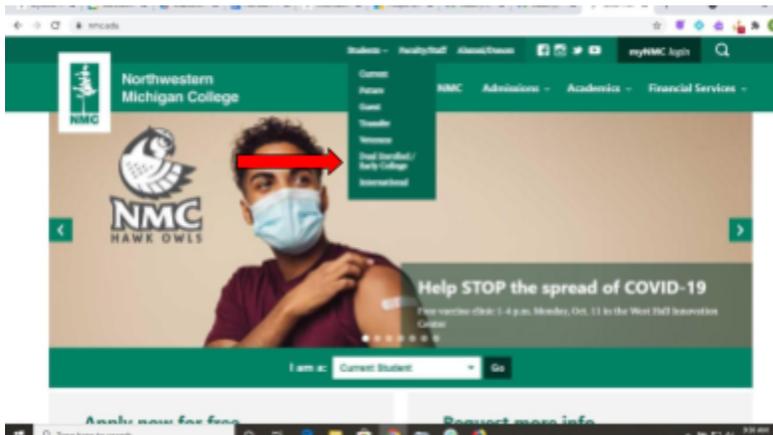
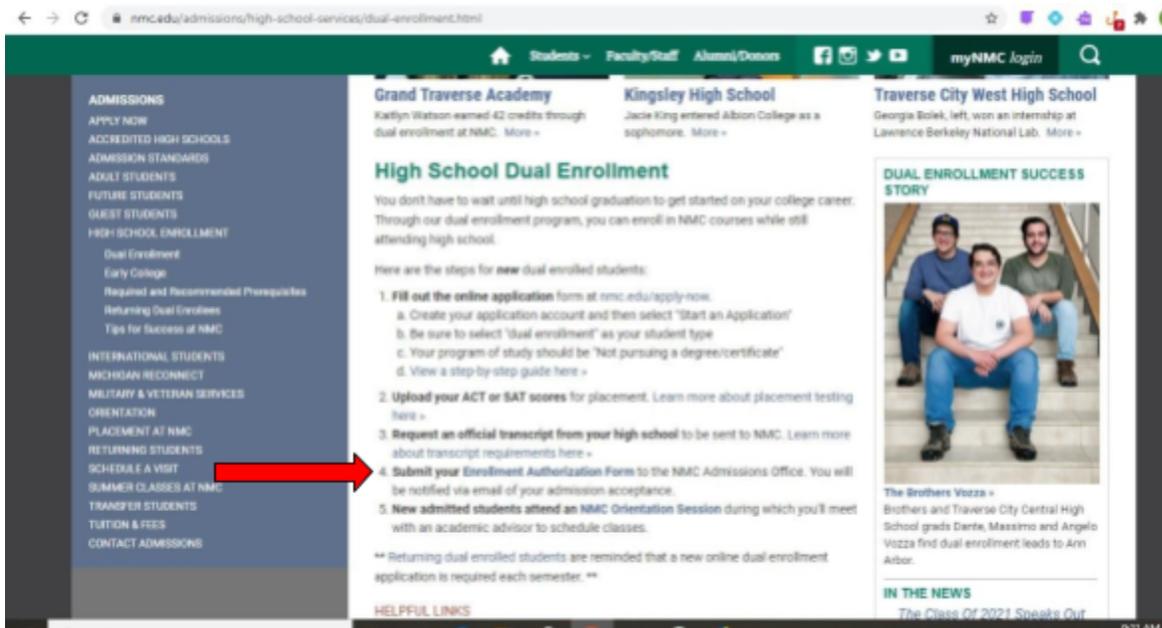


All Dual Enrolled and Early College students are required to submit a new Enrollment Authorization Form each semester. This form is where you list the potential class(es) you are wanting to register for, and your high school must sign off on the form.

The form can be found by going to nmc.edu and selecting “Students” at the very top of the page, and clicking on “Dual Enrolled/Early College.”



On the High School Dual Enrollment page, the link to the Enrollment Authorization Form is found in Step 4.



Begin completing the form, required fields are marked with a red asterisk. The NMC ID is not required, if you are new to dual enrollment, you will not receive your NMC ID until you have been admitted to NMC.

If you do not see your high school on the list, you can select “Other” and fill in the name, but most high schools should be listed by name. Once you have answered all of the questions on the first page, click “Next.”

Current Grade: *

12th

Which High School do you currently attend? *

- Alba High School
- Bellaire Public High School
- Benzie Central High School
- Buckley Community High School
- Cadillac High School
- Central Lake High School
- Elk Rapids High School
- Ellsworth High School
- Forest Area High School
- Frankfort High School
- Glen Lake Secondary School

The next page is the “Student Section.” It is **important** to understand that if you *do not* agree to allow your parent/guardian access to your college educational record, they will not be able to get any information about billing or class registration, if they call or come in with questions. The four digit PIN you assign, they will need to know to verify NMC staff can talk about your record with them.

STUDENT SECTION

It is the responsibility of the high school student to provide this form prior to enrollment in classes each semester.

Student Information Authorization *

I hereby allow the release of all aspects of my educational records, directory information as allowed under the Family Educational Rights and Privacy Act (FERPA), and student finance information to the parent(s)/legal guardian(s) shown below. All educational/financial records for this semester of attendance may be shared with him/her.

I do not agree to allow my parent/legal guardian to have access to my educational records/directory information/student financial records.

Enter a four digit pin number for your parent or guardian *

1222

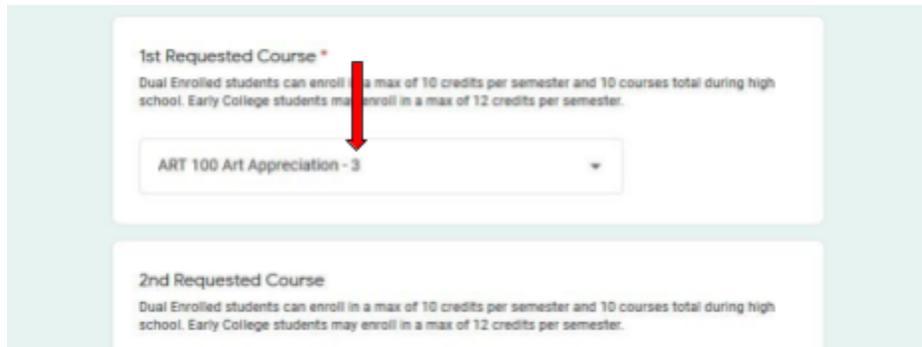
You will want to share this PIN with your parent or guardian

1st Requested Course *

Dual Enrolled students can enroll in a max of 10 credits per semester and 10 courses total during high school. Early College students may enroll in a max of 12 credits per semester.

You will want to list all possible classes you may consider taking. Even if you only plan to take one class, you may want to include one or two backup options, if you are unable to register for your first choice. If you are not sure what to take, please speak with your high school counselor or an Admissions Recruiter for guidance.

Each class lists the total number of credits it is worth after the dash in its listing. In the example below ART 100 Art Appreciation is a 3 credit class.



The image shows a screenshot of a web form for course selection. It is divided into two main sections: "1st Requested Course" and "2nd Requested Course". Each section has a title, a red asterisk, and a line of text explaining enrollment limits for dual-enrolled and early college students. Below the text in each section is a dropdown menu. In the "1st Requested Course" dropdown, the option "ART 100 Art Appreciation - 3" is selected. A red arrow points from the text above to this selected option. The "2nd Requested Course" dropdown is currently empty.

Where it asks for the total number of credits requested, you will want to enter the amount you anticipate to enroll in. If it is one class, then you select 3, 4 or 5, depending on how many credits the one class has. Click "Next" to move onto the next page.

The next page is the "Parent/Legal Guardian Section." Once you have completed all fields, click "Submit." Both you and your parent indicated on the form, will receive an email with a copy of the form you submitted. You will receive another email after your high school approves the form.