

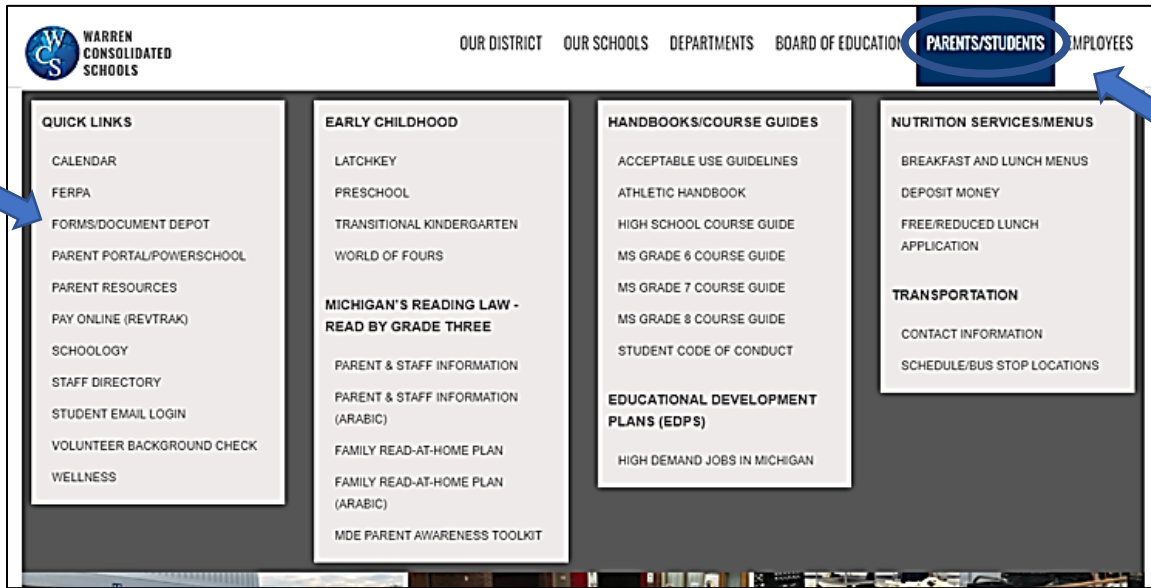


# Dual Enrollment Application Process- Students

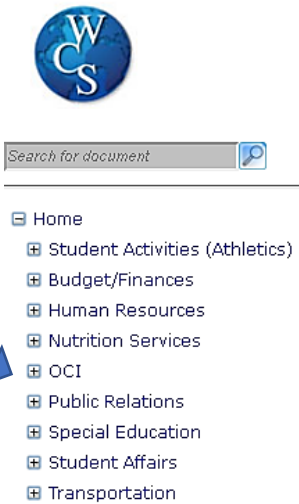
If you need assistance in July contact the curriculum office at [kmissig@wcskids.net](mailto:kmissig@wcskids.net) or call 586.698.4759

To access the paperwork, for dual enrollment, go to the District website <http://wcskids.net/>

- 1) Select the **PARENTS/STUDENTS** tab at the top.
- 2) Select **FORMS/DOCUMENT DEPOT**.

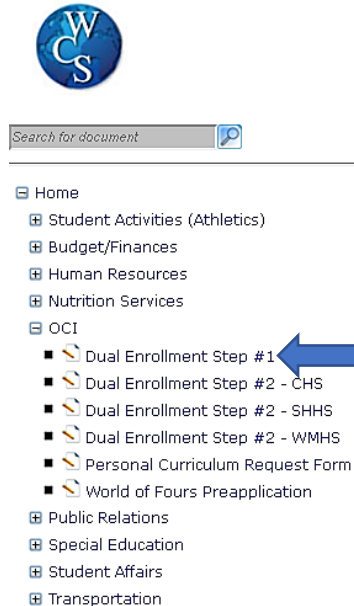


- 3) Click on the “+” sign to expand the OCI group.



- 4) Select **Dual Enrollment Step #1**.

- Read this document (*Dual Enrollment Information Packet*), including the *Pre-Dual Enrollment Understanding* checklist.
- This checklist, and any questions you have should be discussed with your counselor.



- 5) After completing Dual Enrollment Step #1, and meeting with your counselor, follow the steps above to access **Dual Enrollment Step #2**, for the school that you attend.

The screenshot shows a navigation menu with the following items:

- Home
- Student Activities (Athletics)
- Budget/Finances
- Human Resources
- Nutrition Services
- OCI
  - Dual Enrollment Step #1
  - Dual Enrollment Step #2 - CHS
  - Dual Enrollment Step #2 - SHHS
  - Dual Enrollment Step #2 - WMHS
  - Personal Curriculum Request Form
  - World of Fours Preapplication
- Public Relations
- Special Education
- Student Affairs
- Transportation

A blue circle with the number 5 and an arrow points to the 'Dual Enrollment Step #2 - CHS' item in the OCI sub-menu.

- 6) When the document opens, student/parent should complete the following items:
  - On the two-page **Dual Enrollment Request Sheet**:
    - ALL the gray & yellow highlighted sections, including student and parent signatures and date.
    - For signatures: Use your mouse, or your finger if you have a touchscreen, to sign in the signature fields.
  - On the MCC document (**High School Dual Enrollment Sponsored Billing Authorization**)- Student/parent will complete personal information, including date, student last name, student first name, and MCC ID for returning students, or student birth date for students new to DE.
- 7) When all student/parent areas are complete, submit the form. The document will route to your counselor, and they will receive an email alert.

The screenshot shows the 'Dual Enrollment Request Sheet' form. The form includes the following fields:

- Student's First and Last Name
- Grade
- WCS Home School
- Postsecondary Institution
- Enrollment is for:  Fall  Winter
- Year of enrollment in DE: (1-4)
- Number of courses previously taken:
- 1<sup>st</sup> Grade of enrollment in DE: (9-12)
- Counselor's Name:

At the bottom of the form, there is a yellow highlighted section labeled 'Parameters' and a 'Submit Form' button. A blue circle with the number 7 and an arrow points to the 'Submit Form' button.

- 8) After submitting the form, you will need to create an Admission Account, and apply online to Macomb Community College. <https://www.macomb.edu/future-students/apply-admissions/applications-page.html>