

# DUAL ENROLLMENT AND HIGH SCHOOL STUDENT ADD/DROP FORM (2024)

Student ID: \_\_\_\_\_

Semester (Check One):                      Spring 2025                      Summer 2025                      Fall 2024

## SECTION I – ACKNOWLEDGEMENT (SIGNED BY THE STUDENT & PARENT/GUARDIAN)

As a dual enrollment or high school guest student at Jackson College, I certify that all of the answers on this form are complete and accurate to the best of my knowledge. I agree to become knowledgeable about Jackson College's policies and procedures and abide by them, including policies related to the adding and dropping of courses. I understand that I am creating a permanent JC academic record. I understand that withdrawal from a course(s) may impact my future ability to receive certain forms of financial aid and my eligibility to play in college athletics. I authorize JC to send registration information/grades to my high school, when the school is paying for the course(s). I further acknowledge that I am aware that some college courses contain adult content.

\_\_\_\_\_  
Student's Signature Date

As parent/guardian, I authorize my dependent to enroll at Jackson College and understand that I am responsible for all tuition and fees not covered by the school (billing information will be sent to student's home address if tuition and fees are not covered by school). I understand enrollment creates a permanent college transcript and I concur with the high school official regarding course selection. I further acknowledge that I am aware that some college courses contain adult content.

\_\_\_\_\_  
Parent/Guardian's Signature Date

## SECTION II – PERMISSION & BILLING AUTHORIZATION (COMPLETED BY SECONDARY SCHOOL)

I certify that \_\_\_\_\_ is currently enrolled at \_\_\_\_\_  
(NAME OF STUDENT) (NAME OF SCHOOL)

AND

- Meets the conditions outlined in the Michigan Postsecondary Enrollment Options Act ([www.michigan.gov/mde](http://www.michigan.gov/mde));
- Has received the prescribed counseling required under the Postsecondary Enrollment Options Act from the sponsoring school;
- Understands that granting of credit toward high school requirements rests entirely with the sponsoring school; **and**
- Has demonstrated the skills and abilities to successfully complete the college courses recommended.

**It is understood that if the secondary school is paying for course(s):**

- Jackson College will send a written notice to the school district indicating the course(s) enrollment information
- Jackson College will send a bill to the school district after conclusion of JC's add/drop period for the course(s)
- Jackson College will send the school district the grades for courses paid for by the school
- Jackson College will share pertinent educational information with the High School officials to ensure that the student is given the maximum opportunity for success.

CHECK A = ADD D = DROP	COURSE LETTERS AND SECTION (EXAMPLE: SOC 231 01)	MEETING DAYS	MEETING TIME	JC CREDIT ONLY	BOTH HS & COLLEGE CREDIT	HS CREDIT ONLY	AUDIT NO CREDIT; NO GRADE
A    D							
A    D							
A    D							
A    D							

\_\_\_\_\_  
School Counselor or Designated School Official Signature Date

\_\_\_\_\_  agrees  does not agree to pay for tuition and fees for dual enrolled student.  
(NAME OF SCHOOL)

\_\_\_\_\_  
School Official Signature Date

**PLEASE COMPLETE SCHOOL BILLING INFORMATION BELOW IF TUITION AND FEES WILL BE COVERED BY THE SCHOOL.**

Billing Address: \_\_\_\_\_

Comments: \_\_\_\_\_

**JC OFFICE USE ONLY**

\_\_\_\_\_  
Staff Initials

\_\_\_\_\_  
Date

REV 06.28.23

**Upload this completed form to the JC Admissions Secure Documents:  
<https://jccmi.goironcloud.com/Containers/ViewContainer.aspx?fid=60C5BB6CBB7B42BE>**

Information about filling out this form:

- This form is only to be filled out if there is a change in courses to be added or dropped if the student has already been accepted to Jackson College (received their acceptance letter)
- Students will need to reapply to Jackson College after a year. e.g. A student who applies for Spring 2023 will need to reapply for Spring 2024.
- JC Admissions checks the location this form is uploaded to each business day. Once it is received and processed the student and counselor will be notified of the changes.

If you have any questions please contact Jackson College Admissions: [jcadmissions@jccmi.edu](mailto:jcadmissions@jccmi.edu)