

MUHS Dual Enrollment Procedures

1. Student completes the [MUHS Dual Enrollment Application](#) and submits to School Counselor
2. Student requests a dual enrollment account from the DE Login page:
<https://dualenrollment.vermont.gov/vtde>
Hint - use a temporary password initially as you will be asked to create a new password once approved
3. Once account has been approved, student receives email with verification pin
 - Student returns to the Dual Enrollment login page, enters username (Username is your first and last name with a space in between, i.e.: "Jane Smith") and original password
 - Enter verification pin along and create new password, verify new password, provide security question
 - Complete profile information
4. Student completes the voucher request online through Dual Enrollment site above
5. Student receives an email with voucher approval, voucher number and next steps

ONCE APPROVED:

If CCV Class:

- Student MUST complete the CCV online application [HERE](#) (<https://apply.ccv.edu/dualenroll/>) (You will be asked to provide your social security number). *If you have already taken a CCV class, you do not need to reapply*
- Student schedules appointment with CCV Academic Advisor by emailing Joanne Cotignola at joanne.cotignola@ccv.edu with the name of the course and voucher #
 - You then will meet with CCV Advisor via zoom or over the phone
 - CCV Advisor discusses class interests and registers for the class
 - Student selects orientation date and time
 - MUHS sends CCV a copy of student transcript

If UVM CLASS:

- Student completes the UVM online registration at:
<https://learn.uvm.edu/apply/pre-college-hs/> (Student will be asked to provide social security number and DE voucher number)
- UVM then emails student with next steps to finalize and register for course
- *Please note-students must pay a \$35 comprehensive fee not covered by the DE voucher*

Once ENROLLED in the Course:

- Students are responsible for the cost of any **textbooks** that are needed for the course (the DE voucher covers only the cost of tuition) *If you think you may qualify for free / reduced lunch, please see your school counselor as you may be eligible for financial assistance
- Students should order any textbooks needed immediately upon registration to ensure delivery by the start of the course
- Students must ensure that they are logged in, can navigate the course site and that they have no technical difficulties
- Students must regularly check the appropriate email (ccv or other) for course updates and information
- Students should map out the course calendar to prepare for expectations of the course

After Your Dual Enrollment Course Has Begun:

- Make sure you have time dedicated each day/ week to work on your course (expect to spend 10-12 hours per week on your class)
- Communicate with your professor as needed
- Utilize the MUHS Learning Center, Learning Lab or other school spaces and resources to complete work
- Students are expected to communicate with their MUHS School Counselor about progress and needs. Because they are college courses, we do not have access to your grades.
- Above all - enjoy this experience and put your best foot forward!

Add/ Drop Period:

- Students typically have about 2 weeks depending on the specific course and college to try a class, and drop it if they do not like the course
- After the Add/ Drop period, students would receive a W (withdraw) or an F on their transcript depending on when they drop the class, so it is essential to pay attention to deadlines listed on the websites