



Dual Enrollment Guide

GREENSPIRE HIGH SCHOOL DUAL ENROLLMENT STANDARDS

- A student's cumulative GPA must be above a 3.3 at GHS
- Families must provide their own transportation or use public transit to the NMC campus for in-person courses unless they are held at the University Center.
- Student NMC courses will only be paid for when taken during the GHS school year. (NMC Fall: August-December and Spring: January-May Semesters)
- GHS Students must pass their courses with a 1.0 or higher at NMC for The Greenspire District to pay for the course. If a GHS student does not pass the course with a 1.0 or higher, course payment defaults to the student's primary guardian/parent of record. *
- Students are encouraged to take EDU 100 (College Success) or PSY 100 (Career Exploration and Planning) as their first course at NMC and to only take one course in their first semester.
- Students are encouraged to notify their NMC Instructors that they are dual-enrolled high school students. This is not to ask for concessions or special treatment, but simply to make the instructor aware that you may have schedule conflicts because you are enrolled in two schools.
- The Greenspire School is provided access to all NMC/GHS dual-enrolled student information and records. However, GHS will not monitor students during their NMC courses.
- **Course Limits:** Up to 10 courses overall can be covered under the Postsecondary Enrollment Options Act. For a student that first dual enrolls in:
 - 9th grade – not more than two courses per year in 9th, 10th, and 11th grade, and not more than four courses in grade 12
 - 10th grade – not more than two courses in 10th grade, and not more than four courses in 11th and 12th grade
 - 11th or 12th grade – not more than six courses per year

**Typically a 2.0 is required to transfer credits to another college or university. Transfer credits are at the discretion of the institution transferring in the credits. Please see that institution's policy for more information.*

GREENSPIRE HIGH SCHOOL DUAL ENROLLMENT STEPS

1. **Fill out** the [GHS Dual Enrollment Application](#)
2. After you submit your GHS Dual Enrollment application, you will be scheduled for a **meeting with counselor Sarah** to discuss your acceptance as a GHS Dual Enrolled Student
3. **Receive an official transcript** from GHS (will be sent to NMC after the meeting)
4. **Move onto the NMC Enrollment Steps** only after you are accepted as a GHS Dual Enrolled Student. GHS cannot complete the NMC Enrollment process. This must be completed by the student and their family.

NORTHWESTERN MICHIGAN COLLEGE ENROLLMENT STEPS

1. **Fill out the online application** form at nmc.edu/apply-now
 1. Create your application account and then select "Start an Application"
 2. Be sure to select "dual enrollment" as your student type
 3. Your program of study should be "Not pursuing a degree/certificate"

You can view a [step-by-step guide to apply here »](#)
2. **Upload your ACT or SAT scores** for placement. Students who do not have ACT or SAT scores can be placed into courses by using their high school GPA or completing a math placement test
3. **Verify submission of an official transcript from GHS** to NMC
4. **Submit your [Enrollment Authorization Form](#)** to the NMC Admissions Office. You will be notified via email of your admission acceptance. [View the step-by-step guide here »](#)
5. **Newly admitted NMC students must attend an [NMC Orientation Session](#)** during which you'll meet with an academic advisor to schedule classes

REVIEW >> [NMC Dual Enrollment Approved & Restricted Courses](#)

REVIEW >> [NMC Michigan Transfer Agreement Course List](#)