



Information for Dual Enrollment Applicants Fall 2019 and Winter 2020 Terms only

For Dual Enrollment in the

College of Literature, Science, and the Arts (LSA)

Completing the Application

Before filling out the application, please read this information sheet thoroughly for the guidelines for admissibility as a Dual Enrollment candidate and for information on the documentation that must be included with this application. If you do not meet the guidelines and wish to discuss special circumstances, you should call the Office of Undergraduate Admissions at 734-764-7433 and ask to speak to an Admissions Counselor. Also, please feel free to contact us online at admissions.umich.edu.

Completed applications should be returned to:

Office of Undergraduate Admissions
300 Student Activities Building
515 E. Jefferson St.
Ann Arbor, MI 48109-1316
Fax: 734-936-0740 or scan and email to ecredentials@umich.edu

Part II must be completed by a secondary school official. The completed application can be submitted directly to the Office of Undergraduate Admissions. Transcripts, including final grades for the last term completed, or other documentation should be sent directly by the institution, but can be turned in to this office by the applicant if contained in an envelope sealed by the issuing institution.

Applications should be returned to the Office of Undergraduate Admissions **at least one month in advance of the first day of classes*** (see below). If you are applying for winter term, please be aware that December 25 - January 1 are NOT business days. This office will determine admissibility as applications are received and will notify the applicant of a decision by email. If admitted, an official admission communication including registration procedures will follow. Students are typically notified of their decision in late August (fall term) or late December (winter term) once space and availability is determined and the application and required documentation are received. Applications submitted after this time period are not guaranteed to be reviewed prior to the beginning of the semester.

Applicants who are F-1 or J-1 visa holders must submit a completed Financial Resources Statement (available online at admissions.umich.edu/frs) and supporting documentation. Students already in the U.S. on F-1 or J-1 status must also submit a photocopy of the current I-20 or DS-2019 and I-94 card.

Students who are non-native speakers of English are required to provide proof of English language proficiency by taking the Michigan English Language Assessment Battery (MELAB; michiganassessment.org/test-takers/tests/melab), the Test of English as a Foreign Language (TOEFL; www.ets.org/toefl), or the International English Language Testing System test (IELTS; www.ielts.org). Scores should be submitted directly from the testing agency to the Office of Undergraduate Admissions. Please include a photocopy of your score report or the date on which you plan to take the MELAB, TOEFL, or IELTS.

Registration

- Dual Enrollment students may not register before the first day of classes. University of Michigan students register for classes via the web. For information about the registration process, see the Registrar's website at ro.umich.edu. **Admitted Dual Enrollment candidates may ONLY enroll in the specific coursework stated in the admission decision letter in the College of Literature, Science, and the Arts, provided spaces are available.**
- Continuation for subsequent terms is contingent upon successful performance in courses. Students who wish to continue their Dual Enrollment status should submit a request for continued enrollment which includes the proposed course title and number for subsequent term of enrollment. The Office of Undergraduate Admissions will notify the student if a new application or additional information is needed. The request should be sent to the Office of Undergraduate Admissions **at least one month in advance of the first day of classes*** (see below).
- At a later time, if you change from Dual Enrollment to degree-seeking status and are admitted and enroll, you must contact the Registrar's Office to have all courses you completed as a Dual Enrollment student added to your credits and grades on your U-M academic record.

***First day of classes**
Last day of examinations

Fall 2019
September 3
December 20

Winter 2020
January 8
April 30

Financial Aid

Dual Enrollment applicants should be aware that Financial Aid eligibility is restricted to guaranteed loans. For further information please visit finaid.umich.edu.

Tuition & Fees for Dual Enrollment Candidates

2019-2020 Full term tuition fees**	
	Michigan Residents
Full-Time (12-18 hours)	\$7,615
Part-Time First Hour	\$987
Part-Time Additional Hours	\$603

** Tuition figures are for 2019-2020.

For further information please visit ro.umich.edu.

Please note: residency status for tuition purposes may differ from legal status. Please review residency guidelines to determine eligibility.

Eligibility

Before completing the enclosed Dual Enrollment application, carefully read the information provided below to determine if you are eligible for Dual Enrollment admission.

To be admitted as a Dual Enrollment student, you must meet all of the following criteria:

You are a high school student, and have:

- 1) completed a track of typical college prep courses through the Advanced Placement level, and
- 2) scored a 4 or 5 on the AP exam to place you in an intermediate level course such as Calculus II or an intermediate level foreign language in the area you are interested in pursuing Dual Enrollment.

Required parts of Dual Enrollment application:

- Official copy of your high school transcript through **completion** of your current term of enrollment.
- SAT/ACT scores sent directly by the testing agency to the Office of Undergraduate Admissions.
- Copies of AP scores for each subject of interest.
- Completed Part I of the Dual Enrollment application, including applicant and parent signatures.
- Completed Part II of the Dual Enrollment application by a high school official certifying that you are eligible.

We highly recommend submission of your application and all available documents before your high school is dismissed for the summer. High school students may not enroll as Dual Enrollment students for college courses simply because the courses are not offered in their high school (e.g., any first or second year language courses).

Note: Students wishing consideration due to special circumstances should contact an Admissions Counselor at 734-764-7433.

Students should consider alternate enrollment opportunities elsewhere if interested in:

- Introductory computer science coursework
- Introductory political science
- Introductory psychology
- Introductory economics
- Introductory statistics

12. Have you previously attended the U-M? Yes No

13. Please indicate the session for which you are applying: Fall 2019 Winter 2020

14. Please indicate the School/College to which you are applying: College of LSA

15. Last high school attended: _____

High school location/address: _____

16. Employer: _____

Address: _____

Employment dates: from _____ to _____
(MM/DD/YYYY) (MM/DD/YYYY)

17. Residency

The information provided in this section does not affect your potential for admission, but it will determine your tuition rate and should be read carefully. It is the applicant's responsibility to read the University's Guidelines for Qualifying for In-State Tuition, available at: ro.umich.edu/tuition-residency/residency, and to apply for admission and register under the proper in-state tuition classification.

Are you now a Michigan Resident as defined by the University's Guidelines for Qualifying for In-State Tuition?

Yes, since _____ No
(MM/DD/YYYY)

If you answered "Yes" and any of the following circumstances apply, you must file the appropriate Application for In-State Tuition (available online at ro.umich.edu/tuition-residency/residency) and be approved to qualify for in-state tuition:

- You currently live outside the state of Michigan for any purpose, including, but not limited to, education, volunteer activities, travel, or employment.
- You have attended or graduated from a college outside the state of Michigan.
- You have lived or worked outside the state of Michigan at any time within the last three years.
- You are not a U.S. citizen.
- Your spouse, partner, or parent is in Michigan as a nonresident student, medical resident, fellow or for military assignment or other temporary employment.
- You are 24 years of age or younger and a parent lives outside the state of Michigan.
- You are 24 years of age or younger and have attended or graduated from a high school outside the state of Michigan.
- You have attended or graduated from an out-of-state high school and have been involved in educational pursuits for the majority of time since high school graduation.
- You previously attended any U-M campus (Ann Arbor, Dearborn, or Flint) as a nonresident.

Other circumstances may also require you to file an application for in-state tuition. For questions or assistance, contact the Residency Classification Office at 734-764-1400. The deadline dates for submitting an application apply to the term for which residency is sought and are as follows: September 30 for Fall Term, January 31 for Winter Term. Processing times can be lengthy. It is recommended that applications be submitted as soon as possible.

The information requested in item 18 below is optional and will not be used for admissions purposes. It will be used to satisfy federal reporting requirements and may be used for other purposes allowed by law.

18. Please indicate whether you consider yourself to be Hispanic or Latino.

- No**, not Hispanic or Latino.
- Yes**, Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

In addition, select one or more of the following racial categories to describe yourself:

- American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent (including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
- Black or African American:** a person having origins in any black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

19. Please list courses (department course title/number) in which you intend to enroll as a Dual Enrollment student: (Required)

20. Indicate your reasons for seeking Dual Enrollment enrollment: (Required. Please attach an additional page if necessary)

21. Answer the following required questions:

a. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. Yes No

b. Have you ever been adjudicated guilty or convicted of a misdemeanor or felony? Yes No
(Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise required by law or ordered by a court to be kept confidential.)

c. Is any felony charge, or allegation of academic or disciplinary misconduct at any secondary school, college or university, currently pending against you? Yes No
Please know that any prior or pending disciplinary and/or criminal history does not automatically disqualify you for admission.

Note: You have an ongoing responsibility to inform the Office of Undergraduate Admissions immediately of any changes to your disciplinary and/or criminal history until you start classes. Failure to report prior or pending disciplinary and/or criminal history may result in the withdrawal of your application or revocation of your admission.

If you answered "yes" to any of these questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

22. By my signature, I certify that all the answers I have given on this application are complete and accurate to the best of my knowledge. I understand that falsification or omission of information or credentials may result in the revocation of admission.

Signature: _____ Date: _____

Parent/Guardian: I, _____, give my permission to _____ to leave high school to take coursework on the U-M campus. (student name)

Signature: _____ Date: _____

University of Michigan Dual Enrollment Application - Part II

TO BE FILLED OUT BY HIGH SCHOOL OFFICIALS AT YOUR HOME/MOST RECENT INSTITUTION

Directions to the student:

Part II should be submitted to the school counselor where you are presently enrolled. Part II is to be completed by the high school counselor/official and the complete application sent to: Office of Undergraduate Admissions, 300 Student Activities Building, 515 E. Jefferson St., Ann Arbor, MI 48109-1316.

Fax: 734-936-0740 or scan and email as a PDF attachment to ecredentials@umich.edu.

Questions? Call us at 734-764-7433.

Directions to the High School Officials:

To be filled out by the designated agent where the applicant is presently enrolled.

Student Last Name _____ Student First Name _____ Birthdate / /
MM/DD/YYYY

U-M ID # (if known) _____ U.S. Social Security Number _____ Gender: M / F

I certify that the student named above is currently or was enrolled at _____
(institution)

This student's last term of registration was _____

This student has exhausted coursework available in the _____ department.
(ex: Science, Social Science, Math, English)

This student sat for _____ AP exam and earned a score of _____.

Signature _____

Title _____

Institution _____

Address _____
Street

City _____ State _____ Zip _____

Email address: _____

Telephone number (_____) _____

Fax number (_____) _____

Date _____