

## Steps for Dual Enrollment

- Make sure you meet the requirements (2.5 for Mott, 3.5 Jr/3.2 Sr for U-of-M Flint)
- Make course selection based on GB criteria for Dual Enrollment and your own after-school schedule.
- Fill out college application (once each academic year)
- Fill out Dual Enrollment/Early Admit Certification Form- the top student information part
- Review and sign GBHS dual enrollment contract (each term)
- Return all forms to Mrs. Mol ASAP
- **Forms are faxed to Mott. They will receive them and 48 hours later you can go to the college to start the registration process.**
  - **Go to Admissions Office on 2<sup>nd</sup> floor of Prah Center on Main Campus**
  - **Take placement tests if needed** (Your ACT scores that I fax may exempt you from taking these).
  - **Schedule and attend the 3-hour mandatory orientation.**
  - **Take a completed class-schedule worksheet and picture ID with you to complete the registration process and get signed up for the class.**
- Forms are mailed to UMFlint and you must wait for a response from them in the mail to proceed with the next step
- You are limited to 2 *classes/semester*, no more than 7 credits.
- Your high school schedule will be changed after you verify that you are registered for the class(es).
- You are responsible for purchasing your book(s) for the class. Turn in your receipt to me with your name on it, and after the district pays the tuition bill to Mott, any leftover money in your account can be dispersed for book/material fees.

### Checking for class availability online (Mott):

- [www.mcc.edu](http://www.mcc.edu)
- Web Advisor
- Search for Sections
- Students
- "Fall 2016" for Term
- Choose subject area in scroll down box and "submit" at bottom of page. This will tell you what courses are available in Fall term and if they are Open or Closed. You can click on the course title for a brief description.

### UM-Flint:

- [www.umflint.edu](http://www.umflint.edu)
- Current students
- Course Schedule (under "Academics")
- Fall 2016 Course Offerings (this will bring up their class schedule catalog)

[www.michigantransfernetnetwork.org](http://www.michigantransfernetnetwork.org) is a great website for checking whether a class taken at one Michigan college will transfer to another Michigan college.