Schoolcraft College
High School Dual Enrollment

Become a Dual Enrolled Student at Schoolcraft College

1. **Meet with Your High School Counselor**

   Meet with your counselor to determine your eligibility under the Post-Secondary Enrollment Act.

   Discuss your course selection as well as funding for tuition, fees, and course materials, including books. Students who are not eligible for funding under the Post-secondary Enrollment Act may choose to dual enroll, but students/parents will be responsible for payment.

2. **Complete the Required *Payment Authorization and Parent Approval Form***

   Upload or email the authorization/approval form when applying for admission to Schoolcraft College. This form will be required EACH semester that you take dual enrollment classes.

   EACH SEMESTER: Email the completed *Payment Authorization and Parent Approval Form* to **admissions@schoolcraft.edu** within 3 business days, including holidays, after registering. Failure to do so will result in being dropped from classes.

3. **Apply for Admission to Schoolcraft College**
   First semester only.
   - Create an account and apply for admission to Schoolcraft College at **schoolcraft.edu/apply**
   - Upload or email the completed *Payment Authorization and Parent Approval Form* to **admissions@schoolcraft.edu**
   - Attach your High School Transcripts and Test Scores

4. **Receive your Admissions Email**

   After your application is reviewed, you will receive an email welcoming you to Schoolcraft and providing you with your next steps. You may or may not be directed to meet with an academic advisor depending on course selection, transcripts and test scores.

5. **Register for Approved Classes**

   Register for your classes at **schoolcraft.edu/ocelotaccess**. Register for *only* the courses that are approved on your *Payment Authorization and Parent Approval Form*.

   Get information about the registration process and important deadlines at **schoolcraft.edu/registration**. Questions about course selection? Contact us at 734 462-4683.

6. **Purchase Books**

   To determine if you are eligible for book funding, contact the Student Accounts Office at 734-462-4586 prior to purchasing your books. Books may be purchased at the Schoolcraft Bookstore or online at **schoolcraftbooks.com**.

7. **Request College Transcripts**

   If you plan on using your Schoolcraft College course(s) at another college or university, you will need to submit a transcript request at **getmytranscript.com**. Your signature on this application will authorize Schoolcraft College to send the requested transcripts to your home school.

Student Acknowledgment

- I understand that I am enrolling in college classes that require a high level of maturity; course content is geared toward adults.
- I understand that I will be in class with adults from diverse backgrounds and of all ages, and will be required to function independently in the classroom both academically and socially.
- I am aware that as a high school student attending Schoolcraft College, I will be building a college transcript.
- 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.

Parent Acknowledgment

- 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.
- Exception to the admissions criteria can be made by the Vice President of Student Services.

schoolcraft.edu
734 462-4426

Schoolcraft College®

New Dual Enrolled Students: submit this form with your online admission application or email it to **admissions@schoolcraft.edu**

Returning Students: *EACH semester you take classes,* email this form to **admissions@schoolcraft.edu** or fax to: **734-462-4552**.

Select ONE semester: ☐ Fall 20 _____ ☐ Winter 20 _____ ☐ Spring 20 _____ ☐ Summer 20 _____

_____
STUDENT LAST NAME

_____
STUDENT FIRST NAME

_____
STUDENT BIRTH DATE (MM/DD/YYYY)

_____
EMAIL ADDRESS

_____
PHONE NUMBER

_____
SCHOOLCRAFT STUDENT NUMBER (if applicable)

Dual Enrollment Students must apply for admission to Schoolcraft College. *(First semester only. You do not need to re-apply each semester.)*

- The school district approves the student for the dual enrollment option selected below and authorizes Schoolcraft College to bill the school district (public high school) or State of Michigan (non-public high school) for charges incurred by the student until maximum funding is reached. **Please email studentaccounts@schoolcraft.edu or call (734) 462-4586 if you have questions regarding payments or billing.**
- For students eligible for full or partial funding through the Post Secondary Enrollment Act, payment is not due at the time of registration. If tuition and fees exceed the authorized amount, Schoolcraft will bill the student/parent for the remaining balance.
- The Post Secondary Enrollment Act states that the student/parent is responsible for the cost of the course(s) if the student registers for any non-approved course(s) or for any course(s) in which a failing grade or W are earned. It is the student's responsibility to officially drop the class if they do not plan to attend.

Please select one of the following:

☐ **School District Sponsored** (Dual Enrollment - Public School) _____
NAME OF HIGH SCHOOL

☐ **State of Michigan Sponsored** (Dual Enrollment - Non-Public School) _____
NAME OF HIGH SCHOOL

☐ **Not eligible for funding through the Post Secondary Enrollment Act. Student/Parent responsible for payment.**
Payment must be made online or in person at the Schoolcraft College Student Account's Office within 3 weekdays of registering.
Get more information about paying tuition in full or enrolling in the tuition payment plan at schoolcraft.edu/student-accounts.

Parent/Legal Guardian and Student Agreement

_____
PARENT/LEGAL GUARDIAN LAST NAME

_____
PARENT/LEGAL GUARDIAN FIRST NAME

_____
RELATIONSHIP TO STUDENT

_____
CELL PHONE NUMBER

_____
PARENT/LEGAL GUARDIAN SIGNATURE

_____
DATE

_____
STUDENT SIGNATURE

_____
DATE

Course Selection (Required)

Course(s)

1. _____

2. _____

3. _____

School/State Paid Only
indicate number of class periods course is replacing

1. _____

2. _____

3. _____

For High School Use Only

_____
PRINTED NAME OF BILLING AUTHORIZER

_____
SIGNATURE OF BILLING AUTHORIZER

☐ **I would like to speak with an academic advisor for course selection assistance.**

_____ _____
HIGH SCHOOL COUNSELOR SIGNATURE (not required if self-paying)   DATE

IMPORTANT: You must register for your course(s) using Ocelot Access after you have been admitted.
This form does NOT replace the registration process.