



23655 Armada Center Road, Armada, Michigan 48005 · (586) 784-2400 · FAX: (586) 784-9592

STUDENT DUAL ENROLLMENT CHECKLIST

	Meet with your counselor and receive the dual enrollment information packet. All paperwork is due no later than May 1st for the following school year.
	Review this checklist with a parent and get necessary signatures
	Go to MCC schedule of classes for the upcoming term: https://www.macomb.edu/future-students/choose-program/classes-catalogs.html -Find courses based on academic subject area and campus -Check prerequisites & course time offerings (cannot conflict with AHS schedule) -Students must select an alternate for each course.
	Complete and submit the following paperwork to your counselor: -The Armada Dual Enrollment Form -The Macomb Payment Authorization Form Please be sure to get parent signatures on these two forms. Your counselor will submit completed forms to the Curriculum Department. If approved, your application will then be sent to MCC.
	Complete the online application to Macomb https://www.macomb.edu/future-students/apply-admissions/high-school-students/index.html
	Complete the ACCUPLACER placement test at Macomb. For more information on placement testing please go to: https://www.macomb.edu/future-students/apply-admissions/placement-testing/index.html
	Meet with an Academic Advisor at Macomb to review test results and discuss classes.
	Complete all remaining steps in the admissions process, including the Online Student Orientation and photo for the Macomb One Card.
	After you apply to MCC you will receive an email from admissions. You will then have a "My Macomb Account" and can officially register for classes as long as the registration window is open. STUDENTS ARE RESPONSIBLE FOR REGISTERING FOR THEIR CLASSES. Registration typically opens up in July (for fall classes) and November (for winter classes). We highly recommend registering asap, as classes can fill up even on the first day of registration.
*Armada Area Schools will pay up to \$430 per class. If you go over this amount, you will be billed directly from MCC. If you have money left over, you can be reimbursed for the book. You will need to submit a receipt to the Armada Schools Business Office for reimbursement.	

The Armada Advantage: Achievement, Community, Innovation

*Equal opportunity employer. Auxiliary services available to individuals with disabilities.
 Michigan Relay Center 1-800-649-3777 (Voice and TDD)*