



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	Dual Enrollment and Early College Application
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	Timeeaka Reese 269.565.7860 reaset@kellogg.edu Schedule an Appointment
Submit student documents	Fall – March/April Spring – September/October Summer – March	<ul style="list-style-type: none"> - Address verification - PSAT/SAT scores - High School transcripts (if needed)
Student completes Accuplacer testing (if needed)	Fall – March/April Spring – September/October Summer – March	KCC Testing and Placement Chart
Complete Post Secondary Tuition (PST) form in Etrieve	Fall – March/April Spring – September/October Summer – March (if applicable)	Counselor Etrieve Link
Student plans and registers for classes	Fall – April-August Spring – October-January Summer – March	KCC Schedule
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. All courses should be 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 enrolling in BIOL 201 (Human Anatomy) or include PSAT/SAT 2-digit scores.