**DUAL ENROLLMENT CHECKLIST**

**2022-2023**

1. Complete dual Enrollment Approval Form and BHS Postsecondary Enrollment Options Contract. New this semester- you must choose a course and indicate course information on the form. You must use a separate form with course information for each semester. **Send Directly to LCC to the email listed at the top of the form.**
2. Apply to LCC (Application Type-High School Student) **ASAP.**
3. Upon notification of acceptance, activate account **ASAP.**
4. Establish placement scores by **April 30** . There are two ways to do this:
5. Take the Accuplacer test at LCC Testing Center.
6. Download and Send PSAT/SAT report directly to LCC.

5. Register for the course through Banner Account by Friday, May 21.

6. Purchase Text Books for the Course

7. Submit receipt to Mrs. Hoard for reimbursement.

**Please note: For the purposes of scheduling, BHS deadlines are different than LCC. You MUST meet BHS deadlines to be eligible to dual enroll! Students are entirely responsible for completing the above steps. If all steps have not been completed by May 21, the student will not be able to dual enroll the following semester!**

**I have read and understand the steps necessary for dual enrollment. I have reviewed these with my parent/guardian. We understand that it is entirely *my* responsibility to complete the above steps by the noted deadlines. If I do not complete these steps, I will not be eligible to dual enroll for the following semester.**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**