

# Mott Community College

## Dual Enrollment/ Early Admit Admissions Guidelines

### I. Apply for Admission:

1. Complete the Mott Community College (MCC) application for admissions online at [apply.mcc.edu](http://apply.mcc.edu).

*(Upon graduation from high school, you must reapply for admission.)*

2. Photo Identification required.
3. Complete Online Preview.
4. Placement Assessment Testing:

Placement assessment testing is required for all new students. However, all or portions of the test may be waived with documentation of the individual results for SAT or ACT. See the table below for the minimum scores required to waive sections or all of the placement assessment:

Individual results for	SAT	ACT
English/Writing	27	20
Reading	27	20
Math	520	22

An appointment for placement testing may be scheduled. Photo ID is required. Results in placement testing will determine class eligibility. If you want to practice first, please go to <https://accuplacer.collegeboard.org/store> for free study guide.

5. Attend In-Person Orientation:

Orientation is a 1 hour session. An appointment is required to schedule orientation and Photo ID must be submitted at the time of orientation.

### II. Submit High School Transcript:

1. Submit HS transcript & ACT and/or SAT results if available.
2. Students have to maintain GPA of 2.5 or higher in high school to be eligible for the dual enrollment program at MCC.
3. Transcript will be required annually.

### III. Complete Dual Enrollment/Early Admit Certification Form:

1. Discuss courses you are eligible to take with your High School Counselor.
2. Make sure all possible courses are listed on the Dual Enrollment Certification Form.
3. You may register only for courses pre-approved by your school.
4. Your school district will identify the financial support available.
5. Form must be signed by student & parent/ legal guardian and approved by high school counselor.
6. Principal's approval required if any portion of the tuition is to be paid by high school.
7. **Submit a new form for each semester** you plan to enroll for while in high school.

### IV. Register for Class(es):

1. It is your responsibility to register for your classes.
2. You must meet all class prerequisites.
3. Register as soon as possible to assure that you will be able to secure a seat in the class(es).
4. As a dual enrolled student you will go to an Admission representative for approval, then registration to finalize enrolling for classes.
5. Verify class schedule to ensure classes are at the days, times and locations expected. (You can check your class(es)/ schedule on [backpack.mcc.edu](http://backpack.mcc.edu).)
6. Be aware of the full refund dates, if you need to drop your class(es). Your high school counselor must also be aware of your decision.

### V. Pay Your Tuition:

If you are an Early Admit student or your school did not authorize payment, you must secure payment by the tuition payment deadline date established. (See MCC website for these dates.)

**\*\*If payment is authorized from your school district but does not cover the full cost, you are responsible for any tuition and fees not paid by your school district.**

### VI. Buy Books & Supplies:

Dual Enrolled/Early Admit students are responsible for the cost of books and supplies.

### VII. Attend Your Classes:

1. Speak to your instructor for class assistance if you are experiencing any difficulties or contact the Learning Center for tutoring.
2. If you stop attending class you must officially drop your class with the Admission and Registration Offices. Your high school counselor must also be aware of your decision.
3. Grades from your classes will become part of your official college transcript.

**Questions:** Please contact Kathleen Custer at (810) 762-0255.

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