enrollment Application each semester you plan to enroll while in high school. A Dual Enrollment Application is required for Spring/Summer semester if you have not graduated by the start date of the semester. Your High School Principal's consent is required even if the school is not paying the tuition/fees.

High School Permission

Discuss courses you are eligible to take with your High School. Students who attend a state approved nonpublic school will also need to work with their high school administrator to see if they are eligible. Make sure all possible courses are listed on the Authorization and Billing Form. Your school district will identify the financial reimbursement available. Your high school may submit this application to Delta College's Admissions Office along with transcripts, and, if applicable, ACT scores.

Complete the Assessment Requirement

COMPASS Assessment is necessary for a majority of the classes here at Delta College. The COMPASS Assessment will consist of a reading, writing and mathematics test. If you have taken the ACT and received a sub-score of 19 in Math and/or 20 in English, this may exempt you from COMPASS Assessment. Please attach your ACT scores with your Dual Enrollment Application for eligibility of this exemption. If you need to take the COMPASS Assessment, call 989-686-9182 for testing hours, and make sure to bring a picture I.D. Testing is done on a walk-in basis, an appointment is not necessary.

Online Orientation, Pioneer Prep & Advising

The first step is Online Orientation. You will complete this at your own pace. Once complete, you will need to sign up for Pioneer Prep. This on-campus session will give you tips and information designed to help you succeed in college-level courses. Afterward, you will be registered and will know your class schedule.

Register for Classes

You will register for classes online. Register as soon as possible to assure that you will find the classes you have discussed with your High School Counselor. We advise you to Search and Register for Classes using the MyDelta system online. You are responsible for tuition, course fees, and registration fees not paid by your school district. Payment Deadline dates are listed on the Delta College Website at www.delta.edu.

Payment, Books and Supplies

If the student is eligible for tuition and fee support, the school district (for public school students) or the Michigan Department of Education (for nonpublic school students) will be billed. Dual enrolled students are responsible for the cost of books and supplies. Any amounts not paid by the school district or the Department of Education are the responsibility of the student, and the student will be billed. A financial restriction will be placed on the student until the balance owed is paid in full.

Attend Your Classes

Speak to your instructor for class assistance if you are experiencing any difficulties. If you stop attending class you must officially drop (in writing) at Delta's Records & Registration Office. You must notify your high school counselor if you stop attending. Grades from your classes will become part of your official college transcript.

Residency Guidelines

Guidelines are detailed in the Delta College Catalog. All students are subject to a check of their residency status. Proof of in-district residency must be dated a minimum of three months prior to class start dates. American citizens or permanent immigrants may verify permanent residency by submitting the following legal documents: a copy of your Michigan ID or driver's license, voter registration card, property tax receipt from your permanent home in Bay, Midland or Saginaw County, Michigan motor vehicle registration, or other legal documents such as court issued quardianship papers, etc.

Office use only	only			
	Student Number	Semester		

Dual Enrollment Application (please print)

Residency Guidelines

Full guidelines are in the Delta College Catalog. Applicants who are American Citizens or permanent immigrants must provide proof of in-district residency dated a minimum of three months prior to semester start dates. Verification may be through one of the following legal documents.

- Michigan ID or Driver's License
- Voter Registration Card
- Property tax receipt from your permanent home in Bay, Midland, or Saginaw County.
- Michigan Motor Vehicle Registration.
- Other legal documents such as court issued guardianship papers, etc.

Non-Discrimination Statement

Delta College embraces equal opportunity as a core value: we actively promote, advocate, respect and value differences, and we foster a welcoming environment of openness and appreciation for all. Delta prohibits discrimination in accordance with, and as defined by, applicable federal, state, and local law, particularly non-discrimination in employment, education, public accommodation, or public service on the basis of age, arrest record, color, disability, ethnicity, familial status, gender identity, genetic information, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status, and weight. Direct inquiries to the Equity/Compliance Officer, Delta College, Office A093, 1961 Delta Rd., University Center, MI 48710, telephone **989-686-9269**, or email equityoffice@delta.edu.



Delta College Enrollment Services 1961 Delta Road University Center, MI 48710

(989) 686-9093

Last Name	First Name	Middle Name	
☐ Maiden and/or ☐ Former Name			
Permanent Address – Number &	Street	Apartment #	
City	State	ZIP Code	
Cell Phone Number	Home Phone	Business Phone	
()	()	()	
Email Address:			
Social Security Number	Gender	Birthdate	
	☐ Female ☐ Male	/ /	
Delta College is required to obtain the correct federal identifying number for each student. Your federal identifying number is either your social security number (SSN) or, if you are not eligible to obtain an SSN, it is your taxpayer identification number (TIN). Delta College uses this number for purposes of filing the annual IRS Form 1098-T Tuition Statement, and for awarding applicable financial aid.	Ethnicity Hispanic/Latino Non-Hispanic	Race (Check all that apply) American Indian/Alaskan Native Asian Black/African-American Native Hawaiian/Pacific Islander White International (Not U.S. Citizen)	
Legal Resident of:			
☐ Bay County	How Long?	Years/Months (Please circle)	
☐ Midland County ☐ Saginaw County		(Fledse circle)	
= '	ecify)		
☐ Out of State/Foreign Country	City)		
	ss than 3 months, indicate former county		
Note: See Residency Guidelines at the left Delta College reserves the right to re			
Visa Type:	Permanent Resident Green Card Number		
Consideration (A) II at a (D)			
Semester of Application (Please			
☐ Fall 20 (September – December – Dece	per)		
☐ Spring 20 (May – August)			
☐ Winter 20 (January – April)			

Authorization and Billing Form (to be completed by High School)					FOR OFFICE USE ONLY		
Courses must be listed and District Responsibility must be identified before the student will be admitted to Delta College. The school can make any changes via fax. This form is for application not <i>registration</i> . Registration is the responsibility of the student.					FIRST NAME		
□Studen	t may register for class(es) of his/her choice, o	district is willir	ng to pay for t	cuition and fees.	LAST NAME		
□ Nonpublic school student meets high school requirements in accordance with PA 160 and meets dual-enrolled course requirements set by their high school.					STUDENT I.D.#		
	t may register for class(es) of his/her choice, tu			ent's responsibil	ity. SEMESTER		
Dept/ Catalog #	Course Title	Semester	Credit Hours	Circle one below	District is responsible for: Total tuition Support Can not and fees up to \$ contribute		
				AND OR	\$		
				AND OR	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		
				AND OR	\$		
				AND OR	\$		
1	Please check the following upon attachment:						
□ Academic Transcripts are enclosed (required) □ ACT scores are enclosed (if taken) □ CEPI Student Number (Nonpublic student)							
	☐ High School/Alternative School ☐ Technical School/Career Center ☐ Home Schooled ☐ Nonpublic School						
High Sch	ool Name				raduation Date (anticipated)		
Applicant Verification (please read and sign below) Some of this information is requested for federal and state government reporting requirements, and/or needed for transcripts verification. The use of this							
information will comply with all government regulations prohibiting violation of privacy rights. I certify that I answered all questions on this application truthfully, and that I have read and understand the information. I will take responsibility to							
understand and comply with Delta College policies and procedures. I also understand that incorrect or incomplete information by me may result in delay, denial, or withdrawal of admission, financial assistance and continued attendance. Students/parents assume responsibility for tuition and fees that are not ultimately covered by the school district or the Michigan Department of Education.							
Applicant	Signature:	Date:					
''	nature:				Date:		
				hone			
Off =:=1)/	-::C:: (
Official Verification (please read and sign below) Signature of School Principal is necessary even if the school district is not paying. Signature indicates that a designated school district representative has discussed the completed dual application form with the student. Nonpublic school administrators will also need to discuss with the student the tuition and fee responsibility for courses not covered by the Michigan Department of Education (MDE). The student will be held accountable for tuition and fee costs if the school district or MDE rejects the student's billing request. Home-schooled parents should sign here.							
Principal S	signature:				Date:		
Billing should be directed to:							
School Dist	rict			Pl	none		
Billing Add	ress	City			State ZIP		
Principal N	ame	School officia	l responsible fo	r billing	 Date		