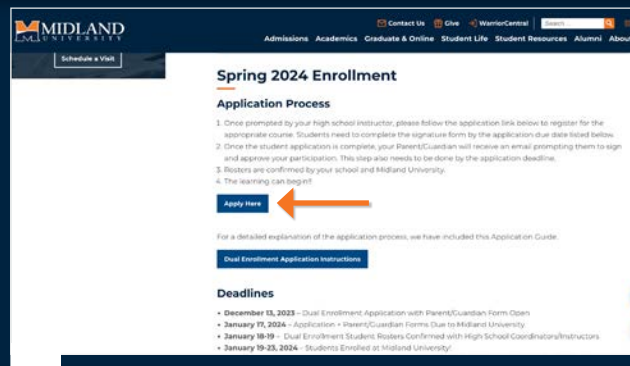


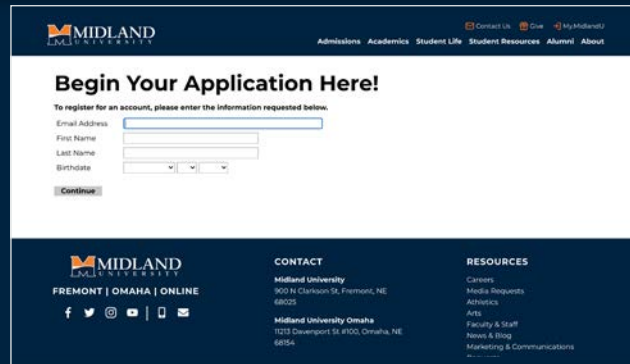
1

To begin, visit our website at [midlandu.edu/dual-enrollment](http://midlandu.edu/dual-enrollment). Scroll down the page and click the “Apply Here” button to start a new application.



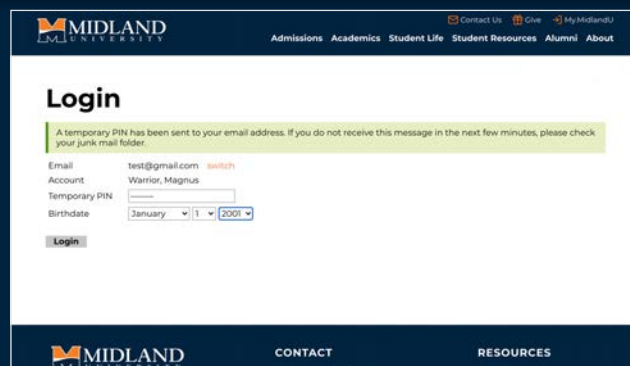
2

On the log in page you will be creating a new account. Use the STUDENT’S name and birth date as this is the name that will be enrolled.



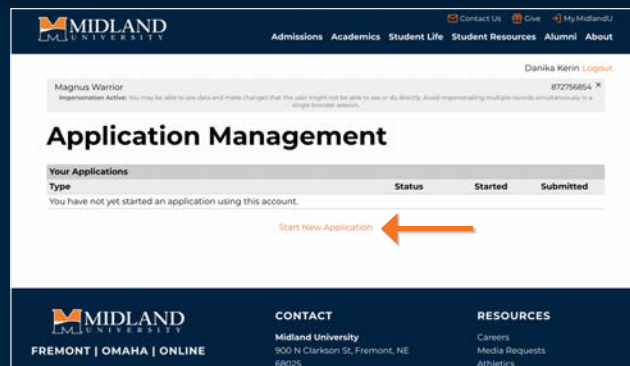
3

You will be asked to verify your email so make sure that you have access to it when applying and use a password you will remember.



4

Next, you will need to start a new application. Click the orange button at the bottom of the page



5

To start a new application, select the Midland University Application option.

The screenshot shows the Midland University website with the 'Application' section highlighted. A 'Start New Application' dialog box is open, showing a dropdown menu with 'Midland University Application' selected. An orange arrow points to this selection. The background shows the user is logged in as 'Magnus Warrior' and 'Danika Kerin'.

6

You will then choose the Dual Enrollment Application option.

The screenshot shows the Midland University website with the 'Application' section highlighted. A 'Start New Application' dialog box is open, showing a dropdown menu with 'Dual Enrollment Application' selected. An orange arrow points to this selection. The background shows the user is logged in as 'Magnus Warrior' and 'Danika Kerin'.

7

This will then take you to the dual enrollment application. Please answer all questions with accurate information so there are no delays during the process.

The screenshot shows the 'Application Information - Dual Enrollment' form. It includes fields for 'High School', 'High School Graduation Year', 'Do you qualify for free/reduced price lunch?', 'Have you previously applied for dual enrollment with Midland University?', and 'Parent's First Name'. There are also links for 'Home', 'Application Information', 'Signatures', and 'Review'.

8

After you have submitted the student application, your parent/guardian will receive an email from Midland with their parent signature form. THIS IS REQUIRED TO BE ACCEPTED.

Once the signature form and other important steps are completed you will be able to see them crossed off your to-list in the application portal.

The screenshot shows the 'Dual Enrollment Checklist' and 'Payment Due' section. It includes a table with 'Status' and 'Details' columns, and a 'Payment Due: 250.00 USD' section. There are also links for 'Dual Enrollment Office' and 'Admissions Office'.

## DUAL ENROLLMENT DEADLINES

**December 13, 2023** – Dual Enrollment Application with Parent/Guardian Form Open

**January 17, 2024** – Application + Parent/Guardian Forms Due to Midland University

**January 18-19, 2024** – Dual Enrollment Student Rosters Confirmed with High School Coordinators/Instructors

**January 19-23, 2024** – Students Enrolled at Midland University!

**January 26, 2024** – Final Rosters Confirmed

**April 14, 2024** – Dual Enrollment Bills Due + Withdrawal Deadline (written notice required)