

**Please follow steps 1-5 to ensure successful enrollment
as a main campus-dual enrollment student:**

1. Forward your completed dual enrollment forms to Extended Programs by email dual_enrollment@emich.edu, fax: 734.487.6695, or mail: 101 Boone Hall, Ypsilanti, MI 48197.

Your Dual Enrollment packet should include the following:

- A dual enrollment application
- A School District 'Letter of Authorization' (completed by your counselor)
- A School District 'Payment Voucher' form (completed by your counselor)
- A completed 'Course Permission Form'
- A FERPA waiver

Date Completed _____

2. Students must send a copy of their most recent transcript and ACT, SAT and/or AP test scores to EMU through their high school.

3. Review confirmation email (usually sent within five business days after the receipt of all materials). This email will contain information on your selected course(s) and my.emich log in credentials.

4. Before classes begin, log into your my.emich account to confirm course meeting times and location(s).

5. Please note, paper bills are not mailed to students. You will receive notification to your my.emich email account when your bill is available. Log onto <http://ebill.emich.edu> to arrange payment.

Special notes: