

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, extra-curricular 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