

Create an Admissions Account and Apply to Macomb Community College

Macomb.edu/start **OR** Macomb.edu---Get Started-----Scroll down and click on “Apply for Academic Studies”. Create your Admissions Account.

Click on the **Apply Tab** and choose the “DUAL ENROLLMENT” application

You will need your SOCIAL SECURITY NUMBER and use your PERSONAL EMAIL

An email will be sent to confirm “Your Application has been received”

AFTER A COUPLE OF HOURS TO A DAY

Email will be sent that “Application was Processed”

Contains **your MACOMB STUDENT NUMBER**

Log back into **Admissions Account**—**Complete** Online orientation and English & Math GSP questions

LAST STEP

CONTACT Counseling and Academic Advising –586-445-7999 option 2 **to complete** Starting at Macomb -SAM step by appointment.

Or BY EMAIL: askanadvisor@macomb.edu

IN THE SUBJECT LINE OF THE EMAIL STATE: “DUAL ENROLLMENT STUDENT NEEDS SAM”

IN THE BODY: STATE YOUR: FULL NAME, YOUR MACOMB STUDENT NUMBER & THAT YOU ARE A DUAL ENROLLED STUDENT NEEDS TO COMPLETE THE SAM STEP PLEASE.

ONCE SAM STEP IS COMPLETED and RECORDED on your record: 3 EMAILS WILL BE SENT from

-Academic Advisor that completed SAM step with helpful information and links read and save for future references

-Admissions that you are accepted into Macomb Community College and converted to a student

1 hours later last email

- Student Tech Support with directions on how **to create your My Macomb Student Portal**

You will use your Macomb.edu email provided and a password reset link.

YOU MUST Change password to at least 12 characters, contain an upper and lower case letter/letters and number

Verify ownership by text and email (In the step by step directions)

Use the phone number and personal email that you used on your Macomb application

Log back into your My Macomb Student Portal with your new password

Helpful video link: <https://service.macomb.edu/TDClient/1953/Portal/KB/ArticleDet?ID=143786>

If you get locked out, never received the email or having trouble accessing your account please call: Student Tech Support

586-445-7999 option 8 then option 1

Always check your junk or spam. Sometimes the Macomb emails will be drop in there.

Now you are ready to plan and register for classes!!