



DUAL ENROLLMENT Student Procedures

Please follow the instructions for dual enrollment procedures as listed below.

- Complete the top and middle portion of the “Dual Enrollment Approval Form” which is available through the Counseling Office.
- All information must be completed including day and time of class.
- Counselor must review, approve and sign form.
- Parent or guardian must approve and sign form.
- Student must sign form.

RETURN FORM TO MS BATES FOR ADDITIONAL SIGNATURES

- Assistant Principal’s secretary must sign form.
- Principal must sign form.
- Department of Educational Services (Mrs. Faley) for final approval and signature.
- A copy of the form will be kept at the Administrative Offices (for payment purposes). A copy will also be sent to the Counseling Office and two copies to the student – one for the college and one for student.
- Approval is contingent upon confirmation that college course credit does not exceed required number of credit hours per semester and that the course is not offered at our high school.
- **Upon acceptance** into the class at the college/university, student must notify the Counseling Office so credit hours at high school may be adjusted if necessary.
- **Upon completion** of the course, a copy of grade record must be submitted to Counseling Office so that grade can be added to student’s transcript.
- A copy of the grade results must be forwarded to the Department of Educational Services for payment verification.