

# DUAL ENROLLMENT CHECKLIST



**HIGHPOINT**  
VIRTUAL ACADEMY  
OF MICHIGAN  
POWERED BY K12

## STEP ONE

- ☐ Fill out HVAM DE Application
  - Fall Semester– Due Feb. 27
  - Spring Semester – Due Nov. 3
- ☐ Approval/Denial Notification  
(within 4 weeks of application deadline)

## STEP TWO

- ☐ Apply for the college/university that you are interested in attending
  - Fall Semester – apply by March 13
  - Spring Semester – apply by Nov. 17
- ☐ Email DE counselor after applying (to send transcript); this completes app.
- ☐ Email DE counselor after getting accepted ASAP
- ☐ Complete college/university Dual Enrollment Orientation (if applicable)

## STEP THREE

- ☐ Fill out Class/Tuition Form
  - Fall Semester – May 1
  - Spring Semester – Dec. 4
- ☐ Register for classes (this process looks differently depending on which college/university; I am here to help)
- ☐ Order books (this process looks differently for each college too)

## FINAL CHECK

- ☐ Ensure you know how to log-on to your college platform (Canvas, Blackboard, etc) & college email
- ☐ Ensure that you've met with an advisor @ the college/looked into your class(es) will transfer (or used Michigan Transfer Agreement)
- ☐ Make sure that your HVAM & college class(es) do not conflict

## OTHER INFO

- ☐ We will pay \$761/class
- ☐ If you attend Baker/Davenport (one of our partner schools), all costs are covered
- ☐ If you attend a community college, you likely will not go over the \$761 cap amount
- ☐ You will be asked to fill out a W-9 form to get reimbursed for books (depending on the school)



HVAM DE Application



Class Selection Form



Michigan Transfer Agreement Info