

VMHS DE Enrollment Steps

- ❖ **Students sign up through registration process in February with counselors.**
- ❖ **Counselors review eligibility indicators to determine appropriate placement into dual enrollment.**
- ❖ **Students begin matriculation process:**
 - i. **Students complete online application for MSJC.**
 - ii. **Students take assessment.**
- ❖ **Students are placed into dual enrollment based on scores or schedules adjusted into VMHS classes.**
- ❖ **Students complete online orientation.**
- ❖ **Attend mandatory Dual Enrollment Parent Meeting.**
- ❖ **School Parent Agreement High School Concurrent Enrollment Form completed.**
- ❖ **Print and attach VMHS Transcripts to verify GPA requirements.**
- ❖ **Turn Concurrent Enrollment Form with transcript into MSJC.**
- ❖ **Rosters reviewed at start of semester to ensure appropriate placement of students in sections and verify enrollment.**