

WCC Dual Enrollment Instructions

Important! It is strongly recommended that Dual Enrollment students attend WCC Orientation, and please keep in mind that registration deadlines can vary by semester.

1. Apply online at Washtenaw Community College

Submit your application online anytime. Applying is free and only takes about ten minutes to complete. Use your **DHS email address** for login to the application account. The application will allow you to upload your high school transcript, however **you do not need to send your transcript** as the Counseling office will send your transcript.

2. You will receive an email with your WCC Student ID number in your “Welcome to WCC email”. Please be sure to check your spam folder as well if you do not see it in your inbox.

3. Set up your NetID

Your NetID is your online identity with WCC. It allows you to access all online services at WCC ranging from your WCC email account to MyWCC where you will access your MyChecklist for admission requirements, register for classes, check your grades, and much more.

Do not forget your NetID login information!

Note: This is a different login than the account you created to begin your WCC application. You will set up your NetID **after** you receive your WCC Student ID number, which will be emailed to you once your application has been processed.

4. Submit your WCC and DHS Forms to Counseling

You will fill out the WCC form (writeable PDF) and submit to Mrs. Nelson in the High School Counseling Office or emailed to nelsonk@dexterschools.org. Please make sure you complete the form accurately and include your parent/guardian’s signature. **Please do not submit these directly to WCC.**

Once the form has been received, DHS will complete the Principal’s/Counselor’s consent page and send your transcript to WCC. **You must then contact your counselor to discuss your course selections** and receive the DHS Dual Enrollment Course Selection & Textbook Reimbursement form to complete. This packet also gets returned to Mrs. Nelson in the Counseling Office or can be emailed to nelsonk@dexterschools.org.

5. Identity Verification

As part of the admissions process, you will be required to verify your identity. This two-step process requires students to submit a **valid form of identification** and then verify your identity either virtually or in-person at their Student Welcome Center located on the second floor of their Student Center Building.

6. Complete Admissions Checklist

Steps to view your checklist: Login through MyWCC and click on your Application tab → Check My Checklist → Click on an item to get instructions for completing it.



