

DUAL ENROLLMENT WORKSHEET

- ☐ **Research area colleges** and their dual enrollment policies.
- ☐ **Choose college**
 - ☐ GRCC
 - ☐ Calvin
 - ☐ Aquinas
 - ☐ Grand Valley
 - ☐ Cornerstone
 - ☐ Other (within MI only)_____
- ☐ **Qualifying test scores** - [Click here](#)
- ☐ **Chat with your Counselor** about options for classes. Please come to the meeting with some classes you would like to take. You may take evening or weekend classes too.
 - ☐ Important info about class times:
 - ☐ 3 credit hour class = 1 or 2 FHPS class periods
 - ☐ 4 credit hour class = 2 FHPS class periods
 - ☐ Classes cannot overlap time with FHPS scheduled class
- ☐ **Apply to college** using an online or printed form (this can be done before or after you choose a class, the sooner the better for the best chance of getting into the class you'd like). Colleges recommend applying early to have a better chance of getting the course(s) you want/need.
- ☐ **Inform the Counselor** and **request a transcript** be sent and possible other forms to be filled out depending on the college.
- ☐ Using the college's website, **choose a class** that fits in the allotted time frame.
 - ☐ Be very aware of start and end times, start and end dates, and withdrawal periods (in the event the class isn't what you expected)
 - ☐ If the class cannot be verified the counselor will not be able to sign off on the application.
- ☐ **Acceptance** - you will receive notification from your college that you are accepted.
- ☐ **Enroll** in class/es - using the directions in the acceptance letter or email, enroll in classes according to college guidelines.
- ☐ **Fill out the [FHPS Dual Enrollment form](#)**. This is to ensure the amount eligible for the class is paid for by FHPS. **[Click here to calculate the amount eligible to be paid for by FHPS and to confirm course eligibility.](#)** Not all college courses fall in this price range. You will be responsible for the remaining cost. If textbooks fall under that fee, **please contact the counseling office secretary to order any required textbooks**. Please ask if FHPS already has the textbook you need. **GRCC has a \$5 student fee that is not payable by the district.**
- ☐ **Choose** whether you would like **High School credit** (on your transcript), **College credit** (not on your HS transcript, but will have a college transcript), **or both**.
- ☐ **If you decide to not take the class or continue with the class after you have enrolled, YOU must call the college to unenroll from the class ASAP** - be mindful of withdrawal/refund deadlines. YOU will be responsible for any fees or tuition incurred because of a withdrawal. FHPS will not pay for this.
- ☐ **Make sure your high school has received your transcript** from the college to be added to your transcript (if that is your choice) at the end of the semester.
- ☐ If you are taking a **Dual Enrollment course in the Summer** you must fill out this [SELF-PAID COURSE FORM](#) in order to have the grade posted on your transcript.

Please see the official [Michigan Department of Education FAQ here](#).