



## Dual Enrollment Application Instructions

(keep this for your records)

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### **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](http://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 guardianship papers, etc.



# Authorization and Billing Form (to be completed by High School)

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 *registration*. Registration is the responsibility of the student.

- Student may register for class(es) of his/her choice, district is willing to pay for tuition and fees.
- Nonpublic school student meets high school requirements in accordance with PA 160 and meets dual-enrolled course requirements set by their high school.
- Student may register for class(es) of his/her choice, tuition and fees are the student's responsibility.

FOR OFFICE USE ONLY

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
STUDENT I.D. #

\_\_\_\_\_  
SEMESTER

Dept/ Catalog #	Course Title	Semester	Credit Hours	Circle one below	District is responsible for:		
					Total tuition and fees	Support up to \$	Can not contribute
				AND OR	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
				AND OR	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
				AND OR	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>
				AND OR	<input type="checkbox"/>	\$ _____	<input type="checkbox"/>

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 School Name \_\_\_\_\_

Graduation 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: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact and Relationship \_\_\_\_\_

Phone \_\_\_\_\_

### 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Billing should be directed to:

School District \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Principal Name \_\_\_\_\_ School official responsible for billing \_\_\_\_\_ Date \_\_\_\_\_