

Schoolcraft College

High School Dual Enrollment Application



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**. (This must be done **EACH** semester.)

You will attach this form when you apply for admission to Schoolcraft College. For **EACH semester** that you dual enroll in the future, you will be required to complete and submit the Payment Authorization Form to the Schoolcraft Student Account's Office 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. You do not need to re-apply each semester.)

- Create an account and apply for admission to Schoolcraft College at www.schoolcraft.edu/apply
- Attach the **Payment Authorization and Parent Approval Form** with required signatures.
- Attach your **High School Transcripts and Test Scores**.

4. Attach transcripts and test scores if you did not submit when you applied for admission (First semester only.)

Submit current transcripts, signed approval forms, and test scores (PSAT, SAT) to the Admissions and Welcome Center located in the McDowell Center at Schoolcraft College, email to admissions@schoolcraft.edu, or fax to (734) 462-4552.

5. Meet with a Schoolcraft Academic Advisor

You will receive an acceptance email from Schoolcraft College that will include your student number. Once you have received your student number, contact the Academic Advising Office at (734) 462-4429 to arrange to meet with an Academic Advisor. Please identify yourself as a Dual Enrollment Student and bring picture ID to your appointment. Phone appointments are available for distance students.

6. Register for Approved Classes

Register for your classes at www.schoolcraft.edu/webadvisor. Register for **only** the courses that are approved on this application. Get information about the registration process and important deadlines at www.schoolcraft.edu/registration.

7. 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 www.schoolcraftbooks.com.

8. 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 www.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 College Dual Enrollment Payment Authorization and Parent Approval Form



Schoolcraft
College

SC Admissions Rep/Date: _____

This form must be submitted to the Schoolcraft College Student Account's Office *EACH* semester.

Email to: studentaccounts@schoolcraft.edu or fax to: 734-462-4505.

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

STUDENT LAST NAME

STUDENT FIRST NAME

STUDENT BIRTH DATE (MM/DD/YYYY)

EMAIL ADDRESS

PHONE NUMBER

SCHOOLCRAFT STUDENT NUMBER

Dual Enrollment Student 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.
- Schoolcraft will bill the student/parent if the student does not complete his/her course(s), or if the student registers for any courses that are not approved on their application. 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 www.schoolcraft.edu/student-accounts.

Parent/Legal Guardian and Student Agreement

PARENT/LEGAL GUARDIAN LAST NAME

PARENT/LEGAL GUARDIAN FIRST NAME

RELATIONSHIP TO STUDENT

PHONE NUMBER

PARENT/LEGAL GUARDIAN SIGNATURE

DATE

STUDENT SIGNATURE

DATE

For High School Use Only

High School Responsible for Payment

Printed name of Billing Authorizer

Signature of Billing Authorizer

Approved Courses

1. _____

2. _____

3. _____

HIGH SCHOOL COUNSELOR SIGNATURE

DATE

Please Note: Register for only the courses that are approved on this application. You will be billed for any course(s) that are not approved.