

**Holly High School
Dual Enrollment Form**

Date_____ Student Name_____ ID #_____

Guidelines for Dual Enrollment

- Review Holly High School schedule with my high school counselor to ensure that dual enrollment will not conflict with my current schedule.
- Complete **Dual Enrollment Form** and **Verification of Eligibility Form** obtained from school counselor. Reminder: Students can only register for courses approved on the Verification of Eligibility Form.
- Complete the college application for dual enrollment located in the Dual Enrollment folder on the Holly High School Counseling website. This form will need to be signed by the principal. If the college you plan to attend is not located on the website, please contact your counselor.
- Prior to registering for a course, students must contact the college's admission office to schedule a placement test. The college will not allow students to register without a placement test or a qualifying AP/ACT score.
- Check registration deadlines for the college you plan to attend.
- When registering for courses students should take a copy of their high school transcript to their institution. AP students may be able to avoid taking a placement test based on their AP grade/score. If you do not have your AP score, please print it from your college board account or see your counselor.
- To be scheduled as a dual enrollment student at Holly High School, students **MUST** return a college schedule to their counselor before the start of each trimester for approval.
- Students attending OCC **MUST** fill out the Authorization to Release Information Form located on the counseling website. You will need to add your counselor to this form.
- To receive high school credit for college work students **MUST** bring in their college report card to your high school counselor after completion of the class.
- I agree to pay any costs for tuition, fees, etc. that are above the cost paid by the district. Books become property of the high school after completion of the course. Students may choose to purchase their own book if they wish to keep the book.
- If a student fails to successfully complete his/her course, the student **MUST** repay the school district any eligible charges expended by the school district that are not refunded by the institution. Parent Initial

Student Signature

Date

Parent Signature

Date

Student Name _____ SS# _____

COURSES	COLLEGE/UNIVERSITY
_____	_____
_____	_____

Principal	Date
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Business Office Date

Student _____
Date _____

Holly Area Schools
920 East Baird Street
Holly, MI 48442
Business Office – Steve Lenar
248-328-3100