

# DUAL ENROLLMENT AT NORTHERN MICHIGAN UNIVERSITY

Revised 08/2012

**NMU Dual Enrollment Definition:** A “dual enrolled” student is a student who is enrolled in high school (has not yet graduated) and is also enrolled in courses at NMU, regardless of who is providing payment.

Because dually enrolled students are attending college *prior to graduation from high school*, dual enrollment is reserved for students who have demonstrated consistent, excellent academic achievement in high school. (Therefore, some students who may qualify for admission as a degree-seeking student beginning studies *after* high school graduation may not qualify for admission as a dually enrolled student.)

**NMU Dual Enrollment Admission Requirements:** In order to be admitted as a dual enrolled student at NMU, a student must have **completed the 10<sup>th</sup> grade** of high school and have a **minimum 3.00 academic GPA (3.5 for the Summer Scholars Program)**. GPA is recalculated using academic, college-preparatory classes only. In extraordinary cases wherein a student’s academic GPA is below 3.0 but the student requests special consideration based on academic performance in a specific area OR the student has demonstrated academic excellence but has not completed the 10<sup>th</sup> grade, the student may petition the Admissions Review Committee for special consideration. The student should write a letter requesting special consideration and should provide information relevant to the appeal. The decision of the Admissions Review Committee will be final.

→ **NOTE:** Local school districts have their own requirements regarding approval of students to pursue dual enrollment. Please check with your school counselor or principal.

## **Dual Enrollment Admission Process:**

Students interested in being dually enrolled must provide the documents listed below. The student’s application will not be processed until all items have been received by the NMU Admissions Office.

1. **“Application for Admission”** (Students who have previously submitted an “Application for Admission” do not need to complete it again. However, students should complete the “Dual Enrollment—Permission to Enroll Form”—see #4 below).
2. **Application fee** of \$30.00 (if not previously paid).
3. **Official high school transcript** (directly from high school). For subsequent semesters of dual enrollment, an updated transcript should be sent if additional semester grades have been recorded.
4. **“Dual Enrollment—Permission to Enroll Form”** (attached—complete both sides.)  
A student admitted as a dual enrolled student should provide a new “Permission to Enroll Form”—showing school approval for the course(s)—for subsequent semester course registrations.

**Once these documents are received, they will be reviewed by the Director of Admissions. Receipt of all of the documents does not automatically guarantee admission as a dually enrolled student.** You will be notified by the Admission Office regarding your admission status. NMU codes dual enrolled students as NDHS (non-degree high school).

**Dual enrolled students wishing to attend NMU as a student after high school graduation DO NOT NEED TO REAPPLY. Write or call the Admissions Office to let us know you’d like to continue at NMU. We will require a final high school transcript with proof of graduation and ACT or SAT scores if not previously received. (Please note freshman scholarship deadlines.)**

### **NMU Dual Enrollment Course Registration Process:**

The NMU Admissions Office will notify you as to your admission status but will not enroll you in courses. YOU (the student) must call **Jon Teichman** in the Admissions Office at **227-2650** for advisement. To enroll in off-campus or Web courses, contact Carolyn Basal in the Student Service Center (2201 Hedgcock) at 227-1221 to officially register for these classes.

- For a complete list of NMU courses, go to [www.nmu.edu/bulletin](http://www.nmu.edu/bulletin), then click on “Courses.”
- To see what courses are available in a specific semester, please go to [mynmu.nmu.edu](http://mynmu.nmu.edu), then click on “Course Offering Search.”
- Dual enrolled students are limited to taking 8 credits per semester.\*
- **Students MUST meet the course prerequisites** (as outlined in the NMU Undergraduate Bulletin).
- Students desiring to take a math course must take a math placement exam and should contact the **Math Department at 227-2020**.
- **Dual enrolled students should be aware that the grades they earn in the courses they take at NMU will be a permanent part of their college academic record and part of their NMU cumulative GPA.**

### **Payment Information:**

- Students should check with the appropriate high school official regarding possible payment of tuition and fees by the high school. If the school official does not sign regarding payment on the “Permission to Enroll” form, the student will be billed.
- **IMPORTANT: Students must abide by the “Add/Drop Procedures” which can be found by going to: [www.nmu.edu/records/node/29](http://www.nmu.edu/records/node/29). If you drop a class for which your school has approved payment, you must notify your school.**

### **NOTES TO HIGH SCHOOL PERSONNEL:**

- NMU will bill the school directly for any approved course costs as indicated by the high school official on the back of the “Dual Enrollment—Permission to Enroll Form.” If the student is responsible for any or all costs, it should be so indicated on that form, and NMU will bill the student.
- You do **NOT** need to complete the billing portion on page 4 if the student is applying for the Summer Scholars Program. For more information, please visit [www.nmu.edu/summerscholars](http://www.nmu.edu/summerscholars).
- If the high school needs a copy of the NMU grades earned by their dually enrolled students, please call the Admissions Office at 227-2650.

\*A student who wishes to apply for an exception to the 8 credit policy must meet the following criteria and follow this procedure:

1. Student must be a high school senior.
2. Student must have a minimum high school academic GPA of 3.5 AND a minimum ACT composite score of 24.
3. The student’s high school counselor should provide a written recommendation regarding the student’s ability to take more than 8 credits during the semester. The letter should be addressed to the Admissions Review Committee and sent to the Admissions Office.
4. The Admissions Office will notify the student regarding the decision and if an exception is granted, the maximum allowable credits will be 12 per semester.

- For further general information, contact **Jon Teichman**, Assistant Director of Admissions, or **Gerri Daniels**, Director of Admissions, at **227-2650**.

**Northern Michigan University  
Dual Enrollment--Permission to Enroll Form**

To be used by any student who intends to take NMU courses prior to high school graduation,  
regardless of who is providing payment (school district or student).

**STUDENT SECTION:**

Student Name: \_\_\_\_\_ SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(optional)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Current High School: \_\_\_\_\_ City: \_\_\_\_\_

Please list month and year you will be graduating from high school: \_\_\_\_\_

Please list the semester in which you would like to enroll: \_\_\_\_\_

Please list the desired course(s) in which you would like to enroll: \_\_\_\_\_  
\_\_\_\_\_

**\*\*PLEASE COMPLETE THE COURSE INFORMATION SECTION ON PAGE 4\*\***

I understand I will need to complete this form each semester I plan to take a course prior to high school graduation. I must also ask my school to send an updated transcript each time. I grant permission to NMU to release my grades to my high school and I am also aware that the grades I earn in my NMU courses become a permanent part of my college record. In addition, I have read and understand the NMU withdrawal policies as outlined on the following webpage:  
[www.nmu.edu/records/node/29](http://www.nmu.edu/records/node/29).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT SECTION:**

As parent/guardian of the student named above, I grant my approval for him/her to enroll at NMU for the semester and courses indicated.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HIGH SCHOOL SECTION:**

The student named above has permission to enroll in courses at Northern Michigan University prior to high school graduation. **This signifies awareness and permission only.** Funding information appears on page 4.

Counselor/Official Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*IMPORTANT:** Please complete billing information on page 4. **\*\***

**NOTE:** Please send this form with an official copy of the student's high school transcript, Application for Admission (if not previously completed), and \$30 application fee (if not previously paid) to:

**Admissions Office  
Northern Michigan University  
2212 Hedgcock Building  
Marquette, MI 49855**

*Check this box and complete this application if you would like to be considered for the Summer Scholars Program. To qualify, you must have completed your 10<sup>th</sup> grade year and have a cumulative 3.5 high school GPA. Refer to [www.nmu.edu/summerscholars](http://www.nmu.edu/summerscholars) or contact Jon Teichman in the Admissions Office for more details.*

**Desired Courses/Billing Information**

**NOTE TO STUDENT:** The NMU Admissions Office will notify you as to your admission status but will not enroll you in courses. YOU (the student) must call **Jon Teichman** in the Admissions Office at **227-2650** for advisement. To enroll in off-campus or web courses, contact Carolyn Basal in the Student Service Center (2201 Hedgcock) at 227-1221 to officially register for these classes. *If you register for courses other than those approved below by your school, you should notify the appropriate high school official of the change.*

**Keep a copy of this form for your records!**

**Please check with your school regarding payment. If a school official has not indicated that the school will pay the entire cost, you (the student) will be billed for the balance due.**

**2012-2013 COST INFORMATION**  
**On-campus tuition/fees costs: 1 credit=\$336; 2 credits=\$672; 3 credits=\$1,008;**  
**4 credits=\$1,344; 5 credits=\$1,680; 6 credits=\$2,047.72; 7 credits=\$2,383.72;**  
**8 credits=\$2,719.72**  
**Web-based & off-campus course tuition costs: \$336 per credit**

I am requesting permission to enroll in the following NMU course(s), understanding that I will need to contact the NMU Student Service Center to officially enroll in the course(s) once I am admitted:

**Course #1**

Course title \_\_\_\_\_ Course I.D. # \_\_\_\_\_  
Semester (fall, winter, summer) \_\_\_\_\_ Year \_\_\_\_\_ # Credits \_\_\_\_\_  
**School Official:** Please note here (by initial of school official) if any part of tuition and fees for the course listed above **will be funded by the school district:**      yes \_\_\_\_\_      no \_\_\_\_\_  
Dollar amount to be funded by *school* \$ \_\_\_\_\_ \*Not applicable for Summer Scholars Program  
School Billing Address \_\_\_\_\_  
Dollar amount to be funded by *student* \$ \_\_\_\_\_ (Student will be billed at their home address.)

**Course #2**

Course title \_\_\_\_\_ Course I.D. # \_\_\_\_\_  
Semester (fall, winter, summer) \_\_\_\_\_ Year \_\_\_\_\_ # Credits \_\_\_\_\_  
**School Official:** Please note here (by initial of school official) if any part of tuition and fees for the course listed above **will be funded by the school district:**      yes \_\_\_\_\_      no \_\_\_\_\_  
Dollar amount to be funded by *school* \$ \_\_\_\_\_ \*Not applicable for Summer Scholars Program  
School Billing Address \_\_\_\_\_  
Dollar amount to be funded by *student* \$ \_\_\_\_\_ (Student will be billed at their home address.)