Dual Enrollment Student Checklist

Follow these steps to begin taking classes at Delta College

1. Talk to your school counselor

All students should meet with their high school counselor or designated high school official to discuss eligibility and dual enrollment opportunities.

2. Apply to Delta College

Go to **delta.edu/apply**. Create an application account (use personal email, not high school or parent) and submit a new application. **Select "I will be attending Delta College while still in High School (Dual Enrollment/ Early Middle College)" student type**. This is important so you are billed the in-district tuition rate for dual enrolled students and receive the correct communications from the college on the enrollment process and next steps. You will receive your acceptance email including your Delta College Student ID within one business day.

3. Determine course placement

Guided Self-placement Survey*

This quick placement survey allows you more flexibility to select the math and English courses that best align with your academic pathway, experience and comfort level. This will also assist in determining placement into other Delta courses. After you submit your application, you will need to return to your application account and complete the GSP survey.

1. Go to **delta.edu/apply** to sign in to your application account using your personal email
2. Under **Action**, click the word **View**
3. Click on **Admissions Steps**
4. Click **Start** next to guided self-placement survey

4. Delta student account activation

Approximately four hours after receiving your acceptance email, you'll receive an email from **accounts@delta.edu** with instructions on setting up your Delta Student Account and multifactor authentication (MFA). Your student account will give you access to your Delta email, Student Self-Service, Online Learning and much more. **The activation process is most easily done on a device other than your cell phone. Need help? Call 989-686-9575.**

5. Submit your Dual/EMC enrollment authorization form

One per school year, or each semester

The authorization form is a very important step in the process. This form must be signed by you, your parent/ guardian, and high school guidance counselor or designated high school official then submitted to **dualenrollment@delta.edu** prior to registration. Information on the form must match what classes you register for or you will likely be dropped from your class for nonpayment and/or will not be able to purchase text books.

6. Plan and register for classes

Once your high school counselor has approved classes for you to take (on the authorization form), it is time for you to plan your class schedule in Student Planning, within Student Self-Service. Once you like the way your plan looks, the final step will be to register for those classes by selecting the register button. Be sure to accept the financial agreement prior to registering. For questions on planned, enrolled or waitlisted classes please contact the dual enrollment office. **See back side for step-by-step instructions.**

7. Get your textbooks

Check with your school before purchasing your books, some schools pay for them. All books and supplies are available to purchase through the Delta College Bookstore. The bookstore is located in the lower level of main campus in N015. You can also order your books online at **delta.edu/bookstore.** Books are available approximately three weeks prior to the start of each term.

8. Explore campus

Want to know more about campus and the available resources? Schedule a tour and explore everything Delta has to offer. **Call our office at 989-686-9428 to schedule. While you are on campus, visit us in the Welcome Center (H-wing).**

Your Delta ID is:

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Notes:

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*May take a few minutes to populate.

Let us know if you have any questions along the way

Delta College Main Campus | 1961 Delta Road, University Center, MI 48710
Dual Enrollment Office | dualenrollment@delta.edu • 989-686-9428 • delta.edu/dual

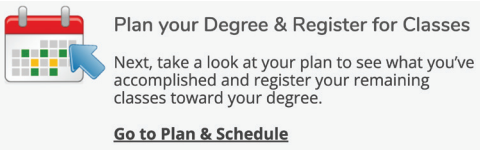
Delta College

delta.edu/equity 25-130 (10/25)

Register for classes

1 Go to Inside Delta at mydelta.delta.edu

Locate the ☰ icon in the upper left corner. Select **Tools** then **Student Self Service.** Log in using your Delta credentials. Click **Student Planning.** To add and remove courses, select **Plan your Degree & Register for Classes.**

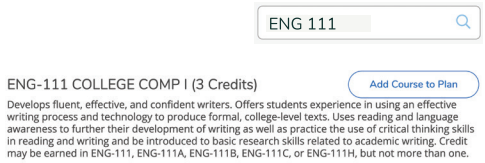


2 Choose your semester

You are able to register for more than one semester at a time, so make sure you have selected the correct one. You can use the arrow symbols to change semesters.

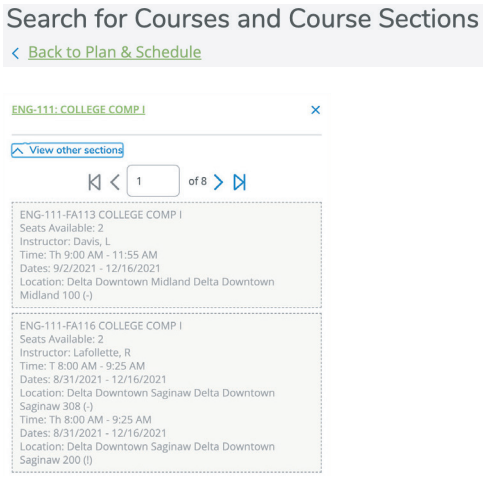
3 Search for courses

Use the search bar at the top right of the page to search for courses. Courses can then be added to your plan by using the Add Course to Plan button.



4 View Available Sections

Once you have added all courses to your plan, click **Back to Planning & Schedule.** Ensure you are in the correct semester. Open **View Other Sections** located under each course to open available time options.



5 Register

Click the course and **Add Section** one you find a section that works with your schedule. Keep in mind there can be multiple pages of options. After you have finalized all courses, select **Register Now** in the upper right corner to finish the registration process.

Keep in mind

Pay close attention to start and end dates of courses (August to December or January to April). Typical college courses are 15-weeks. We do not recommend accelerated courses to Dual Enrollment or Middle College students. Once you have successfully registered for a course your Student Planning will say **Registered, but not yet started** and courses will appear **green**.

For more info

Dual Enrollment Office
Welcome Center | 989-686-9428
dualenrollment@delta.edu

Delta College