High School: Steps to Dual Enroll Your Students

1) Determine if the student is prepared for the academic rigor and implications that enrollment in a college course may present. For instance:
   a. Are they able to devote time above and beyond their high school coursework, extracurricular activities, work schedules, and home life responsibilities?
   b. Are they emotionally and mentally prepared to handle college-level discussions and expectations?
   c. Are they able to be present in class from the beginning to the end of the semester without excessive absences?

2) The student should apply to Bay College for Dual Enrollment. The application is free and can be found here: https://www.baycollege.edu/admissions/dual-enrollment.php

3) The student and their parent/guardian will need to complete and submit the Dual Enrollment Contract to the college.

4) If the student has already taken the PSAT, SAT, or ACT, scores should be sent via scores indicated on their transcript, College Board print-out, The ACT Test print-out, or information sheets provided by assessment tests to the high school. Bay College requires students to have appropriate placement scores to register for certain courses.
   - If “R” or “E” are indicated as pre-requisite:
     - PSAT/SAT scores of 480 or higher will qualify them for the course
     - ACT scores of 18 or higher in English and Reading will qualify them for the course
   - If “M” is indicated as a pre-requisite:
     - PSAT/SAT scores of 480 or higher will qualify them for the course
     - ACT scores of 20 or higher will qualify them for the course
     * Math courses have designated scores that will make students eligible to take those courses. The placement table provides this information.
   - Students scoring less than the requirements for a course who would like to attempt to be eligible to take said course may schedule the appropriate Accuplacer (English Reading and Writing) and/or Aleks (Math) assessment.

Assessments can be scheduled on the Bay College campus or online. Students may call to schedule placement via the following:

Escanaba – 906-217-4010
Iron Mountain – 906-302-3000
Manistique – 906-341-4316
Online – 906-217-4035