

DUAL ENROLLMENT

Updated process for NEW Dual Enrollment students:

1. **CREATE ACCOUNT/APPLY** - A new student should apply here – www.macomb.edu/apply and select “New to Macomb.”
 - a. He/she will create an admission account and then submit the application within the account. We encourage students to use a NON-high school email address when applying.
 - b. NOTE - On the second page of the app (Demographics & Plans section), for the “When I attend Macomb, I will be a/an” – the student should choose Early Admit/Dual Enrollment High School Student.
2. **APPLICATION CONFIRMATION** - The student will receive an email when the application has been received.
3. **APPLICATION PROCESSED** - The student will receive a second email that contains the student’s Macomb ID number when the application has been processed.
4. **ADMISSION ACCOUNT** - the student would login to the Admission Account to view the steps required to be admitted. The REQUIRED steps for a dual enrolled student are New Student Orientation, Starting at Macomb Session and Placement Testing.
5. **ADMITTED** - Once the student has completed all three steps, he/she will receive an email confirming their admission to Macomb.
6. **ACTIVATE STUDENT ACCOUNT** – Finally, the student is directed to activate his/her student account (My Macomb) so that they can register. If a student attempts to activate the account before they receive the “You’re Admitted” email, they will receive an error message, as the account will not yet be created.
7. **REGISTER FOR CLASSES** – Once registration opens/student is eligible to register.
8. **SPONSORSHIP** – Once registered the student needs to e-mail their high school counselor with a list of the registered classes so the high school counselor can verify and create a Sponsorship Form.