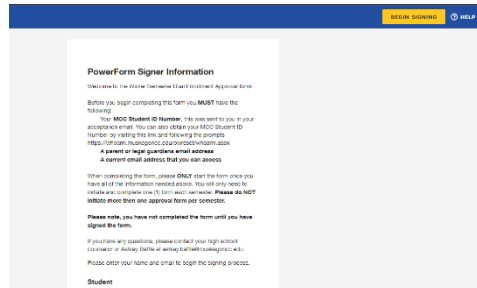


# Instructions on How to Complete the Dual Enrollment Approval Form

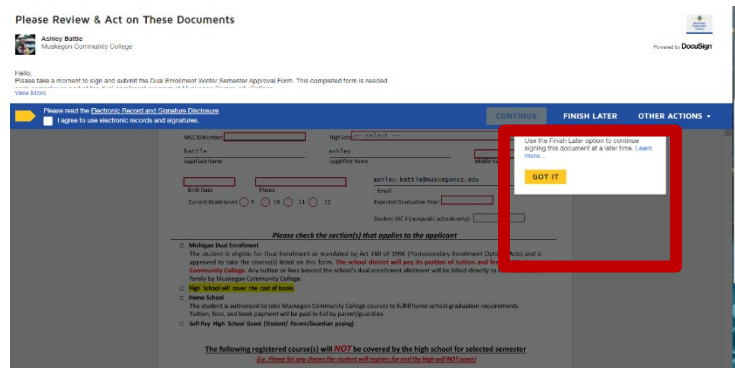
The dual enrollment approval form is an electronic form powered by DocuSign. This form is needed each semester a student will be dual enrolled at MCC so we may bill the high school or partnership. If an approval form is not on file, the student will be billed for the classes.

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”

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 try to initiate another form.***



# Instructions on How to Complete the Dual Enrollment Approval Form

- Please read the signing information and agree.



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

- Then sign and click “Finish”. You have not completed your portion of the form until you have signed and clicked “Finish”.

### Student Release Authorization

Students are responsible for managing their enrollment at MCC. This form is for course approval and tuition authorization only. **Students will need to register themselves for all courses at MCC.** I agree that registration is contingent upon timely completion of all requirements and available open seats in the course(s) selected. The college's course schedule is tentative and may change, including canceled sections, added sections, faculty changes, and textbook changes. I agree to become knowledgeable about MCC's rules and regulations and abide by them. **I understand that course transferability varies by institution, and that it is therefore my responsibility to check with the receiving institution to see if my credits will transfer.** MCC may release my academic records to my high school, including but not limited to: course progress, attendance, and final course grade(s). I understand that MCC faculty and staff are not able to release or discuss academic information with my parents/legal guardians without submitting a [FERPA Release Form](#) to MCC's Registrar's Offices.

*I understand that I am responsible for ALL tuition and charges related to attending MCC if a course is not approved by the school district. I understand that I will be responsible for ALL tuition and charges related to attending MCC if I drop a course AFTER the 100% drop deadline date. I understand that I must discuss any changes made to my schedule with my high school counselor prior to making them (including adding and dropping classes). Please sign and date below if you agree.*

\_\_\_\_\_ 9/26/2022 \_\_\_\_\_  
 Student Signature Date

Revised 01/18/2022

- 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.

