



# BYRON CENTER PUBLIC SCHOOLS

Helping Students Build Success Stories

## BCHS Dual Enrollment Checklist

Please review and follow each step of this checklist. All paperwork (both for BCHS and for the college you are planning to dual enroll through) must be completed by **April 15th** for semester 1 and **October 15th** for semester 2. **Dual enrollment will not be added to your schedule until STEP 4 is complete.**

### STEP 1:

- ☐ Show interest through a conversation with your counselor.
- ☐ Your counselor will provide the *BCHS Dual Enrollment packet*.

### STEP 2:

- ☐ Thoroughly review the *BCHS Dual Enrollment packet* with your parent/guardian.
- ☐ Research colleges and courses for DE.
- ☐ Select a course you are interested in taking.
- ☐ Use the *BCHS Dual Enrollment Checklist (page 2)* to make sure the class meets BCHS requirements.

### STEP 3:

- ☐ Confirm your course with your counselor by returning the completed and signed *BCHS Dual Enrollment packet*.

### STEP 4:

- ☐ Apply to your selected college through the application on their website.
- ☐ Registrar, Mrs. Valente, will send your transcript to the college you applied to.
- ☐ Register for your approved course through the college.
  - ☐ The college will email you instructions on how to register after they have processed your application and transcript.
  - ☐ Students are not permitted to make changes to their enrollment or course selection without prior approval from their counselor.

### STEP 5:

- ☐ Make sure your BCHS schedule accurately reflects your dual enrollment.
- ☐ Meet all expectations of your DE course and earn college credit!



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***Please read and understand the following bullet points as they contain important information for you to understand regarding Dual Enrollment and the expectations.***

- ☐ The class I chose is from August to December or January to April.
- ☐ This is the beginning of my college record and my grade in this class will impact my college GPA and record indefinitely.
- ☐ If I fail the class, I will be responsible for paying for the course.
- ☐ If I fail the class, my financial aid status could be in jeopardy and this may impact me when attending college after high school.
- ☐ If I fail the class, I will not be able to enroll in a dual enrollment course in the future.
- ☐ Me and my parent/guardian understands the maturity, responsibility and privilege dual enrollment entails.
- ☐ I am unable to drop/add courses other than the course that was approved by my counselor. If I do make any changes, I will be automatically dropped from the class and my counselor will enroll me in a BCHS class.