



GLEN OAKS COMMUNITY COLLEGE

DUAL ENROLLMENT REGISTRATION CHECKLIST

Dual Enrollment is for public high school students interested in taking college courses while enrolled in high school. The student's high school pays for all or a portion of the tuition and fee costs. The student pays for textbooks and any tuition not covered by the high school.

- Visit with a high school guidance counselor to determine eligibility for the dual enrollment program.
- Complete an EARLY COLLEGE ADMISSIONS APPLICATION available in the high school guidance office or Glen Oaks Student Services office.
- The EARLY COLLEGE ADMISSIONS APPLICATION must be signed by the student. If the student is under the age of 18, the application must be signed by parent or guardian.
- The EARLY COLLEGE ADMISSIONS APPLICATION must be signed by a high school counselor or principal to indicate approval of classes and payment.
- The student must test out of the "basic" or "developmental" levels of English and Math before being permitted to participate in Dual Enrollment. The student will need to sign up and take the Accuplacer Placement Assessment or submit ACT or SAT scores.*

**The placement evaluation can be waived with ACT Reading and English scores of 19 or greater, ACT Math scores of 23 or greater, SAT Verbal scores of 450 or greater, or SAT Math scores of 560 or greater.*

- To be registered for classes, the completed EARLY COLLEGE ADMISSIONS APPLICATION, with all signatures, must be sent or hand delivered to the Glen Oaks Admissions Office **with** a copy of the student's high school transcript.
- A Schedule/Invoice will be mailed to the student for confirmation of classes.
NOTE: The student is not being billed; this is only a confirmation of registration.
- The student will be responsible for purchasing textbooks and other materials necessary for class. Textbooks and materials may be purchased at the Glen Oaks Bookstore. Call (269) 467-9945 extension 240 to find out when books will be available for purchase, costs, and Bookstore hours.

NOTE: ATTENDANCE WILL BE TAKEN. IF STUDENT IS NOT ATTENDING CLASS, THERE WILL BE A LETTER SENT TO THE STUDENT INDICATING THE SERIOUSNESS OF THEIR ABSENCES. IF A STUDENT WISHES TO DROP A CLASS AFTER APPROXIMATELY 10-12 DAYS INTO THE SEMESTER, THE REFUND AMOUNT IS REDUCED FROM 100% TO 50%.

Contact the Glen Oaks Community College Admissions Office at 269-294-4249 with any questions.