

The following are the steps to enroll in Oakland ACE Early Middle College.

Students should make every effort to have all steps completed by March 1st, 2024.

Step 1: Apply [online](#) to Oakland ACE.

Step 2: Submit completed [Oakland Community College High School Dual Enrollment Payment and School Authorization form](#).

High school students and parents/guardians fill out Part 1.

High School Counselor and/or administrators fill out Part 2. Under “authorized courses for third party payments” indicate “Oakland ACE classes” .

Either student or counselor/administrator can email the form to

kimberly.mason@oakland.k12.mi.us or Counselors/administrators with MISTAR log in can opt to upload the form into MISTAR.

Step 3: Receive “Next Steps” email from Oakland ACE Staff.

This email confirms that your enrollment is complete in MISTAR, we have your completed OCC High School Dual Enrollment Payment form, and the form has been sent to OCC by ACE staff.

Step 4: Create a profile with OCC and complete the application with OCC. Click [here](#) for link to create profile and apply to OCC.

Students can choose to attend an admissions support meeting with OCC Staff.

Click [here](#) to register.

Step 5: Be accepted to OCC-acceptance comes via email. Once accepted to OCC, complete the following:

Log into MyOCC and

create your email

complete [new student orientation](#)

complete [English Self Placement](#) (must place into 1510 or 1510E or higher)

Complete the [online learning readiness assessment](#) only if you are taking online classes at OCC

Step 6: Once all items under #6 are done, call 248-341-2270 to schedule your required OCC counseling appointment. Try to schedule with the following counselors:

Orchard Ridge	Highland Lakes	Auburn Hills	Southfield/Royal Oak
Rasheedah Wright	Michael Zelinski Julie Baker-McVeigh	Mary Thomas Scott Kokotovich	Penny Adams

The Fall 2024 OCC schedule of classes is released March 15th. Ideally, students will schedule their counseling appointment March 15-March 22 and turn in their course registration form by March 22. This will allow students to take advantage of priority scheduling, which allows our students to choose and schedule classes before other students. OCC set aside counseling appointments for ACE students beginning on February 26th. When you call to make your appointment, be sure to let them know you are an Oakland ACE student.

What you need to know for the OCC counseling appointment:

- Create a weekly schedule for your Fall 2024 Junior school year given the commitments of which you are aware. In that schedule leave room for:
 - High school classes-should end around 11AM
 - Seminar once per week (see below)
 - Clubs, sports, family obligations
- Oakland ACE students traditionally begin their experience taking classes that meet the Michigan Transfer Agreement (MTA) and in an Associates of Arts Degree. We can update your degree pathway at any time.
- Prior to your counseling appointment, review the [MTA classes](#) and consider those that interest you.
- Oakland ACE 11th Grade students have four schedule constraints to work with that you need to share with the OCC counselor:
 - You need space in your schedule to attend Seminar once per week. Choose one Seminar class from the following and ensure the OCC classes you choose do not conflict:
 - Monday 1:30-3PM at Royal Oak
 - Tuesday 1:30-3PM at Orchard Ridge
 - Thursday 1:30-3PM at Auburn Hills
- You must take 15-week classes. If the course is not offered in a 15-week format and you need to register for a 12-, 10- or 8-week course email amanda.mckay@oakland.k12.mi.us for permission.
- Your OCC classes must start after 11AM to attend high school morning classes.

- You will take 6-7 credits per semester in the 11th grade year.
- Do not take Math or Science your first year in the program without talking first with Dr. McKay. Students should be through Algebra 2 or higher at their high schools and there are other details to cover regarding the two subjects prior to your registering for the classes.

Step 7: During your OCC counseling appointment you will complete an [“OCC Registration/Adjustment Request” form](#). Students or their OCC counselor sign the form and email it to amanda.mckay@oakland.k12.mi.us. Dr. McKay sends the Registration/Adjustment Request form to OCC registration. Within approximately 24 hours students can see their courses in MyOCC.

Step 8: May 9th or 16th 6PM attend one required Oakland ACE Virtual Family Orientation.

Students may enroll beyond the dates listed with district permission. The timeline above is the best way to ensure students can choose OCC classes in the priority scheduling window Oakland ACE students benefit from.