

## STEPS FOR DUAL ENROLLMENT

- STEP 1: Apply**
  - [Kalamazoo Valley Community College](#)
  - [Kellogg Community College](#)
  - [Western Michigan University](#)
  - High School students may participate with other colleges in the State of Michigan upon the approval of the GLVP Counselor/Advisor
  
- STEP 2: Sign Dual Enrollment Form** and submit to the GLVP Counselor/Advisor
  - [Authorization for Release of Information](#) (KVCC students only)
  
- STEP 3: Take a free placement test** called the Accuplacer on the college campus. While it is open-enrollment to apply, the college needs to have scores on file to best place the student in college classes. Students may submit [SAT scores](#) or [ACT scores](#) in lieu of the Accuplacer.
  
- STEP 4: Schedule an appointment with a college counselor** to discuss college plans/programs and be advised about college classes each semester. Be sure to mention that you are a Gull Lake student to ensure that you meet with the appropriate counselor.
  
- STEP 5: Register for course(s)** through the college portal system.
  - (KCC Only) Complete and submit this [Authorization](#) to GLVP prior to registration
  
- STEP 6: Complete the college's tuition authorization form** and submit to the GLVP Counselor/Advisor
  - [KVCC PSEO](#)
  - [WMU 3rd Party Billing](#)
  
- STEP 7: Attend the college orientation.** Get your college student ID and purchase books. Be sure to save your receipt for textbook reimbursement at the end of the semester.