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@deltac.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 TUITION AUTHORIZATION FORM (TAF)
One per school year, or each semester
The Tuition 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@deltac.edu prior to registration. Information on the TAF 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 TAF), 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: ____________________________

NOTES: ______________________________________

*May take a few minutes to populate
REGISTER FOR CLASSES USING INSIDE DELTA

HERE’S HOW IT WORKS:

1. Go to Inside Delta at delta.edu/students
2. Under the Tools tab, select Student Self-Service
3. Log in using your Delta credentials.
4. From here, click the button on the right labeled Student Planning, then select the second box on the right side labeled Plan your Degree & Register for Classes.

5. 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.
6. 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.
7. View Available Sections. Use the tab under the title of the course to view available sections. This will drop down to show the entire list of sections available for the course, so you can choose the section that best fits your schedule.
   **Please note:** A planned online class will appear in a bar at the bottom of the schedule.
   Please pay close attention to the start and end dates of courses. Traditionally paced classes are typically 15 weeks in length. If a class starts later than the first week of the semester or ends earlier than the last week of the semester, it is an indicator that it may be an accelerated course. Accelerated courses cover the same amount of material as a 15-week course, but in a significantly shorter time frame. Accelerated courses are not for everyone. Students are encouraged to speak with their high school counselor to find out if an accelerated course is the right fit.
8. Register. To register for the course(s) you’ve selected, click the Register Now button in the top right corner of the Plan your Degree landing page. This button will not be available until the date and time you are eligible to register.
   **Please note:** the Register Now button will sign you up for classes for the semester you have selected. If you want to register classes for more than one semester, be sure to change semesters and click the Register Now button again.

THINK BIG. THINK DELTA.