

HIGH SCHOOL

DUAL ENROLLMENT APPLICATION

How to Get Started

1

Meet with Your High School Counselor

Meet with your high school counselor to develop an educational plan and determine your eligibility under the public Postsecondary Enrollment Act. Discuss your enrollment eligibility, course selection, and any available funding for tuition, fees, and materials including books.

Students not eligible for funding under the Postsecondary Enrollment Act may choose to dual enroll, but students/parents would be responsible for payment.

2

Complete the High School Dual Enrollment Application

Complete the High School Dual Enrollment Application and obtain all of the required signatures (parent, counselors, and principal).

3

Submit the Completed High School Dual Enrollment Application to the Admissions and Welcome Center

► *First time Dual Enrolled at Schoolcraft?*

Apply- Submit the completed High School Dual Enrollment Application, current transcript and if available test scores (ACT, ACT PLAN, PSAT or SAT) to the Admissions and Welcome Center or fax documents to 734-462-4552.

Assessment Scores- Students who do not have ACT or SAT scores, or if scores do not meet course requirements, may be required to take a placement test.

Student Number- Your Schoolcraft student number will be mailed to you with your acceptance letter. Students who submit their application in person and bring their picture ID will be provided their Schoolcraft College student number at time of acceptance.

Counseling- Once your application has been processed contact the Counseling and Advising Office at 734-462-4429 to arrange to meet with an academic advisor/counselor. Please identify yourself as a Dual Enrolled Student. You must bring your picture ID when you meet with an academic advisor/counselor.

► *Returning Dual Enrollment Student?*

Apply- Return the completed Dual Enrollment Application to the Admissions and Welcome Center. You must re-apply each semester to take classes as a Dual Enrolled Student.

Counseling Optional- Returning dual enrollment students are not required to meet with an academic advisor/counselor before registering. However, counseling services are available. Contact the Counseling and Academic Advising Office at 734-462-4429. Please identify yourself as a Dual Enrolled Student and have your student number available. You must bring your picture ID when you meet with an academic advisor/counselor.

4

Register for Classes

Register for classes at <https://webadvisor.schoolcraft.edu>. For more information about the registration process, including important deadlines, visit us at www.schoolcraft.edu/registrationguide.

FOR OFFICE USE			
Student Number _____	Term _____		
<input type="radio"/> Program 268 (DE)	<input type="radio"/> Program 068 (SE)	Date _____	Initials _____

High School Dual Enrollment Application

This application is valid only for the semester indicated below:

(year)
 Fall Semester (August–December)
 Spring Session (May–June)
 Winter Semester (January–April)
 Summer Session (July–August) ⇨ NO FUNDING AVAILABLE

1. NAME (Use your name as it appears on your Social Security Card. If you do not have a Social Security Card, use your legal name.)

Last (Family Name)	First	Middle
Former Name	Former Name	

2. ADDRESS

Number and Street	PO Box or Apartment Number	
City	State	Zip Code

3. TELEPHONE

Home	Mobile

4. E-MAIL

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5. EDUCATIONAL BACKGROUND

High School	State	Country (if not US)		Graduation Date

Your Social Security Number and date of birth are used for identification purposes. The information in items 6–13 is used to fulfill federal and state reporting requirements and is not used to determine admission to Schoolcraft College.

6. STATE STUDENT ID (UIC#) **7. SOCIAL SECURITY NUMBER** **8. DATE OF BIRTH (MM/DD/YYYY)**

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9. GENDER Female Male **10. ETHNICITY** Are you Hispanic? Yes No

11. RACE Please select one or more: White Black or African American Asian American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

12. CITIZENSHIP USA Non-US Indicate your status below and provide requested information. You will need to submit documentation for admission. Call 734-462-4426 for details.

Permanent Resident . Resident Alien Number

Refugee

International Student—Visa Type

Home Country

Emergency Information

Student's Name _____ Grade _____ Date of Birth _____

Father or Legal Guardian _____

Phone number while student is in class _____

Address if different from student _____

Mother or Legal Guardian _____

Phone number while student is in class _____

Address if different from student _____

Course(s) Selection

Please refer to the Schoolcraft College catalog for course descriptions and prerequisite information.

<http://www.schoolcraft.edu/collegecatalogs>

Dept. & Course #	Course Title	Credit Hours	Check credit requested	Signature of Designated School Official
			<input type="checkbox"/> COLLEGE <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> HS & COLLEGE	
			<input type="checkbox"/> COLLEGE <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> HS & COLLEGE	
			<input type="checkbox"/> COLLEGE <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> HS & COLLEGE	
			<input type="checkbox"/> COLLEGE <input type="checkbox"/> HIGH SCHOOL <input type="checkbox"/> HS & COLLEGE	

High School Counselor Authorization

The student has received the counseling suggested by the Public Acts 160 and the necessary information about the postsecondary options



HIGH SCHOOL COUNSELOR SIGNATURE

DATE

Authorization

Tuition Payment (Check one)

- School District agrees to pay all tuition and fees (books become property of school district if covered).
- School District authorizes the following amount (exact amount required) \$ _____
- Non-Public School—Michigan Department of Education billed directly.
- Not eligible for funding under the Post Secondary Enrollment Act. Student/parent is responsible for payment.

DISTRICT NAME /NON-PUBLIC SCHOOL NAME

DISTRICT MAILING ADDRESS /NON-PUBLIC SCHOOL ADDRESS



HIGH SCHOOL PRINCIPAL SIGNATURE

DATE

Student and Parent Acknowledgment

As a high school dual enrolled student at Schoolcraft College I understand that:

High school students enrolling in college classes require a high level of maturity; course content is geared toward adults. Students will be in class with adults from diverse backgrounds and of all ages and are required to function independently in the classroom both academically and socially.

- o I certify that all the answers on this application are complete and accurate to the best of my knowledge, and I agree to become knowledgeable about Schoolcraft College’s rules and regulations and abide by them. Falsifying any part of this application may result in cancellation of admission and/or registration.
- o I am aware that as a high school student attending Schoolcraft College, I will be building a college transcript.
- o I agree to indemnify and hold harmless Schoolcraft College, its officers, agents, and employees for any loss or injury that my child may sustain while attending. In case of an emergency, Schoolcraft College will contact the adult listed under emergency contact information on the Application for Admission. If the college is unable to reach adult(s) listed, I authorize the college to secure emergency medical treatment for my child.
- o Exception to the admissions criteria can be made by the Vice President of Student Services.

Registration:

I understand that if I register for any course(s) other than those approved on this application, I will be dropped from those course(s) without further notice.

Transcripts:

If you are planning to use your college class(es) toward high school graduation requirements or transfer to another college, it is your responsibility to request an official transcript to be sent from Schoolcraft through WebAdvisor. In addition, if your high school requests a transcript for your dual enrollment class, your signature authorizes Schoolcraft College to send the requested transcript.

Parent or Legal Guardian Agreement to Pay:

For students eligible for funding whose tuition and fees exceed the authorized amount, Schoolcraft will bill the student/parent for the remaining balance.

For students not eligible for funding, the student/parent are responsible for payment. Payment may be made online or in person at the Cashier’s Office. Information on payment deadlines and our tuition payment plan is available online.



STUDENT SIGNATURE DATE



PARENT OR GUARDIAN SIGNATURE DATE

Return pages 1, 2, and 3 of the High School Dual Enrollment Application, current transcripts, and most current assessment scores. Only completed forms with required signatures can be accepted.



Admissions and Welcome Center
Schoolcraft College
18600 Haggerty Road
Livonia, MI 48152
Phone: 734-462-4683 Fax: 734-462-4552
Email: admissions@schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment.