



Muskegon Community College

221 South Quarterline Road ♦ Muskegon, MI 49442

Dual Enrollment Addendum Form

(for changes to initial Dual Enrollment Request Form)

Year: _____

Semester: ☐ Fall ☐ Winter ☐ Summer

Student Information

MCC ID Number: _____

High School: _____

Legal Last Name

Legal First Name

Middle Name

Street Address

Birth Date

City

State

ZIP Code

Home Phone

Cell Phone

Email

Current Grade Level: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Courses Requested (subject to availability/eligibility at time of registration)

To Be Completed with High School Counselor or Principal

NEW COURSES TO BE ADDED:

Course Number and Section Number (e.g. ENG 101 F08)	Will student earn high school credit for class?		Day, Time and Location (e.g. M W F 8-9am Rm 334)
	Yes	No	
	Yes	No	

OLD COURSES TO BE DROPPED:

Course Number and Section Number (e.g. ENG 101 F08)	Will student earn high school credit for class?		Day, Time and Location (e.g. M W F 8-9am Rm 334)
	Yes	No	
	Yes	No	

Student Signature: _____ Date: _____

Principal Signature: _____ Date: _____

For Office Use Only - To be completed by designated MCC Official

Date Registered/Dropped:

Date to Billing:

Other (Explain):

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 the appropriate areas (added and/or dropped) in order for the addendum to be fulfilled. The form must be signed by both the student and guidance counselor.

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

Ellis Glassford
Associate Director of Admissions
Muskegon Community College
ellis.glassford@muskegoncc.edu

Should you have any additional questions, please call Ellis Glassford at 231-777-0599

IMPORTANT: The Dual Enrollment Request Addendum must identify the courses initially selected on the Dual Enrollment Request since these courses will be the only ones your school will pay for. Modifications noted on this form will only impact these particular courses. All modifications are subject to the College's add and withdraw policy and the refund policy.