

Steps for Dual Enrollment

1. Attend the Dual Enrollment meeting.
2. The student must take the Understanding Dual Enrollment Quiz on Dakota's Website and score 75% or higher to move forward in the Dual Enrollment process. **One of the student's parents must also take the quiz if they were unable to attend the Dual Enrollment meeting.** The quiz can be taken more than once.
3. Select your class(es) and complete the Dual Enrollment Request form on Dakota's website under the counseling tab. Be sure to complete one Dual Enrollment Request form per semester of requested enrollment (fall and winter). We recommend selecting a couple of backup classes in case your first choices are unavailable. **This form is due to your student's counselor by March 20, 2025.** Make sure that you make a copy of your form or take a picture so that you have it when you get ready to register for your class(es).
4. If you are a new dual enrollment student, you must also go to MCC's website (Macomb.edu) and create your Admissions Account and **complete the MCC Admissions Application and steps by March 20, 2025.**
5. **Please do not register before April 4, 2025,** so that counselors have time to reach out to students if there is an issue with their class selection(s).
6. You will be **required to attend** a Dual Enrollment Registration Meeting on Friday, April 4, 2025 during 1st or 2nd hour (you will be notified when to attend) to register for your classes with Macomb. Representatives from Macomb Community College will be here to assist with registration and

to provide support. If you are attending a different post-secondary institution, confirm the next steps with your high school counselor.

7. Students must meet with their high school counselor before making any changes to their form or registering for any classes not already approved. If a student registers for a class that is not on the approved dual enrollment request form, it will be denied. Students will then be placed in classes at Dakota High School for that semester.
8. Be aware of the start/end date(s) of your class(es). Oftentimes, college classes start and/or end before our high school semesters. Also, the breaks are usually different than those at Dakota.