SWCHS Dual Enrollment Checklist

Complete the following steps, *in order:*

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1. **Apply** to institution
   - ☐ Crown
   - ☐ UNWSP
   - ☐ Remember, you are a dual enrollment / PSEO student

2. **NOSR / MDE** form
   - ☐ Crown: paper copy, get from counselors
     - ☐ Complete section 1
     - ☐ Be sure you *and* your parents signed
     - ☐ Bring to your counselor
   - ☐ Northwestern: online
     - ☐ Log back into your application portal
     - ☐ Fill in your parent and counselor information
     - ☐ Remind your parents to sign when they receive the email from UNW
   - ☐ This needs to be done *every semester* you take a PSOS/ CIS course

3. **Transcript**
   - ☐ Counselors will send to the college when they receive your NOSR

4. Once all three (application, NOSR & transcript) are in, a few days later you will receive an acceptance or denial letter in your SWCHS emails

5. Be sure to read the email thoroughly for next steps
   - ☐ Activate Crown and/ or Northwestern accounts/ get logged in

6. Check your Crown and/ or Northwestern email account for registration information
   - ☐ From here on out, Crown and Northwestern will not email your SWCHS email

7. **Register** for your CIS / PSOS courses through the college website, as instructed in emails

8. All of this must be done *August 1* or you will not be able to receive college credit for the courses

9. Email your counselor for questions
   - ☐ Heidi Gravelle | A - G | h_gravelle@swchs.org
   - ☐ Annalee Tupy | H - O | a_tupy@swchs.org
   - ☐ Lauren Schwen | P - Z | l_schwen@swchs.org