

# MAC DUAL ENROLLMENT – COURSE ENROLLMENT:

**\*\*read this page FIRST, in its entirety, BEFORE you type anything!**

**TO ENROLL YOURSELF IN DUAL ENROLLMENT CLASSES (note: this is NOT the procedure for Dual CREDIT classes!):**

1. Log in to your MyMAC account at [www.mineralarea.edu](http://www.mineralarea.edu)
2. **\*SKIP THIS STEP IF YOU ARE CURRENTLY ENROLLED IN A MAC CLASS** (dual credit counts too):
  - a. If you are not currently enrolled in a MAC class of any kind this semester, you **MUST** have completed your High School Dual Enrollment online application (update) form at least 2 days prior to today, then you will be able to enroll in classes provided you have the required minimum test scores (ACT or COMPASS) – If you haven't done this, then flip this page over and follow those directions NOW to complete the HSDE application immediately -- and read/follow all directions, and you won't be able to enroll for at least 24-48 hours.
3. Click on "HOME" on the **red ribbon**, then Click (right side) in blue: [Add/Drop Courses](#)
4. Change the term to "SUMMER 2017" (or the term you wish to register)
5. Search using the COURSE CODE BEGINS WITH, and then ONLY type in the 3 starting letters of the course code from your information:
  - a. some popular classes are:
    - i. type "PED" to search for all Online Fit for Life or Wellness Center options
    - ii. type "CIS" to search for all Microapps options
    - iii. type "HLT" to search for all Med Term options
    - iv. type "POS" to search for all American Political Systems
    - v. refer to the AA or 42 hour block sheet for others
  - b. find the section you want and check the box to enroll in the course (you will be enrolled at this point; any drops after the start date require you to pay in full for the dropped course). REPEAT as needed.
6. Click (at bottom) "Continue Registration"; repeat step 5 if you need to add other courses
7. Click on the "Student" tab on the **red ribbon**, then click on "View Details" below the **black bar**, then click on "Schedule with Note" and the PDF will come up showing start and end dates for the course; PRINT 2 COPIES (one for you and one for Ms. Andrea Richardson) – print 3 copies total IF you are currently on scholarship AND fill out the ORANGE form right now.
8. Click on the "e-Learning" tab on the **red ribbon**, then click on "Online Learning Contract" on the right side, then READ EVERY WORD – this is your contract along with your syllabus – and then sign/submit
9. IF you are on scholarship for the *current* school year, you must complete an ORANGE form, even if you are "over" on hours allowed; turn in this form now, or with your dual credit enrollment form later, if you are also taking dual credit courses.
10. You are enrolled and pay via your MyMAC account.
11. **\*\*NOTE start and ending dates and follow all directions – these courses run through your MyMAC account! THE FOLLOWING ARE YOUR RESPONSIBILITIES:**
  - a. Get books from the bookstore (You have to buy or rent them, MAC/FHS do not provide books for dual enrollment courses – only for dual credit courses)
  - b. READ every word on your syllabus once you get it (posted in MyMAC in most cases) – this is your contract, including required papers that may never be mentioned and changes in common grading scales. THIS IS YOUR RESPONSIBILITY.
  - c. ONLY use your MAC email when corresponding with MAC instructors/faculty. AND you are expected to check your MAC email DAILY (you should also be checking your FHS email daily!)
  - d. If you have to drop the class, you will be charged in full – no scholarships cover dropped classes. And you must drop prior to the drop date (read all in your MyMAC account or on [www.mineralarea.edu](http://www.mineralarea.edu))
  - e. Pay in person at MAC or via your MyMAC account by the deadline (read all in your MyMAC account or on [www.mineralarea.edu](http://www.mineralarea.edu))
  - f. Bring me a copy of your final grade when course is complete (print from your MyMAC account). **END**

**\*\*\*COMPLETE THE STEPS ON THIS PAGE ONLY IF YOU ARE NOT CURRENTLY ENROLLED IN ANY MAC CLASS THIS SEMESTER:**

**TO TAKE MAC CLASSES HERE AT NIGHT, MAC ONLINE, OR AT MAC (dual enrollment ONLY),** you are **REQUIRED** to do an "Application Update" if you are not currently enrolled in any MAC class right now **WHILE** you are in high school **only** –

- DO THIS a couple of weeks before registration for the next semester's classes
  - *example: SP17 enrollment starts 10/24/16; SU17 starts 2-20-17; FA17 starts 4-1-17!*
  - *Midway through the semester BEFORE you want to take the particular MAC class*
- YOU will need your MAC ID and password! –
  - *if you have forgotten either (or both), you are now able to look them up from the right side of the page when you click on MyMAC, as long as you have your full social security number*

**IF YOU WILL STILL BE A HIGH SCHOOL STUDENT when you want to take the DUAL ENROLLMENT MAC CLASS, then follow the directions below**

- **NOTE:** You **NEED** to do this early **TO BE SURE TO GET THE CLASSES YOU WANT BEFORE THEY "CLOSE"** (are full) – and to make sure you are also being billed at the high school student RATE\*\* – be sure to follow the directions below, at about 6 weeks into a semester:
- **If you will NO LONGER be a high school student during that semester, then follow the directions in PURPLE at the very bottom of this page – the very last paragraph).**

**STEPS \*\*ONLY IF you will STILL be a high school student NEXT semester & not currently enrolled in any MAC class:**

1. GO to [www.mineralarea.edu](http://www.mineralarea.edu) and login to MyMAC (if you haven't taken a MAC class before, you will not have a MyMAC account, so you will go straight to the Admissions link on the left side of the page)
2. Click on the "ADMISSIONS" link – *but it can be HARD to find*
  - a. located on the **red ribbon** (toward the top of the page when you first log in, far right), under the **MORE ▼** tab
3. Click on the "[Application for Admission](#)" in the paragraph in the middle of the page (**BLUE** typing)
4. **THEN scroll down and MAKE SURE YOU CLICK ON THE "[HIGH SCHOOL DUAL ENROLLMENT](#)" link** – if you do not, you will *not* get the reduced tuition rate and you will have all kinds of *problems* later!!!!!! Select "NEXT PAGE" at the bottom right corner to start the form
  - a. For "Anticipated High School Graduation Date: select the 3<sup>rd</sup> Sunday in MAY of your FHS graduation year
5. **Fill out the entire application** – most should already be filled in since it is under your login account, but be sure that you are filling it out for the NEXT semester (ie: do this in Sept/Oct, 2016, for enrollment in SPRING 2017 classes, etc. SEE ABOVE). Make sure to fill in everything that is required. Submit when finished. THIS takes literally 3 minutes to complete and gives you the high school student rate (\$85 for '16-'17) and also waives the \$15 app fee, *for now*). Select "SUBMIT"; THEN see Ms. Andrea Richardson to have your FHS transcript sent immediately to MAC Admissions Department.

**NOTE:** IF YOU ARE GRADUATING FROM FHS, THEN YOU WILL NOT FILL OUT THE "HIGH SCHOOL DUAL ENROLLMENT" FORM; YOU MUST COMPLETE ONE OF THE OTHER ONLINE ADMISSION FORMS (DEPENDING ON WHETHER OR NOT YOU ALREADY HAVE A MyMAC LOGIN ACCOUNT). Also, to enroll in MAC classes for the semesters after you graduate from FHS, you will need to sign up for a CARDS registration date FROM the MAC website. CARDS is the orientation/registration program and you will sign up for a specific date -- there will be several to choose from – but earlier is better!