

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

1. Forward your completed dual enrollment forms
  - a. By email: email [dual\\_enrollment@emich.edu](mailto:dual_enrollment@emich.edu)
  - b. By fax: 734.487.0940
  - c. Or by mail:  
University Advising & Career Development Center  
Eastern Michigan University  
ATTN: Dual Enrollment  
200 McKenny Hall  
Ypsilanti, MI 48197

**Your Dual Enrollment packet should include the following:**

- Dual enrollment application
- School District 'Letter of Authorization' (completed by your counselor)
- School District 'Payment Voucher' form (completed by your counselor)
- Completed 'Course Permission Form'
- FERPA waiver
- Copy of your most recent transcript

**Date Completed** \_\_\_\_\_

2. Students must send a copy of their ACT, SAT and/or AP test scores to EMU.
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'll receive notification to your my.emich email account when your bill is available. Log onto <http://ebill.emich.edu> to arrange payment.