



## Dual Enrollment Registration and Withdrawal Guidelines

**Course Registration:** Students will follow Secondary Partnerships' procedures to register for MCC dual enrollment classes. At Arlington High School, students will register through the high school counselor who will hand out registration forms to students during the first week of school. Once students complete the registration form and turn it in to the high school counselor, they are provisionally enrolled in the class. MCC enrollment becomes final when the registration is entered into the MCC Colleague system.

**Course Addition:** A student may NOT register (add the class) in an MCC course after the first 10 calendar days of the class term.

**Course Delete:** A student can drop an MCC dual enrollment course in the first 10 calendar days of the course term (Note: dropping an MCC dual enrollment course does not drop the student from the high school course). The term may be any length, and that does not alter the 10 calendar day period. A dual enrollment student should see the high school counselor to delete an MCC course. When contacted, MCC staff will delete the course from the student's MCC schedule and the course will not appear on the student's transcript. Students will typically receive a refund for deleted MCC dual enrollment courses; however, they may want to review the current MCC Catalog policy on refunds.

**Course Withdrawal:** If a student wishes to drop an MCC dual enrollment course AFTER the first 10 calendar days of the course term, he/she should report to the high school counselor and drop the course. The high school counselor will communicate the student's withdrawal to Secondary Partnership staff to record and finalize the withdrawal in the MCC system. When this happens, it is considered an official MCC withdrawal and the student will receive a W on his/her MCC transcript. Students will not receive a refund; however, they may want to review the current MCC Catalog policy on refunds. MCC policy does not allow for refunds when students withdraw from a class after the section census date.

**Late Withdrawal:** A student who wishes to withdraw in the last 14 calendar days of a class may do so, but the student will receive the grade earned for the entire course, which is often an F grade for the course which will appear on his/her MCC transcript. No refund is allowable in this situation.