

Dual Enrollment Application & Course Planner



This form is required to be completed annually by any student interested in beginning dual enrollment coursework. This document must be reviewed in the following order: **Students and parents (or guardian), Counselors, Assistant Principal, and Dean before course registration.**

Student Name: _____ Date: _____

Class of: _____ Grade: _____ Student Cell Phone: _____

High School: _____

Qualifying Scores

PSAT/SAT Math: _____ PSAT/SAT EBRW: _____ GPA: _____

Career path/colleges and universities interested in after HS

1. _____
2. _____
3. _____

Course Planner - Courses anticipated at Bay City Public Schools (include Advanced Placement)

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

Courses requested at college or university attending:

Course Prefix & Number	Course Title	College Only (check if college credit only)	Semester	College Credits
<i>Ex: ENG 111</i>	<i>College Composition I</i>		1 2	3
			1 2	
			1 2	
			1 2	
			1 2	
			1 2	

Please see the next page for dual enrollment procedures and signatures.

Exceptional opportunities for all!

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Disclosures & Assurances • Page 2 of 2

Dual Enrollment is a state program that allows high school students to enroll in college courses, and to apply those courses toward satisfaction of their high school graduation requirements. Dual Enrollment students can earn both high school and college credit simultaneously. That said, there are many rules and conditions that govern what the school district can or is required to pay. The following is a summary of those rules and conditions:

- In order to qualify for dual enrollment, a student must earn a minimum qualifying score on a PSAT, SAT, or ACT assessment in the subject of the course they wish to dual enroll. (For more information, Google “MDE dual enrollment qualifying scores”)
- Dual enrollment students can take college coursework during the school day, after school, or online as long as the rest of their high school courses can be scheduled.
- College courses paid through dual enrollment must be “academic in nature” and apply toward the satisfaction of a postsecondary credential. This includes vocational courses aligned with a student’s Educational Development Plan, but not hobby, craft, or life wellness courses.
- Dual Enrollment planning is based on a year-long high school schedule
- All Dual Enrollment Schedules must be submitted by **May 15th**.
- Any student interested in a schedule change or Dual Enrollment for the 2nd Semester must have their application approved by **November 15th**.
- Eligible costs covered by the district include tuition, mandatory course fees, materials fees (including textbooks required for the course), and registration fees up to the prorated percentage of the statewide pupil-weighted average foundation allowance.
- Transportation, parking, and activity fees are NOT covered by the district.
- Dual enrollment students are required by law to take at least one course at their high school. This course can be face-to-face, virtual, work-based, etc., but must be on their schedule.
- Bay City Public Schools uses a combination of college credits and high school courses to determine dual enrollment students’ full-time equivalency. Counselors will help students create a schedule that maintains full-time status. Upon dual enrollment in a college course, students must elect whether they want their credit to apply for college credit only or for college credit AND high school credit. Please note that any course that will be counted as a Bay City Public Schools graduation requirement must be on the student’s high school transcript.
- A student who does not receive college credit for a dual enrollment course (due to a failing grade, withdrawal, drop, etc.) is required to repay the school district any funds that were expended for the course that were not already refunded by the eligible postsecondary institution.

Whether or not a student participates in dual enrollment is an important decision made by students and their parents, with support from a high school counselor.

By signing below, you acknowledge that you have read the above disclosures and assurances and intend to participate in dual enrollment for the term specified on the first page of this form:

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

INTERNAL USE • Counselor, Dean, or Administrator Signature:

Courses Eligible: Yes ☐ No ☐

Student Qualified: Yes ☐ No ☐

Eligible Cost Maximum: \$ _____

Dual Enrollment Application

& Course Planner Checklist



*This document must be reviewed in the following order: Students and parents (or guardian), Counselors, Assistant Principal, and Dean **before course registration**. Please be sure to collect all signatures and turn this in with your Dual Enrollment Application.*

	Signature	Date
Parent/Guardian		
Counselor		
Assistant Principal		
Dean		
Finalize with Counselor		