



## **Dual Enrollment Guidelines**

*This document is provided to ensure that all stakeholders understand the dual enrollment process and their accompanying responsibilities. Our goal is to provide the student with a meaningful academic experience and implement measures make that the process both pleasant and productive for everyone involved.*

### **High School Counselor**

- Serve as the high school liaison to assist MSCC with communication to dual enrollment students, parents, and high school administration.
- Assist MSCC personnel with determining the demand for dual enrollment course offerings at the high school and scheduling those courses.
- Communicate dual enrollment deadlines and other pertinent information to students and parents.
- Gather dual enrollment paperwork from students and ensure that all signatures are in place. (Include new applications for former students who have had a break in MSCC enrollment.)
- Verify student application packets and official transcripts including GPA and ACT or PLAN scores and provide to MSCC. Remember: MSCC must have student's social security number to verify dual enrollment grant.
- Ensure that only files of qualified students are forwarded to MSCC to be included in dual enrollment classes. (Files of students scheduled to take the ACT in June may be included so that they can be enrolled when acceptable official scores are received by MSCC.)
- Provide MSCC with rosters for dual enrollment classes; verify those rosters after students are enrolled.
- Communicate any changes in student status to MSCC throughout the semester.
- Communicate any MSCC dual enrollment updates to students throughout the semester.
- Provide information for MSCC dual enrollment instructors (who do not regularly teach at the high school) about parking, name badges, sign-in procedures, need for hall passes, absence reporting procedures, school breaks, or any special event or activity that may impact class meeting times or otherwise affect meeting days/times of the class.
- Provide list of high school contacts to MSCC instructor for use in case of illness or emergency.
- Assist students with online application for Dual Enrollment Grant each semester.
  - Make certain that the social security number provided is correct. MSCC must have the student's social security number to verify the dual enrollment grant.
  - Make certain student files the application using the proper given name rather than a nickname.
- Provide MSCC with signed Dual Enrollment Grant Program Authorization form for students taking two or more dual enrollment courses.

**Dual Enrollment Student**

- Submit dual enrollment application (including required signatures) and all required forms to the high school counselor prior to the announced deadline for the semester.
- Purchase textbook for the dual enrollment course.
- Pay fees prior to the announced deadline for the semester.
- Complete the online application for the dual enrollment grant each semester.
  - Make certain that the social security number provided is correct. MSCC must have student's social security number to verify dual enrollment grant.
  - Make certain to file the application using the proper given name rather than a nickname.
- Communicate any issues affecting your grade to the instructor of the dual enrollment course.
- Abide by rules and regulations on student conduct as outlined in policy which can be reviewed at <http://catalog.mscc.edu/index.php>
- DO NOT withdraw from a dual enrollment course without consulting with the high school counselor and following the policy set forth by your high school. STUDENTS WHO WITHDRAW WITHOUT HIGH SCHOOL APPROVAL WILL NOT BE ALLOWED TO RE-ENTER THE CLASS.

**Parents/Guardians of Dual Enrollment Students**

- Review all dual enrollment information provided and discuss requirements and responsibilities with student.
- Assist student in preparing dual enrollment application documents including shot record information and appropriate signatures.
- Submit any applicable discount forms to high school counselor with application documents by the announced deadline.
- Assist student with online application for Dual Enrollment Grant each semester.
  - Make certain that the social security number provided is correct. MSCC must have student's social security number to verify dual enrollment grant.
  - Make certain to file the application using the proper given name rather than a nickname.
- Provide high school counselor with signed Dual Enrollment Grant Program Authorization form for students taking two or more dual enrollment courses.
- Pay student's tuition fees **prior to** announced fee payment deadline each semester.

**MSCC Personnel**

- Maintain updated packet of materials to distribute at high schools.
- Maintain dual enrollment website with current information.
- Provide current dual enrollment admissions information to high school counselors. Keep them up to date as any changes occur.
- Provide schools with packets for registration.
- Assist high school counselors with determining the demand for dual enrollment course offerings at the high school and with the scheduling of those courses.
- Assist high school counselors with communications to & materials for dual enrollment students and parents as requested.
- Provide purchase and rental information about required textbooks for classes.
- Collect dual enrollment paperwork from high school counselors.
- Process student application paperwork when received.
- Contact students and/or counselors when signatures and/or paperwork is missing.
- Enroll students into requested classes.
- Provide rosters of enrolled students to high school counselors for verification.
- Provide credentialed faculty members to teach the class.
- Collect money for student fees.
- Record any applicable discount forms.
- Communicate to high school counselors any student issues that occur throughout the semester.
- Certify original Dual Enrollment Grant money.
- Certify additional Dual Enrollment Grant money for those who qualify and request.
- Communicate with the counselors regarding any discrepancies in the grant application process.
- Notify counselor of any students who do not qualify for grant and/or do not pay fees.
- Provide final grades at the end of the semester for students in good standing with the College.
- Answer student questions concerning dual enrollment via email, phone, etc.