Direct Credit Application Process

1. Click on Apply Now

2. Click on
   - **Dual Enrolled/Direct Credit/Early College Student Application** —

   If you plan to attend Muskegon Community College at the same time as high school, please complete the application that applies to your situation (i.e., Dual Enrolled, Early College, Direct Credit) in addition to the following forms:

   - Direct Credit
   - Dual Enrollment
   - Early College

3. Click on Create Account

4. Please fill out every section of information needed that has a *. This information is required.

5. Under
   - **High School 1**
     - Country
       - United States is the first country listed
6. Under Additional Information
   a. The start term required is Fall 2019.
      i. Your start term will be the current term. For example, you are attending classes now 9/27/19 you select Fall 2019.
   b. The Admit Type is Direct Credit
   c. The Academic program of Interest is High School Guest.

7. After you have completed entering your account information please select Create Account
8. You have an application account with Muskegon Community College, but have not applied.
9. Now you are looking at your online application. Fill out anything that has a *.
   a. You will not be able to proceed or submit your application unless all required information is entered.
   b. At the bottom of each page is a button to proceed.
10. Select Submit
11. On the Certification & Signature page (page 4)
   a. Make sure that you read and click on the certify information
   b. Make sure that you sign and date the application
   c. Click on Submit Application
12. Your application has been submitted! You will now see this page:
13. You will be contacted via the email address that you used to create an application account about your acceptance information.
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On your My Account page, you will see the following:

14. Your profile information

15. Any events that you've registered for

16. Your current progress and what you need to do next