DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS AT MSU

STUDENT PROCEDURES

STEP ONE
Fill out the MSU Dual Enrollment by High School Students application, being sure to include the necessary signatures from your school. These forms are available at your high school guidance office, or go to www.msu.edu/user/gifted and click on dual enrollment.

STEP TWO
Get an MSU Postsecondary Enrollment Billing Authorization Form or its equivalent from your school (or go to the web site mentioned above) and be sure that both the school officials and your parents sign it.

STEP THREE
Mail your application, a copy of your transcript and the Postsecondary Enrollment Billing Authorization Form to:
   The Office of Admissions and Scholarships
   Michigan State University
   East Lansing, MI 48824

PLEASE NOTE: The process up to this point will admit you to MSU as a lifelong education student, but you will not be enrolled in any courses until you complete the following steps.

STEP FOUR
You will receive a letter of admission as a Dual Enrollment High School Student from Michigan State University for the following semester. In that letter will be information on the next steps you will need to take, including calling or meeting with Kathee McDonald, 517-432-2129.

If you are planning to enroll in a course based on an AP exam score, then in April or May you should enroll for the course which you expect to place into. This will help secure your place in the section that works best for your schedule. Kathee McDonald will help you determine which course you can expect to take. As soon as you receive your AP score report you need to send a copy of it to:
   Kathee McDonald
   186 Bessey Hall
   Michigan State University
   East Lansing, MI 48824-1033

or fax to: 517.355.6464
If you want to take something other than the first year of either a foreign language or calculus, but you are not taking an AP test, you will need to take an MSU placement test. If you want to take an art, music or theater course you will need to first get approval from that department. Kathee McDonald will give you further information on both of these issues when you call.

STEP FIVE
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
Once you have selected your course you can enroll in it over the Internet. This is accomplished by going to www.msu.edu. At that site, go to Current Students and then Computer Enrollment. If you have problems enrolling on line call the Registrar’s Office at 517-355-3300 to enroll. If an override is required in order for you to enroll, call Kathee McDonald.

STEP SEVEN
A bill will be sent by Michigan State University to your school district for its portion, and an electronic bill will be sent to you for your portion of the payment. Notification of billing and instructions on accessing the bill will be sent to the students MSU e-mail address. This account should be checked frequently for new e-mail. Your bill should indicate a credit for the amount that your school district will be billed. Please note: even if your school district is paying the entire amount, an electronic bill will be sent to you showing no charge. The bill stub still needs to be returned as directed in order for you to remain enrolled.

SUBSEQUENT ENROLLMENT
You will now be able to enroll for future courses at MSU as a High Achieving High School Student, but you will need to have a Billing Authorization Form filled out by your school before each semester and sent to:

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

If you choose to come to MSU after high school graduation, you will need to fill out a regular MSU application. If you are accepted here, you will need to transfer the MSU credits you earned as a high school student from lifelong education to your degree program.

Please feel free to contact Kathee McDonald at 517-432-2129 or mcdon288@msu.edu if you have questions as a High Achieving High School Student.