



# ALMA COLLEGE

## Dual Enrollment

We are excited to welcome high school students who desire to challenge themselves by taking courses at Alma College. We trust that your dual enrollment experience will not only meet that expectation, but also serve as a perfect introduction to the college classroom. In addition to the academic rigors, students have reported their dual enrollment experiences also offered an understanding of how to adapt to different teaching styles and environments, time management skills, and a greater sense of the world beyond high school. For both parents and students it can ease the transition from high school to college.

### Steps to Dual Enroll at Alma College

1. Pick up the Application for Dual Enrollment at the Alma College Registrar's Office or from your high school guidance counselor. A new form is required for each term.
2. If it is your first time dual enrolling at Alma College, our Registrar will need to review your official high school transcript to ensure you meet the academic requirements.
3. Read the instruction page and complete both sides of the application form. Your parent/guardian will have to sign in *two* sections if you are a minor.
4. Meet with your guidance counselor to determine which class(es) to request. It is important to ask about the financial responsibilities at that time.
5. You must seek permission from the instructor of the class(es). This can often be done by email, but the Registrar's office must receive a copy of the email. It is left to the professor's discretion if they wish to speak with you in person.
6. Return the completed form to the Registrar's office.

### Quick Points

1. Students dual enrolling for the first time may take 1 class (4 credits).
2. If you have previously dual enrolled, you may take up to 2 classes (8 credits).
3. When searching for classes on our website, be sure to select the appropriate term to see the class offerings. Please visit: [www.alma.edu/offices/registrar](http://www.alma.edu/offices/registrar)
4. The completed application may be submitted to the Registrar's office by bringing it directly to the office, emailing to [registrar@alma.edu](mailto:registrar@alma.edu), or faxing to 989-463-7578.
5. June 1 is the application deadline for the fall term. December 1 is the application deadline for the winter term.

# Alma College

## Instructions for Dual Enrollment Application and Registration

*(Keep this for your records)*



Students and parents should review all the included instructions and forms before consulting with your high school counselor or representative. Parent/Guardian consent is required before the application will be processed. Please note, parent/guardian signature is required in *two* sections if the student is a minor.

The Registrar of Alma College determines eligibility for dual enrollment based on a minimum high school grade point average (GPA) of 3.0. The high school must attach the student's transcript to the application form for assessment.

Dual enroll students will be registered for classes based on seats available, with preference given to full-time Alma College students. Once dual enrollment registration is finalized, an email confirmation with a copy of the form will be sent to parent/guardian, student, and sponsoring school. No high school student will be displaced by a full-time Alma College student once registration is finalized.

Dual enroll students are considered non-degree students. Such students do not qualify for counseling, financial aid, health, or placement services. A student fully approved to enroll in Alma College as a non-degree student may take 4 credits in their first term and up to 8 credits with approval for subsequent terms. A completed Dual Enrollment Application form with all necessary signatures is required for each term.

Dual enroll students are subject to the standard registration and refund regulations. To withdraw from a course, the student must turn in a completed Drop/Add Form at the Registrar's Office. To change from one course to another, or to a different section of the same course, a new Dual Enrollment Application must be submitted and approved by all parties.

If the student is eligible for tuition and fee support by their school district, the district will be billed. Any amounts not paid by the school district or the Michigan Department of Education are the responsibility of the student or parent/guardian if the student is a minor, and the student will be billed. A financial restriction will be placed on the student until the balance owed is paid in full. This restriction will place a hold on the student transcript and/or prevent registering for future classes until the balance is paid.

Once the course is completed and grades are finalized, the student's official Alma College transcript will be sent back to their sponsoring high school. The student will also receive one copy of their official transcript sent by mail to their home address. Any additional transcript requests must be submitted and paid for through our online ordering system, available on the Registrar's webpage. A transcript cannot be released until all balances are paid in full.

Completed Dual Enrollment Applications should be submitted to the Registrar's Office before the deadline (*June 1* for fall term and *December 1* for winter term). They may be hand-delivered, faxed, or emailed. After the registration has been approved, email confirmation will be sent to the student and to the sponsoring high school counselor or representative.

Students registered for dual enrollment are required to attend a Dual Enrollment Orientation at Alma College to get a student ID card, parking pass, textbook information, Alma College email, and other necessary materials. Days and times will be communicated by the Registrar's Office or by the Admissions Office of Alma College.

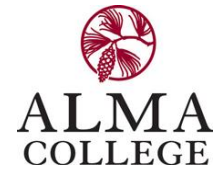
### **Alma College Important Contact Numbers**

◆ Admissions: 989-463-7139  
◆ Financial Services: 989-463-7144

◆ Registrar's Office: 989-463-7348  
◆ Campus Safety & Security: 989-463-7777

# Alma College

## Application for Dual Enrollment



High school students interested in dual enrollment at Alma College should determine eligibility by consulting with their high school counselor. Students may apply for admission under Continuing Education status by submitting this application, along with an official high school transcript verifying a "B" average. Students will not be registered for courses unless all sections of this form are completed. College enrollment is limited to four credits for the first term and eight credits in subsequent terms. Contact the Alma College Registrar's Office for further information at 989-463-7348.

### Student Information

Legal Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Home Address: \_\_\_\_\_ County: \_\_\_\_\_  
House Number & Street City ZIP

Social Security Number (required): \_\_\_\_\_ Gender:  Male  Female

Home Phone: \_\_\_\_\_ US Citizen?  Yes  No

Cell Phone: \_\_\_\_\_ If No, nation of citizenship: \_\_\_\_\_

Personal Email: \_\_\_\_\_ Ethnicity:  Hispanic/Latino  Non-Hispanic

Is this your first time enrolling at Alma College?

Yes  No

Race: (check all that apply)

American Indian/Alaska Native

Asian

Black/African-American

Native Hawaiian/Pacific Islander

White

What Term are you applying for?

Fall 20\_\_\_\_ (Sept. - Dec.)

Winter 20\_\_\_\_ (Jan. - Apr.)

Spring 20\_\_\_\_ (Apr. - May)

What college do you plan to attend after high school? \_\_\_\_\_

### Emergency Contact Information

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Primary Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

### Parent/Guardian/Financial Guarantor Information

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Address: (if different from student): \_\_\_\_\_

Parent/Guardian Email(s): \_\_\_\_\_

Parent/Guardian Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

### Sponsoring High School Information

High School: \_\_\_\_\_ City: \_\_\_\_\_

Public High School/Alternative School

Home Schooled

Nonpublic School

Technical School/Career Center

H.S. Counselor/Staff Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

H.S. Principal Name (print): \_\_\_\_\_

Student's Expected Graduation Date: \_\_\_\_\_ Cum. GPA at time of application: \_\_\_\_\_

# Alma College Application for Dual Enrollment

## Course(s) Requested:

Course Number w/Section & Title: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Course Tuition \$ \_\_\_\_\_ Course Fee(s) \$ \_\_\_\_\_ Course Meeting Days \_\_\_\_\_ Meeting Times \_\_\_\_\_  
Subject to Change Subject to Change

Course Number w/Section & Title: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Course Tuition \$ \_\_\_\_\_ Course Fee(s) \$ \_\_\_\_\_ Course Meeting Days \_\_\_\_\_ Meeting Times \_\_\_\_\_  
Subject to Change Subject to Change

## Billing Information (must be completed by the Sponsoring High School)

**Billing Option A. Student may register for class(es) of his/her choice, district will pay tuition and fees not to exceed \$ \_\_\_\_\_. Billing should be directed to:**

School District \_\_\_\_\_ Phone \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Principal Name \_\_\_\_\_ School Official Responsible for Billing \_\_\_\_\_ Date \_\_\_\_\_

**Billing Option B. Student may register for class(es) of his/her choice, tuition and fees are the student's responsibility.**

## High School Authorization (please read and sign below)

Signature of School Principal is necessary even if the school district is not paying. Signature indicates that a designated school district representative has determined the student is eligible for dual enrollment, and has discussed and completed the Dual Enrollment Application form with the student, and the school district grants approval. Nonpublic school administrators will also need to discuss with the student the tuition and fee responsibility for courses not covered by the Michigan Department of Education (MDE). The student will be held accountable for tuition and fee costs if the school district or MDE rejects the student's billing request. Home-schooled parents should sign here.

\*\*Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parent/Guardian Financial Guarantor Authorization (please read and sign below)

The student - or parent if the student is a minor - assumes full responsibility for the payment of tuition and fees that are not paid by the school district or the Michigan Department of Education (MDE). If the student is enrolled in classes that are not approved by and paid for by the school district or MDE, the student/parent shall be responsible for the payment of 100% of all tuition and fees. In the event the bill is unpaid and it is sent to a collection agency, student - or parent if student is a minor - agrees to reimburse Alma College the fees of any collection agency, which may be based on a percentage at a maximum of 50% of the debt and all costs and expenses, including reasonable attorney fees we incur in such collection efforts.

\*\*Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Applicant Verification (please read and sign below)

I certify that I answered all questions on this application truthfully, and that I have read and understand the information. I will take responsibility to understand and comply with Alma College policies and procedures. I also understand that incorrect or incomplete information by me may result in delay, denial, or withdrawal of admission, financial assistance and continued attendance. I have read and understand the requirements and responsibilities stated on the Alma College Dual Enrollment Admissions and Registration Instructions page in this application packet. **Student signature, or parent/guardian if student is a minor, authorizes communication between parent/guardian, Alma College, and release of a transcript to the student and sponsoring high school upon completion of the course.**

\*\*Student Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Alma College Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*The use of this information will comply with all government regulations prohibiting violation of privacy rights.*

Office Use Only – Processed by \_\_\_\_\_ Date \_\_\_\_\_ AC ID \_\_\_\_\_