

EAST HS DUAL ENROLLMENT PROCESS

***No late paperwork will be accepted**

Winter- Semester 2, 2025

DUE DATE FOR ALL DUAL ENROLLMENT PAPERWORK AND APPROVAL IS DECEMBER 1

Fall - Semester 1, 2024

DUE DATE FOR ALL DUAL ENROLLMENT PAPERWORK AND APPROVAL IS MAY 1

ALL STEPS ARE MANDATORY, FAILURE TO COMPLETE ALL STEPS WILL RESULT IN DUAL ENROLLMENT DENIAL

1. **Verify your eligibility for Dual Enrollment** [Dual Enrollment Qualifying Scores](#), if you are not eligible with your test scores, you will not be able to Dual Enroll.
2. **Please review** the [SLEHS Dual Enrollment Process Slideshow 2023-24](#), this is helpful in explaining the Dual Enrollment process.
3. **Review the specific college's dual enrollment process:**
 - a. [Oakland Community College](#)
 - b. [Schoolcraft College](#)
 - c. [Washtenaw Community College](#)
4. **Fill out the application for admission to your selected college.** Use your personal email address in your application - **not your school email.**
 - a. [Apply to OCC](#)
 - b. [Apply to Schoolcraft](#)
 - c. [Apply to WCC](#)
5. **Explore course options and choose the course(es) you are interested in taking.** Make sure credits you are looking at courses for the correct semester (i.e. Winter 2024). You may select either in person or online courses. If you choose in person you need to make sure it will not interfere with your SLEHS class times or your extracurricular commitments.
 - a. **All Dual Enrollment courses **MUST be a FULL 15 WEEKS, no exceptions.****
 - i. **Fall Courses start between August 29 and September 2 through the week of December 18.**
 - ii. **Winter Courses start between January 9 and January 29 through the week of May 1.**
 - [OCC Course Descriptions](#) and [Schedule of Courses](#)
 - [Schoolcraft College Course Descriptions](#) and [Course Section Availability](#) and [Schoolcraft College Occupational Program Course Suggestion by Major](#)
 - [WCC Course Descriptions](#) and [Schedule of Classes](#)
6. **Want to see if the course you plan on taking will transfer to your chosen college/university? Check out these resources:**
 - [Michigan Transfer Agreement](#)

- [U of M Michigan Transfer Agreement](#)
- [What is an Articulation Agreement?](#)
- [Michigan Transfer Network](#)
- [Colleges in Michigan with Articulation Agreements](#)
- [OCC Articulation Agreement](#)
- [Schoolcraft College Articulation Agreements](#)
- [WCC Articulation Agreements](#)
- [Transferology](#)

***These links are only meant to be informational and do not replace a written agreement with the community college. All transfer credits and articulation agreements must be verified by the colleges.**

7. **Create an account and send your transcript to the college through [Parchment](#).** Choose the “send now” option when ordering. You will have to log in to your account.. Proceed to: [Parchment.com](#) and follow the onscreen instructions.
 - Step 1: Log in or Register. Sign in at [www.parchment.com](#).
 - Step 2: Add your school to your Profile. Click Get Started.
 - Step 3: Provide Consent. Complete the waiver form.
 - Step 4: Order: Add Destinations.
 - Step 5: Payment.
 - Step 6: Track Order.
8. **Once you have selected your course(es), send the course description to your counselor by completing the [Dual Enrollment Application](#)** with a parent. This application explains the student and parent commitment for Dual Enrollment. Your counselor will approve your course(s) that you submit through this form. If there is an issue with a class you have chosen, your counselor will contact you.
9. **Download and complete the Dual Enrollment paperwork for your college.** You and your parent/guardian will fill out the required Dual Enrollment paperwork from your selected college. Once completed, the student must turn in the paperwork to their SLEHS counselor. At this point your SLEHS counselor will review it and fill out the authorization portion and return it to the student to send to the college. The student is responsible for sending it to the college.

[Oakland CC Dual Enrollment Paperwork](#)
[Schoolcraft College Dual Enrollment Paperwork](#)
[Washtenaw CC Dual Enrollment Paperwork](#) & [WCC Payment Authorization Form](#)
10. **Email your completed Dual Enrollment paperwork to the college.**

a. Last Names A-G	Ms. Siggia	siggiaa@slcs.us
b. Last Names Ci - O	Ms. Dawson	dawsona@slcs.us
c. Last Names P - Z	Ms. Elwart	elwartm@scls.us
11. **Complete any required steps for enrollment with your college** (this will be a checklist you receive from the college - most likely in the portal you create when you apply). Once you have completed everything required for enrollment, you will be allowed to register for your class(es).
12. **Access your pre-registration steps, register for classes and access your billing receipt:**

- a. [MyOCC](#)- After being accepted, you can access your MyOCC to complete pre registration steps, register for classes and access your billing receipt.
 - b. [WCC Gateway](#)- After being accepted, you can access your WCC Gateway account to complete pre-registration steps, register for classes and access your billing receipt.
 - c. Schoolcraft [OCELOT](#)- After being accepted, you can access your Schoolcraft OCELOT account to complete pre-registration steps, register for classes and access your billing receipt.
- 13. Contact your college counselor:**
- a. OCC Counseling- 248.341.2270 Dual Enrollment Coordinator- Devon Hall DDHall1@oaklandcc.edu (248) 233-2715
 - b. SCC Counseling- 734-462-4429 and SCC Admissions 734-462-4683
 - c. [WCC Gateway](#)- After being accepted, you can access your WCC Gateway account to complete pre-registration steps, register for classes and access your billing receipt.
- 14. After you have registered for your dual enrollment course(es), email Mrs. Cooper and your counselor the billing receipt verifying enrollment for the DE course by Dec. 10 for 1st term and May 10 for 2nd term (no screenshots), it must be a PDF or a paper copy e-mailed or handed to Mrs. Cooper at cooperj2@slcs.us. Important!**
- a. **This receipt/verification must show the class(es) you are enrolled in, the dates and the final cost of the course(es).**
 - b. See [directions and examples](#)
- 15. If you change the course that you enrolled, you will have to drop the previous course and resubmit the paperwork:**
- a. [Oakland CC Dual Enrollment Paperwork](#)
 - b. [Schoolcraft College Dual Enrollment Paperwork](#) & [Dual Enrollment Course Revision Form](#)
 - c. [WCC Payment Authorization Form](#)
- 16. Students need to email the final grade to Mrs Cooper (cooperj2@slcs.us)**
- a. FALL SEMESTER - unofficial transcript is due by December 22, 2024
 - b. WINTER SEMESTER - unofficial transcript is due by May 10, 2024
 - c. **Do not email a screenshot, email the unofficial transcript that includes student name, course name, credit received and final grade.**
- 17. Contact your counselor to adjust your schedule at SLEHS, adding the DE class to your schedule.**
- 18. Are you enrolled in an online course? Access your course through your colleges online learning portal:**
- [OCC D2L](#) If you are enrolled in an online course, you will access it through OCC D2L.
 - [WCC Blackboard](#)- If you are enrolled in an online course, you will access it through WCC Blackboard.
 - [Schoolcraft Blackboard](#)- If you are enrolled in an online course, you will access it through Schoolcraft Blackboard.

A few important notes:

- Review the [Postsecondary Enrollment Options Act](#), the [SLCS Board Policy Manual- 2002- AR Learning & Achievement](#) and pg 12 of the [Student Handbook](#).
- You may only register for the class(es) approved on your Dual Enrollment form. If your class is closed or full you can join the wait list or contact your counselor to pick a new course.
- The amount the district pays for a course is determined by the per pupil funding we receive from the state. *This amount varies from year to year but usually covers the cost of a class earning 3 credits or less and occasionally part of the cost of any required books. If the course you have chosen is 4 credits or more you will most likely have a balance that you are responsible for covering.* We are not able to tell you how much you'll be required to pay as the amount varies from year to year.

- If you withdraw from a course prior to the start of the semester at SLEHS, you **MUST** let your counselor know as soon as possible so a SLEHS course can be added to your schedule (you must have a full six period day).
- If you withdraw from a course after the full refund deadline, you will be responsible for reimbursing the district for the course.
- If you fail a course, you are responsible for reimbursing the district for the cost of the course and any associated fees.
- In some instances, the college may require you to take the Accuplacer test as part of the admissions process.
- Just a reminder that you need to submit an unofficial copy of your Fall Dual Enrollment grades as soon as they have been finalized, this is your responsibility to provide the grade to South Lyon East, not the college where you took the course. You cannot print a grade report from Blackboard or a screenshot, it **must be a transcript (however, it does not have to be official)**. **SLEHS must have a hard copy of your transcript so please make sure to send it to Mrs. Cooper in a PDF format. Dual Enrollment Grades are due by May 10th. If you are a senior you will not be eligible to receive your diploma until grades are submitted.**
 - If you attended OCC you will find the transcript option in MyOCC.
 - If you attended Schoolcraft you will find the transcript option in WebAdvisor.
 - If you attended WCC you will find the transcript option in WCC Gateway.
- **Grading:** If a student chooses to earn high school **and** postsecondary credit for a dual enrollment course, the grade earned will be weighted on a 5.0 scale and will factor into the student's high school GPA. The name of the specific course and the grade earned will both be listed on the student's South Lyon East High School transcript. We encourage students to choose to earn both high school and postsecondary credit for any dual enrollment course. This will ensure that the course and grade will also be included on their postsecondary transcript. If a student chooses to earn **only** postsecondary credit for a dual enrollment course, their South Lyon East High School transcript will read 'N/A' for grade, however, the name of the course will be denoted accurately on their high school transcript. The specific course will also be denoted accurately on their postsecondary transcript.