

DUAL ENROLLMENT REQUEST ADDENDUM INSTRUCTIONS

The Dual Enrollment Request Addendum is designed to give both students and high school officials a tool to amend their students' initial request to register for a Muskegon Community College course. In the rare instance where a student may desire to change a course which they initially registered for, add an additional course or to drop a class, this form is required.

Guidance officials or other designated high school officials will need to complete Sections A and Section B fully in order for the addendum to be fulfilled. The form must be signed by both the student and the guidance counselor.

The student and the counselor are to fill out the form in its entirety and fax, mail or email the signed forms as a .pdf attachment to the attention of:

Darlene Pekar
Office of Enrollment Services
Muskegon Community College
221 S. Quarterline Road
Muskegon, MI 49442
Fax # (231) 777-0443

Email address: Darlene.peklar@muskegoncc.edu

Should you have any additional questions, please call the Enrollment Services Coordinator who handles your school.

For schools located in Oceana and Newaygo Counties: Contact John Morano (231) 777-0354

For schools located in Muskegon County: Contact Trynette Lottie-Harps (231) 777-0230

For schools located in Ottawa County: Contact Georganne Myers (231) 777-0614

IMPORTANT: *The Dual Enrollment Request Addendum must identify the courses initially selected on the initial Dual Enrollment Request since these courses will be the only ones which your school will pay for. Modifications noted on this form will only impact these particular courses. Any other courses which a student has registered for will be billed to the student's parents. Should they desire to drop or add courses which they may have independently signed up for, they will need to fill out and file an ADD/DROP form at the MCC Student Services Center. All modifications are subject to the College's add and withdraw policy and the refund policy.*