1. If this is your first dual enrollment class, apply to MCC (http://www.muskegoncc.edu/enrollment-services/apply-to-mcc/). Complete the “Dual Enrolled” application which is toward the bottom of the page.

2. You must have qualifying ACT or SAT score (taken within last two years).
   - An ACT score of 19 in Reading and a 20 in English.
   - An SAT Reading score of 25. If you plan to take English 101 at MCC, you must meet the SAT Reading score and have an SAT Writing/Language score of 26.
   - If you do not have an ACT or SAT score, you will need to take the ACCUPLACER test. Registering for the ACCUPLACER is free; call (231) 777-0394 to set up a testing appointment. You must have completed the online MCC application prior to ACCUPLACER testing.

3. Once a qualifying score is earned, refer to MCC’s transfer guide to select courses:

   It is recommended students select from the English, Social Science and Humanities categories in getting started with dual enrollment courses. If a student exhausts the categories and plans to take additional courses, schedule an appointment with an MCC advisor to assist in the process.

   Please note - It is the student’s responsibility to check the transfer policy of the school they plan to attend to make sure the course (s) will be accepted. Here is the link to the Muskegon Community College Transfer guide; http://www.muskegoncc.edu/transferservices/public-vs-private/ (Select a college and identify the MCC class you plan to take; the guide will show if the course transfers to that particular institution). It’s best to follow up with a phone call to the prospective school to insure the course is transferrable.

4. Preview classes at MCC. Go to http://www.muskegoncc.edu/ and click on “Search for Classes” and identify the term you will be taking the class (no need to enter start and end date). Click on “Subjects” to locate the department for classes of interest. Once identified, click on the course name to see a description of the course, and note if there are any prerequisites. Dual enrollment students are eligible to take any course labeled as “Ready to Succeed”.

   Narrow your search by identifying a particular area under “Subjects” and click the “Location” menu to identify where you would like to take the course (online, Grand Haven Community Center or MCC campus), then submit to view available course sections.
5. Pick up a “Dual Enrollment Request Form” and a “Dual Enrollment Agreement” from your counselor. Complete the forms and return to your counselor (note that a parent signature is required on both forms).

6. Your counselor will send the registration form to MCC to complete enrollment. Please note that a seat in the class is not guaranteed; check your MCC account for registration status.

7. Complete the online orientation.
   - Instructions on how to complete this orientation will be given on Schoology prior to the semester start date.

8. Students are responsible to secure their textbooks. Textbooks can be purchased or rented through the MCC bookstore, or through online companies such as Chegg (chegg.com) an online rental service. Once the textbook is purchased, the student can turn the receipt into the guidance office for a (potential) refund.

9. Spring Lake will pay up to $780.00 for tuition and books. Students will be reimbursed the appropriate amount for books, not to exceed the $780 limit, if applicable.

10. If enrolled in an online course, read the instructions prior to the start of class.
    http://www.muskegoncc.edu/online-instruction/i-just-registered-for-an-online-class-now-what/

    It is the student’s responsibility to know the start date and online procedures for accessing their class. Students should check their “MYMCC” account prior to each semester for course information. Note that some instructors may not provide access until the start date.

    Please note the following deadlines: May 10 for the 2019 fall semester, November 15 for the 2020 winter semester.

    It is the student’s responsibility to communicate directly with their MCC instructor for questions/concerns regarding course content, assignments, absences, etc.
    Note that winter classes at MCC are in session during our Spring Break, students are responsible for course work assigned during that time.

    The grade earned in a dual enrollment class will be added to the high school transcript and will count toward a student’s grade point average.