



## High School Counselor Dual Enrollment Checklist and Timeline

### Schedule and Registration

Year-round calendar viewable	March
Fall registration opens	April
Spring registration opens	October
Summer registration opens	March

### Suggested Timeline

Students complete KCC Dual Enrollment Application – New Students only	Fall – March/April Spring – September/October Summer – March	<a href="#">Dual Enrollment and Early College Application</a>
Meet with students to discuss their options	Fall – March/April Spring – September/October Summer – March	How many classes do they have room for? Are they taking online or in-person classes? What time of day fits with their schedule? What courses do they want to take? Do they need to meet with a KCC Student Success Coach?
Student meets with KCC Success Coach to determine classes (optional)	Fall – March/April Spring – September/October Summer – March	Timeaka Reese 269.565.7860 <a href="mailto:reaset@kellogg.edu">reaset@kellogg.edu</a> <a href="#">Schedule an Appointment</a>
Submit student documents	Fall – March/April Spring – September/October Summer – March	<ul style="list-style-type: none"> <li>- Address verification</li> <li>- PSAT/SAT scores</li> <li>- High School transcripts (if needed)</li> </ul>
Student completes Accuplacer testing (if needed)	Fall – March/April Spring – September/October Summer – March	<a href="#">KCC Testing and Placement Chart</a>
Complete Post Secondary Tuition (PST) form in Etrieve	Fall – March/April Spring – September/October Summer – March (if applicable)	<a href="#">Counselor Etrieve Link</a>
Student plans and registers for classes	Fall – April-August Spring – October-January Summer – March	<a href="#">KCC Schedule</a>
Monitor the Etrieve Dual Enrollment Dashboard	Year round based on semester	View who is registered and which section. View final grades once posted.

### Notes:

1. It is recommended that all courses are submitted for approval prior to students registering for their courses.
2. All new students will need to complete [Learning Technologies Readiness](#) (LTR).
3. Students who are taking summer courses only need to be approved if a) the school is paying and/or b) the student is receiving high school credit for the course.
4. High School transcripts are only needed for students who are enrolling in BIOL 201 (Human Anatomy) or includes the students PSAT/SAT 2-digit scores.