



Executive Administrator of Secondary Schools

DUAL ENROLLMENT PROCEDURES

Example

1. Students get forms from Counselor.
2. Application-Dual Enrollment2025-2026.pdf
 - University / College Enrollment Application can be found at links below.
College of Creative Studies: including 3 art samples
(required after dual enrollment application is approved at the district level)
<https://www.collegeforcreativestudies.edu/academics/precollege-continuing-studies/dual-enrollment/>
Macomb Community College:
<https://www.macomb.edu/admissions-aid/admissions-team.html>
Oakland University:
<https://oakland.edu/futurestudents/apply/dual-enroll/>
Oakland Community College:
<https://www.oaklandcc.edu/admissions/highschool-dual/default.aspx>
Lawrence Tech University:
<https://apply.ltu.edu/register/hsfall2023>
3. Student completes forms in **INK**.
4. Student returns forms to Counselor
5. Counselor verifies:
 - Student has a qualifying score. If student does not have qualifying scores, counselor either denies or attaches explanation as to why they believe student will be successful and initialed by principal.
 - Students must check college credit, high school credit or both on UCS application.
 - Total number of Dual Enrollment classes have not exceeded ten throughout the student's high school years.
 - Dual Enrollment course is not a hobby, craft, recreational course, or in the subject areas of physical education, theology, divinity, or religious education.
 - Dual Enrollment course must not be offered by the district unless a scheduling conflict exists which is beyond the eligible student's control.
 - All signature lines on applications have been completed by the appropriate stakeholder.
6. Counselor adds a place holder course in student schedule for the appropriate number of credits for each course.

PA 160: Two credits of college enrollment equate to one high school class for a six-period day.

2 college credits = 1 UCS course
3 college credits = 1 UCS course
4 college credits = 2 UCS courses
5 college credits = 2 UCS courses
6 college credits = 3 UCS courses
7 college credits = 3 UCS courses
8 college credits = 4 UCS courses
9 college credits = 4 UCS courses
10 college credits = 5 UCS courses

Example

7. Counselor attaches the following documents for all applications prior to sending to Principal:
 - Qualifying Test Scores (most recent)
 - Current Schedule with dual enrollment placeholder
 - Transcript
8. Counselor gives Dual Enrollment packet to Principal for signature.
9. Principal approves or denies based on Dual Enrollment criteria with signature on UCS application and applicable university/college if needed.
10. Scan and email packet to Executive Administrator of Schools Office Attn: Phyllis.Danko@uticak12.org

Do Not fill out the Dual Enrollment Sponsored Billing Authorization Form. This is done by the Executive Administrator of School's office to ensure proper billing of fees and books for the student.

11. Executive Administrator of Schools will:
 - Review information and approve or deny application.
 - Indicate the total allocation of funds per course for tuition, course fees and books.
 - Scan original application to the college and to the school's Principal, counselor, counseling administrative assistant.
 - Remind building of number of classes to drop.
12. Counselor informs student of application decision and provides student a copy of UCS application and college or university form. Counselor makes sure student has dropped the appropriate number of classes.
13. Teaching and Learning will send a list of MCC and CCS enrolled student's courses to building scheduler. Building scheduler will get from counselors, students attending classes at other schools.
14. Building scheduler replaces each dual enrollment place holder with actual dual enrolled course(s) within the student schedule prior to count day, as well as make sure appropriate number of classes are dropped.
 - Contact Teaching and Learning for required course numbers.
15. The counselor will get proof of grade from student for non-MCC/CCS classes and send to Phyllis Danko. Phyllis Danko will enter all dual enrollment grades into PowerSchool.
16. The college or university must be a Michigan Accredited college or university.

UCS Funding for Books:

- Must be purchased at the college or university bookstore.
- Purchased books must be returned to the college or university bookstore.
- Funding may not be used for online book purchases unless through the bookstore.

Reminders:

- UCS does not pay the student—only the college.
- Students register for courses at the college/university they have been approved for.
- College or University bills UCS directly
- Some college courses require items to be downloaded onto a computer which may not be compatible with a UCS issued computer. In this case, students will need to download these items onto their own devices.



UTICA COMMUNITY SCHOOLS

Student's Name _____

Grade in 2025-2026 _____ Birthdate _____ High School _____

Name of College _____ Term _____

Course Name _____ Course Name _____

(1st choice) _____ (2nd choice) _____

Course No. _____ Course No. _____

Please indicate below your commitment to ONE of the following at the submission of this application:

- ☐ High School Credit
- ☐ College Credit
- ☐ Both

Complete in ink

Credit Hours _____ Credit Hours _____

- When students take the MME in the spring of their junior year, the MME will become the measure used for dual enrollment eligibility determination as a senior. Students that score at or above the minimum qualifying score will be eligible for dual enrollment.
- Students can qualify for dual enrollment during their freshman, sophomore or junior year by meeting the minimum qualifying score in all content areas on the PLAN, ACCUPLACER, PSAT, ACT and/or SAT assessments.
- Students not achieving a qualifying score in all subject areas, on the PLAN, ACCUPLACER, PSAT, ACT, SAT or MME, are then an eligible student only for the limited purpose of enrolling in one (1) or more eligible courses in a subject area where the qualifying score was achieved or in a computer science class (not offered by the district), a foreign language (not offered by the district), or in fine arts (for which there is an endorsement in that area as indicated by the students EDP).

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score	Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
				PSAT 11**	Critical Reading	Evidence-Based Reading and Writing	460
					Mathematics	Mathematics	510
				SAT**	Critical Reading	Evidence-Based Reading and Writing	480
					Mathematics	Mathematics	530
				ACT	Mathematics	Mathematics	22
					Reading	Reading	22
					Science	Science	23
					English	English	18
PSAT 8/9	Critical Reading	Evidence-Based Reading and Writing	460				
	Mathematics	Mathematics	510	MME*	ELA	ELA	2100
			Mathematics		Mathematics	2100	
			Science		Science	2100	
			Social Studies		Social Studies	2100	
PSAT 10	Critical Reading	Evidence-Based Reading and Writing	460	ACCUPLACER	Reading Comprehension	Reading	78
					Sentence Skills	Writing	87
	Mathematics	Mathematics	510		Mathematics	College Level Math	86
						Elementary Algebra	82
					Arithmetic	93	

*MME scores are based on the Spring 2019 administration of the M-STEP exams **PSAT 11 and SAT Scores are from the new redesigned administrations in 2018-19
The following dual-enrollment conditions must be met:

1. The student is in grade 9, 10, 11, or 12 and has met all provisions as identified above.
2. The total number of courses may not exceed 10 and a student may not take dual enrollment beyond his/her fourth year in high school.

	Maximum Number of Courses Allowed Each Year			
	Begins in Grade 9	Begins in Grade 10	Begins in Grade 11	Begins in Grade 12
Grade 9	2			
Grade 10	2	2		
Grade 11	2	4	6*	
Grade 12	4	4	6*	6

*Cannot exceed a total of 10 courses over years 11 and 12 combined without written agreement by the post-secondary institution

3. The post-secondary courses cannot be a hobby, craft, recreational course, or in the subject areas of physical education, theology, divinity or religious education. The college course must not be offered by the district unless it is determined by the district that a scheduling conflict exists which is beyond the eligible student's control. Furthermore, if taking a course for high school credit, the proposed class must meet the Michigan Merit Curriculum content expectations or the district's requirements. The college/university needs to be Michigan Accredited.
4. The student must be enrolled in both the school district and the post-secondary institution during the same regular academic year.
5. The deadlines for submitting this application to one's high school counselor are the last Friday of May for all classes scheduled during the fall semester and the last Friday of September for all classes scheduled during the winter semester. NOTE: In addition, Macomb Community College is offering a new Multiple Semester Registration. Students may register for the entire academic year.
6. If a post-secondary institution requires an assessment such as the ACT, Accuplacer, or other measurement device specific to that organization, the student must take that assessment.
7. If a student does not complete the eligible course or if the student enrolls in an eligible course for post-secondary credit only and the student does not successfully complete the eligible course, as determined by the eligible postsecondary institution, then he/she shall repay to the district any funds that were expended by the district for the course that are not refunded to the district by the post-secondary institution. NOTE: If the class is taken for high school credit, then the information pertaining to the class, including the grade will be reflected on the student's high school transcript. If the class is taken for college credit, then the information pertaining to the class, including the grade will become a part of the student's post-secondary permanent transcript.
8. Books purchased with Utica Community School's allocation must be returned to the attending bookstore at end of identified semester on application.

To register for dual enrollment course in Utica Community Schools, students must:

1. Complete a dual enrollment application from the district and the attending college's dual enrollment application and submit before deadline.
2. The only approved course(s) approved for dual enrollment are the ones indicated on this application and/or listed by UCS designee on the attending college application aligned to the course name and corresponding number. One district application needs to be completed for each college course a student wants to take during the identified semester. Utica Community Schools will be billed directly by the post-secondary institution. No reimbursement will be made to the student.

I agree to attend the above-named course regularly and will provide evidence of completion (grades for the class) to Utica Community Schools.

Student's Signature

Date

Parent/Guardian's Signature

Date

The above-named student meets all the dual enrollment criteria.

Counselor's Signature

Date

Principal's Signature

Date

Attach a copy of the student's transcript with assessment records, course history including all prior Dual Enrollment classes, 2025-2026 schedule including current Dual Enrollment course(s) requesting, and Educational Development Plan (if applicable).

Utica Community Schools will pay an amount not to exceed _____ for the tuition, course fees, and books purchased at the attending institutions bookstore at _____ for the above named course.

- ☐ APPROVED
☐ DENIED

Executive Administrator of Schools

Date

Revised: 12 - 2024