Instructions on How to Complete the Dual Enrollment Approval Form

The dual enrollment approval form is an electronic form powered by DocuSign. This form is needed each semester a student will be dual enrolled at MCC so we may bill the high school or partnership. If an approval form is not on file, the student will be billed for the classes.

1. Read the directions on the forms home page before initiating the form to ensure you have what is needed.



2. Add your name, email address, parent name, and email address. *Be sure the spelling is correct.* Then click "Begin Signing"

Your Name: *			
ashley battle			
Your Email: *			
ashley.battle@mu	skegoncc.edu		
Please provide info signers needed for	rmation for any other this document.		
Parent			
John Parent			
Name: John Parent	skegoncc.edu		
Email:	skegoncc.edu		
Name: John Parent Email:	skegoncc.edu		

3. The next screen will give you information on where to click if you are not able to finish completing the form at this time. *If you need to leave the form without signing, please click "Finish Later" and a link will be sent to your email address.* When you are ready to complete the form use that link to sign back into the form and complete it. **DO NOT**

<u>try to initiate another</u> <u>form.</u>



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4. Please read the signing information and agree.

Please Review & Act on These Documents			Provend by DocuSign
Holds. Penales take a manner to sign and adoret the Data Eventment Visite Generator Approval Form. This completed form is needed View Abre-			
Posso read the <u>Bootronic Recent and Signature Discours</u>	CONTINUE	FINISH LATER	OTHER ACTIONS +
MERVARIA MARKAN MARKAN	×		

5. Complete the student section of the approval form. The student section will be highlighted in red.

ments below.	FINISH FINISH LATER
Q Q 포 _* 클 다 0	
START Doudling Environ D EEM/IDC-8588-4753-4DA1-4E9223091508 Muskegoni Community College	
Dual Enrollment Approval Form Winter Semester Year:	n
MCIDNumber Hybra - Select battle allor Hybra - Select logil lat Name logil fint Name	- Middle Name
Birth Date Phone Email Current Grade Level: 9 30 11 12 Student UC # Grade Level: 9 30 11 12	

6. Then sign and click "Finish". You have not completed your portion of the form until you have signed and clicked "Finish".

to register themselves for all courses at MCC. I agree the seats in the course(s) selected. The college's course sch changes, and textbook changes. I agree to become know transferability varies by institution, and that it is there transfer. MCC may release my academic records to my grade(s). I understand that MCC faculty and staff are no submitting a <u>FERPA Release Form</u> to MCC's Registrar's C I understand that I am responsible for ALL tuition and that I will be responsible for ALL tuition and charges re	at MCC. This form is for course approval and tuition authorization only. Students will need lar registration is contingent upon timely completion of all requirements and available open edule is tentative and may change, including canceled sections, added sections, faculty /edgeable about MCC's rules and regulations and abide by them. <i>I understand that course</i> fore my responsibility to check with the receiving institution to see if my credits will high school, including but not limited to: course progress, attendance, and final course table to release or discuss academic information with my parents/legal guardians without ffices. harges related to attending MCC if a course is not approved by the school district. I understand ded to attending MCC if I drop a course <u>AFTER</u> the 100% drop deadline date. I understand that I y high school counselor prior to making them (including adding and dropping classes).
Sign Student Signature	9/26/2022 Date
	0 t d-04 /4 0 /0 0 0 0

7. A personal link from DocuSign will be sent to your parents' email address and your counselor to sign their section of the form as well. Once each party has completed their section of the form, a completed form will be sent to you, your parent, the counselor, and myself.

