TO:  High School Counselors in the greater Lansing area
FROM:  Kathee McDonald, Director, Office of Gifted and Talented Education
        Michigan State University
DATE:  March 2006

As part of my duties at MSU I help all of the dual enrollment students enroll in their
classes. Below are the steps involved so you know what to expect. Please feel free to
contact me with questions you have: 517.432.2129 or mcdon288@msu.edu

DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS AT MSU
INFORMATION FOR GUIDANCE COUNSELORS

Step One
The student should fill out the Dual Enrollment by High School Students application form,
complete with signatures from school personnel. If you don’t have one on hand, go to
www.msu.edu/user/gifted and click on dual enrollment. One difficulty that arises is that
students often decide to get this form signed during summer vacation or the December
holidays, when the appropriate school personnel are not always available. This creates a
high level of anxiety in the parents and students because they are afraid the classes they
need will be filled. You may want to consider alerting local district office personnel to
this possibility during August and the December holidays so they know who is authorized
to sign the form if others are away.

Step Two
Fill out and give the enclosed MSU Postsecondary Enrollment Billing Authorization
Form to the student, delineating the amount of money the local district will pay toward
the tuition. (If your district has its own form with the same information included, it will
be fine for you to use that.) At this point it should be made clear to the student/parent that
the district’s portion will most likely not fully cover the cost of enrollment. Michigan
State University charges the lifelong education rate of tuition, which is $378.75 per credit
hour for 2007-2008. There are no additional registration/activity fees assessed except in
the case of international students for whom there is an additional fee of $25.00.

Step Three
The student’s application, his/her transcript and the Postsecondary Enrollment Billing
Authorization Form should be mailed together to:
The Office of Admissions and Scholarships
Michigan State University
East Lansing, MI 48824

PLEASE NOTE: the process up to this point will admit the student to MSU as a lifelong
education student, but the student will not be enrolled in any courses until he/she
completes the following steps.
Step Four
The student will receive a letter of admission as a Dually Enrolled High School Student from Michigan State University for the following semester; that letter tells the student to call or see Kathee McDonald before he/she can enroll. I try to make sure that the student knows what to expect in a college course, I discuss his/her transcript, and I listen for indications this might not be a good choice for the student. If there is a strong indication that a student might not be successful in a course, I discourage him/her from enrolling. This is a rarity because almost all of the students applying for dual enrollment are of a very high caliber, but we do want to guard against students having a bad experience. After talking with the student, I have the computer hold lifted so he/she can enroll and I send a packet of information to the student about issues such as getting an MSU e-mail account, textbooks and parking. The student is also told that to enroll for future semesters he/she needs to receive approval from the high school guidance counselor and have another Postsecondary Enrollment Billing Authorization Form sent.

Special Circumstances:
Students wishing to take a course based on AP exam results should enroll for the anticipated course in the spring and then send a copy of his/her AP test score in the requested subject when it arrives to:

Kathee McDonald
186 Bessey Hall
Michigan State University
East Lansing, MI 48824-1033.

If the student has not taken an AP test, he/she will need to take a placement test, which I will tell the student about when I talk with him/her.

Students wishing to take an art, music or theater course will need to first receive permission from the appropriate department.

Step Five
The students should activate their MSUNet ID and e-mail service as soon as possible. This can be done by going to http://netid.msu.edu and following the instructions given.

Step Six
The student enrolls for a course over the Internet. This is accomplished by going to www.msu.edu. At that site, the student goes to Current Students, then Computer Enrollment. If the student has problems with on-line enrollment he/she can call the Registrar’s Office at 517-355-3300 to enroll. If an override is needed for the student to be able to enroll the student should call Kathee McDonald.

Step Seven
A bill will be sent by the MSU Office of the Controller, Departmental Receivables, to the school district for its portion of tuition. A notification of electronic billing for the student’s portion will be sent to the student’s MSU e-mail account, with a credit indicated for the amount the school district will be billed. The bill stub with the requested payment should be submitted by the parents by the due date. Payments can be made on-line
according to the e-mail notification. **Please note: even if the school district is paying the entire amount, an electronic bill will be sent to the student showing no charge. The bill stub still needs to be returned as directed in order for the student to remain enrolled.**

**Subsequent Enrollment**

After a high school student has been accepted as a lifelong education student at MSU, he/she can enroll in subsequent courses. However, a Postsecondary Billing Authorization Form should be filled out by the high school prior to each semester and sent directly to:

The Office of Admissions and Scholarships  
Michigan State University  
East Lansing, MI  48824

It is important to note that admission as a Dually Enrolled High School Student does not assure admission to the university as a degree candidate upon completion of high school graduation requirements. A regular application for admission must be completed and all transcripts sent to the university. If the student is accepted as a degree candidate to MSU, he/she will need to transfer the lifelong credits already earned to his/her degree program.

If you have any questions about this process or concerns about individual students please feel free to call me. I also tell the students they can call me if they run into any problems while they are taking classes at MSU as dual enrollment students. My phone number is 517-432-2129, and my e-mail address is mcdon288@msu.edu.