

# Dual Enrollment/Fast Track Admissions Instructions (Keep for your records)

**Complete Dual Enrollment /Fast Track Application:** Have a parent/legal guardian sign.

- Submit a new Dual Enrollment application each semester you plan to enroll while in high school.
- Dual enrollment applications are required for Spring/Summer if you have not graduated by the class' start date.
- Guidance Counselor or school official consent is required even if the school is not paying the tuition/fees.

**High School Permission:** Discuss courses you are eligible to take with your high school counselor.

- Make sure all possible courses are listed on the Authorization and Billing Form (see Next Page).
- You may register only for courses pre-approved by your school.
- Your school district will identify the financial reimbursement available.
- Your High School Counselor may submit this application to Delta College's Enrollment Services along with your transcripts and, if applicable, ACT scores.

## **Complete the Assessment/Testing Requirement**

- Assessment/testing and Orientation are required for students enrolling in Math, English or more than 5 credits in one semester. ACT is not required at Delta College, but it may exempt you from COMPASS with certain scores. (See Below)
- Testing is by walk-in only. Call our office for current hours. Bring your picture ID.
- You may be exempt from our COMPASS test if you have taken the ACT and have sub-scores of 20 English, 19 Math

**Orientation & Advising:** Call for info on in-person Orientation. A wide variety of dates and times are available to accommodate your schedule. You may complete Orientation online. Visit [www.delta.edu/orientation](http://www.delta.edu/orientation).

- Complete Orientation early in the Registration Phase I

<b>Semester You Seek</b>	<b>Best Time to Register</b>
Fall	Early April or May
Winter	Early November
Spring/Summer	Early March

**Register for Classes:** It is your responsibility to register for classes. Register as soon as possible to assure that you will find the classes you have discussed with your guidance counselor or school official.

- The Academic Class Schedule booklet contains registration dates and other information. It is available on the Delta College Web site ([www.delta.edu](http://www.delta.edu)). We advise you to search and Register for classes using the MyDelta system online.
- You are responsible for tuition, course fees, and registration fees not paid by your school district. Payment Deadline dates are listed in the Class Schedule booklet.

**Purchase Books/Required Supplies:** Present your course schedule to the Delta College bookstore for assistance. Dual Enrolled students are responsible for the cost of books and supplies.

**Attend Your Classes:** Speak to your instructor for class assistance if you are experiencing any difficulties.

- If you stop attending class you must officially drop (in writing) at Delta's Records & Registration Office.
- You must notify your high school counselor if you stop attending.
- Grades from your classes will become part of your official college transcript.

## **Apply as a degree seeking student to Delta College**

- Now that you know the many offerings at Delta College, consider choosing Delta as your full time college of choice.

## **Residency Guidelines**

- Guidelines are detailed in the Delta College Catalog. All students are subject to a check of their residency status. Proof of in-district residency must be dated a minimum of three months prior to class start dates. American citizens or permanent immigrants may verify permanent residency with the following legal documents:
  - Submit in-person or attach copies with your application as necessary
    - \* Michigan ID or Drivers License
    - \* Voter Registration Card
    - \* Property tax receipt from your permanent home in Bay, Midland or Saginaw County
    - \* Michigan Motor Vehicle Registration
    - \* Other legal documents such as court issued guardianship papers, etc.
    - \* For applicants currently enrolled in or recently graduated from high school, a high school transcript with permanent address



## **Enrollment Services**

1961 Delta Road (D-101)  
University Center, MI 48710  
[www.delta.edu](http://www.delta.edu)  
E-mail: [admit@delta.edu](mailto:admit@delta.edu)

(989) 686-9093  
(Bay City, Saginaw)  
(989) 495-4000, Ext 9093  
(Midland)  
(989) 758-3400, Ext 9093  
(Birch Run/Frankenmuth/ Reese/Vassar)  
FAX (989) 667-2202

# Dual Enrollment/Fast Track Application for Admission

**\$20.00** One-Time, Non-Refundable Application Fee must be enclosed for first time Applicants to Delta College

NAME \_\_\_\_\_  
Last First Middle

U.S. CITIZEN:  Yes  No  
COUNTRY OF RESIDENCE: \_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_  
Number, Street, Apt #

VISA TYPE: \_\_\_\_\_

ADDRESS \_\_\_\_\_  
City, State, Zip Code

PERMANENT RESIDENT # (Green Card)

LIN \_\_\_\_\_

LEGAL RESIDENCY  Bay County  Midland County  Saginaw County How Long? \_\_\_\_\_

(See Residency Guidelines)  Other Michigan County (Please Specify) \_\_\_\_\_  Out-of-State or Foreign Country

HOME PHONE (\_\_\_\_\_) \_\_\_\_\_

WORK/CELL PHONE (\_\_\_\_\_) \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

BIRTH DATE \_\_\_\_\_  
MM/DD/YYYY

ETHNICITY  Hispanic/Latino  
 Non-Hispanic

RACE (Check all that apply)  American Indian/Alaskan Native  
 Asian  
 Black/African American  
 Native Hawaiian/Pacific Islander  
 White  
 International (Not U.S. Citizen)

EMAIL ADDRESS \_\_\_\_\_

SEX (Check One):  Male  Female

## SEMESTER OF APPLICATION

Fall 20\_\_\_\_ (September-December)  Winter 20\_\_\_\_ (January-April)  Spring/Summer 20\_\_\_\_ (May-June/August)

## NAME OF HIGH SCHOOL/ALTERNATIVE SCHOOL ATTENDING

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

I AM HOME SCHOOLED

HIGH SCHOOL GRADUATION DATE-ANTICIPATED \_\_\_\_\_  
MM/DD/YYYY

## NAME OF TECHNICAL SCHOOL/CAREER CENTER ATTENDING (IF APPLICABLE)

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

## VERIFICATION (Please Read and Sign Below)

*Some of this information is requested for federal and state government reporting requirements, and/or needed for transcript verification. The use of this information will comply with all government regulations prohibiting violation of privacy rights.*

*I certify that I have answered all questions on this application truthfully, and that I have read and understand the information. I also understand that incorrect or incomplete information on this application may result in delay, denial or withdrawal from admissions, financial assistance, or continued attendance.*

Applicant Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

In case of emergency, call (name-relationship) \_\_\_\_\_ Phone \_\_\_\_\_

# DUAL ENROLLMENT/FAST TRACK AUTHORIZATION AND BILLING FORM

STUDENT NAME _____	
LAST NAME	FIRST NAME
STUDENT ID # _____	
SEMESTER _____	

**TO BE COMPLETED BY A HIGH SCHOOL COUNSELOR OR SCHOOL OFFICIAL**

Courses must be listed and District Responsibility must be identified before student will be admitted to Delta College.  
The school can make any changes via phone or fax. This form is for application not Registration.  
Registration is the responsibility of the student.

<input type="checkbox"/> Student may register for class/es of his/her choice	<input type="checkbox"/> Student is responsible for all costs
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Dept/Catalog #	Course Title	# Of Cr. Hours	Circle one below	District is responsible for:		
				Total Tuition and Fees	Support up to \$	District will pay Zero
Example: MTH 161	Analytic Geometry and Calculus I	3	And/Or	<input type="checkbox"/>		<input type="checkbox"/>
			And/Or	<input type="checkbox"/>		<input type="checkbox"/>
			And/Or	<input type="checkbox"/>		<input type="checkbox"/>
			And/Or	<input type="checkbox"/>		<input type="checkbox"/>

### APPLICATION FEE AND ENCLOSURES

The non-refundable, \$20.00 Application Fee is required for first time applicants to Delta College. Applications will not be processed without it. Please indicate below whether the student is responsible for the application fee or the District has agreed to be billed.

- Student previously attended. No Application fee needed.
- Bill the school district the \$20.00 Application fee
- The \$20.00 Application fee is enclosed

To assist in student advising and for other verification purposes, please check the following upon attachment to the application

- Academic Transcripts are enclosed (required)
- ACT scores are enclosed (if taken)

### COUNSELOR/SCHOOL OFFICIAL VERIFICATION

*Signature of a Guidance Counselor or other responsible School Official is necessary even if the School District is not paying. Signature indicates that the signee has discussed the previous page's admissions instructions with the student and initialed the bottom of the page. Homeschool parents should also sign here.*

Counselor/School Official please sign here \_\_\_\_\_ Date \_\_\_\_\_

### BILLING SHOULD BE DIRECTED TO:

School District	School Name			
Billing Address	City	State	Zip Code	Phone
Name of School Official Responsible for Billing	Signature of School Official	Date		