



FREMONT HIGH SCHOOL  
DUAL ENROLLMENT INFORMATION SHEET

Students may enroll at a college, university, Michigan Virtual High School, or NCRESA provided they meet dual enrollment eligibility:

- Students must complete and submit the FHS Dual Enrollment Verification Sheet for approval by the high school principal/counselor to enroll in any dual enrollment course by.
- The district must not offer the college course. An exception to this could occur if the board of education or their designee determines that a scheduling conflict exists which is beyond the student’s control. The student must take the HS level course (pre-requisite prior to the college level course)
- The student is enrolled in both the school district and postsecondary institution during the regular academic year and must be enrolled in at least one high school class.
- This course may not be in the areas of hobbies, crafts, recreation, physical education, theology, divinity, or religious education.
- Student must understand that they will be expected to follow college and school guidelines for each dual enrollment class taken.
- There is a maximum state allowance for tuition per class so it is important to be aware that all tuition and fees may not be covered. If the class that the student chooses costs over this amount, the student is responsible for paying the balance.
- Students are responsible for purchasing the book required for dual enrollment classes
- Students must arrange their own transportation to and from the course.
- If a student decides to drop a dual enrollment class after the drop and add period, they will receive an F on their transcript. Students who fail a dual enrollment class due to lack of attendance and or preparation for class, risk other factors such as recommendation for scholarships and college entrance decisions.
- The student must designate whether they will take college level courses for a high school grade or for credit/no credit before the course begins. High School level courses automatically receive a letter grade.
- The student must complete all steps on the Dual Enrollment Checklist previous to leaving for summer break and before the course begins. Some college classes will start previous to the beginning of the school year.
- Failure to complete the course or completing the course with a grade below 73% average will result in the student submitting payment for the course back to the school.

*Students do not always understand the commitment level expected on time spent outside of class to meet the class requirements and should carefully think about this before enrolling.*

The guidelines for dual enrollment are from Public Act 160 and are available on the Michigan Department of Education website: [www.michigan.gov/mde](http://www.michigan.gov/mde).

The **Dual Enrollment Checklist** is found below.



### Dual Enrollment Checklist

All of the following steps must be taken before the dual enrollment class begins.

Each college has individual dual enrollment criteria. The information below is for those dual enrolling at Muskegon Community College. If you would like to attend a different college, the process may be different so be sure to research this information ahead of time to be prepared.

- Select a college class/or high school course that fits dual enrollment criteria on the reverse side.
  - Go to [www.muskegoncc.edu](http://www.muskegoncc.edu)
    - Click search for classes
    - Complete term
    - Complete location: Best option is NCRESA
    - Click Submit for class options
  - Most MCC courses are scheduled in tow hour blocks. Therefore, it is recommended you fill the two hour block all week long so that you do not miss FHS courses 2x a week. Here are the options to select from to make this happen:
    - Select two college classes
    - Select a combo of one college and one online course on the alternate days
    - Select a college class and an internship on the alternate days
- If you find courses you are interested in taking, it is time to Enroll with the college
  - Go to: **muskegoncc.edu**
  - Click Future Students
  - Click Dual Enrollment
  - Click Apply On-Line
  - Dual-Enrollment/Early College (click here)
  - Create an account
  - Click Apply (Complete Application)
  - MCC ID will be sent to you and include this on MCC D.E. paperwork
  - **Do not enroll in the course, this must be done by MCC staff (not the student)**
- Sign up for an orientation. You will not be able to enroll in classes until you attend one.
  - Go to: **muskegoncc.edu**
  - Click New Student Orientation
  - Click Book Now
  - Or call 231-777-0454
- Both your college and your HS require testing and paperwork be completed in order for you to be enrolled in college courses. The required scores for testing can be found on the attached form. Bring all paperwork to the HS office to submit to your counselor

	MCC	FHS
Testing	Accuplacer: If attending MCC, you will need to take the Accuplacer test. It is offered at MCC and sometimes at a Fremont location (inquire in counseling office for Fremont test dates and sign-ups.) Call 231-777-0394.	ACT or SAT: Make sure you take prior to enrolling so your test scores are received in time.
Paperwork	MCC College Dual Enrollment paperwork -Go to: <b>muskegoncc.edu</b> -Click Future Students -Click Dual Enrollment/Direct Credit-here you will find a checklist to review -Under #4-click Dual Enrollment Request Form - Print off form and fill out your portion along with parent signature.	*See attached form.

- Once approved, order your book for the class.

Any questions? Come to the counseling office for support. We encourage you to ask these questions yourself to understand the college process fully.

Student's Name \_\_\_\_\_

Student's Email \_\_\_\_\_

Student Returns this Form to FHS C.O.

**FREMONT HIGH SCHOOL  
DUAL ENROLLMENT VERIFICATION SHEET**

- I have read the attached dual enrollment information sheet/checklist and agree to all terms (You may keep this information sheet for reference)
- I will receive credit as indicated below:

Tri.	Sem.	Hr.	Course Name	I would like credit to I appear on transcript as (select one)	
				Letter Grade Required for H.S. Courses	CR/No CR College Courses Only

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Counselor /Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

- Counseling Office Initial / Verification of qualifying scores:

Test	Dual Enrollment Qualifying Score / Individual Score					
	English	Math	Reading	Science	Writing	DE Req. Met
<b>ACT</b>	18 /	22 /	22 /	23 /	-----	
<b>MME</b>	1129/	2100/	1108/	2100/	1100/	
<b>PLAN</b>	15 /	19 /	17 /	21 /	-----	
<b>SAT</b>	-----	530/	480/	-----	480/	

**Please complete & return all Dual Enrollment info to FHS Counseling Office**

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