



High School Guest/ Dual Enrollment Approval

Name Last _____ First _____ Middle _____

Social Security Number _____ Age _____ Current Grade _____

High School (If a home school, please indicate) _____

I plan to enroll starting _____ Fall (September) _____ Winter (January) _____ Summer (May) _____ Summer II (July) _____ Year _____

Please indicate your purpose in applying as a Guest Student and list the course(s) for which you plan to register:

Purpose: College Credit Personal Interest Dual Enrollment

Courses:

I understand that as a guest student I will be subject to all:

- Admission and registration regulations at OCC,
- College policies and procedures,
- Deadline dates for registration and payment.

I certify that all entries on this application are complete and accurate to the best of my knowledge. I understand that falsifying any student information, on this application or hereafter, could result in dismissal from the College.

Signature of Applicant _____ Date _____

Signature of Parent/Guardian _____ Date _____

TO BE COMPLETED BY THE HIGH SCHOOL PRINCIPAL OR DESIGNEE:

1. I certify that the above named student is currently enrolled in _____ High School and is in the _____ grade. I recommend the student for guest status. This student may elect the following course(s) _____ at your institution.

2. It is understood that this High School Guest/ Dual Enrollment Approval Form is valid for **one session** only. A new form and new application must be submitted for each session the student plans to attend.

This student qualifies for High School Dual Enrollment for the course(s) listed above. Yes No

If yes, the high school student must present a letter from the high school district authorizing payment along with his / her OCC invoice.

Principal or Designee's Signature _____ Date _____

SUBMIT THIS FORM WITH THE APPLICATION FOR ADMISSION

HIGH SCHOOL ENROLLMENT

HIGH SCHOOL GUESTS

What is a high school guest?

Current high school students are eligible for guest student status at Oakland Community College (OCC) under the following provisions:

- The student must be in the ninth grade or higher.
- The student must submit a completed online or in-print OCC Admissions Application and indicate **high school guest status**.
- The student must submit a completed **High School Guest / Dual Enrollment Approval Form** as an attachment with his / her application or attached to an in-print application, complete with a parent or guardian's signature and the high school principal's or designee's signature.

OCC applications are available at most high schools and in the Enrollment Services Offices at the College. The high school guest status is only valid during the semester for which it was submitted. For enrollment in subsequent semesters, please complete another application and a High School Guest / Dual Enrollment Approval Form following the aforementioned instructions.

How does a high school guest student register at OCC?

After submitting the online or in-print OCC Admissions Application and attaching the High School Guest / Dual Enrollment Approval Form:

- Take any required assessments for placement purposes.
- Meet with an OCC counselor for advising, if necessary.
- Register for classes using MyOCC.

How does a student pay for classes at OCC?

Follow the instructions outlined in the Schedule of Classes. During the registration period, students may review their up-to-date account detail statement in MyOCC.

- Students are responsible for all tuition, books, and course fees.
- Students must meet payment deadlines using MyOCC or in person.
- Students may pay with cash, check, MasterCard, Visa, Discover, American Express, or money order.

HIGH SCHOOL DUAL ENROLLMENT

What is high school dual enrollment?

High school dual enrollment is an educational option for high school guest students which allows them to take OCC courses for college and high school credit; the high school district may pay for the course(s) if:

- They have earned sufficient credits to be in Grade 9, 10, 11, or 12.
- They are enrolled in both the high school and OCC simultaneously.
- They are enrolled in an academic course at OCC that is approved by the high school.
- They provide a letter from the high school district authorizing the dual enrollment and the payment of tuition.

What cost will the high school district pay?

- The high school district is responsible for tuition and related fees.

How does a high school dual enrollment student pay for classes at OCC?

- Students must submit a letter of authorization from the high school district to the Campus Cashier's Office **at the time of payment**. This authorization must be received within payment deadlines. Any additional expenses not authorized by the high school will be the responsibility of the student.

