

Dual Enrollment Registration Steps 2022-2023

1. If this is your first dual enrollment class, APPLY TO MCC. Go to the following link:

<https://www.muskegoncc.edu/enrollment-services/dual-enrollment/>

- Select **New to Dual Enrollment** and follow the instructions
- Your counselor will send your qualifying PSAT/SAT scores to MCC (see below)

2. You must have a qualifying PSAT, SAT, or ACT score (taken within last two years).

- An ACT score of 19 or higher in Reading and English
- An SAT Reading score of 25 or higher. 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 or higher.
- If you do not have a qualifying 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:

<http://www.muskegoncc.edu/transferservices/wp-content/uploads/sites/147/2021/07/MTA-guide-2019-20-Revised-2.pdf>

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.

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.

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 the online orientation will be emailed to the student shortly after acceptance.

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 approximately \$820.00 for tuition and books. Students will be reimbursed the appropriate amount for books, not to exceed the \$820 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 13th for the 2022 fall semester, November 11th for the 2023 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.