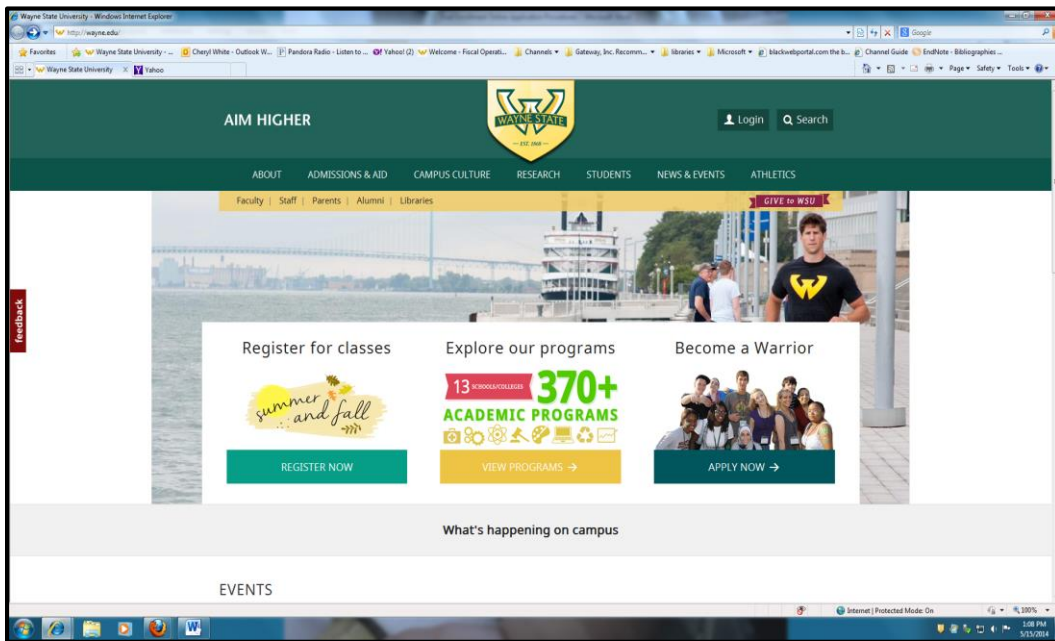# Dual Enrollment

# Online Application Procedures



Stacy N. Jackson, M.Ed. & Cheryl D. White, Ed.D.
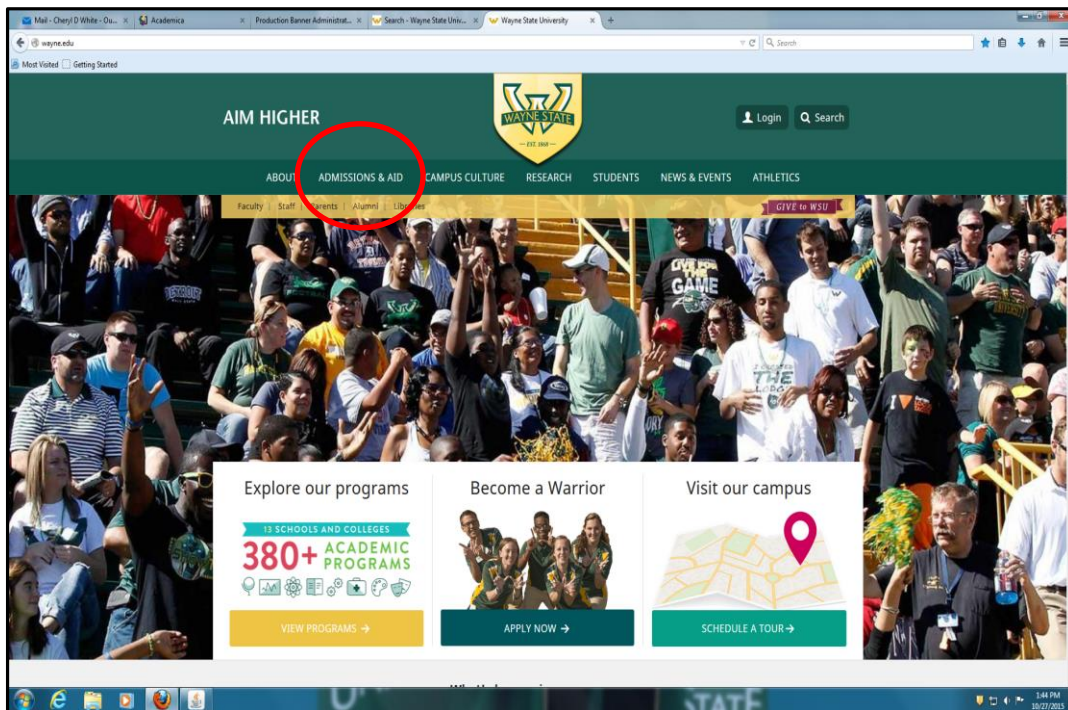
Revised 3.18.16

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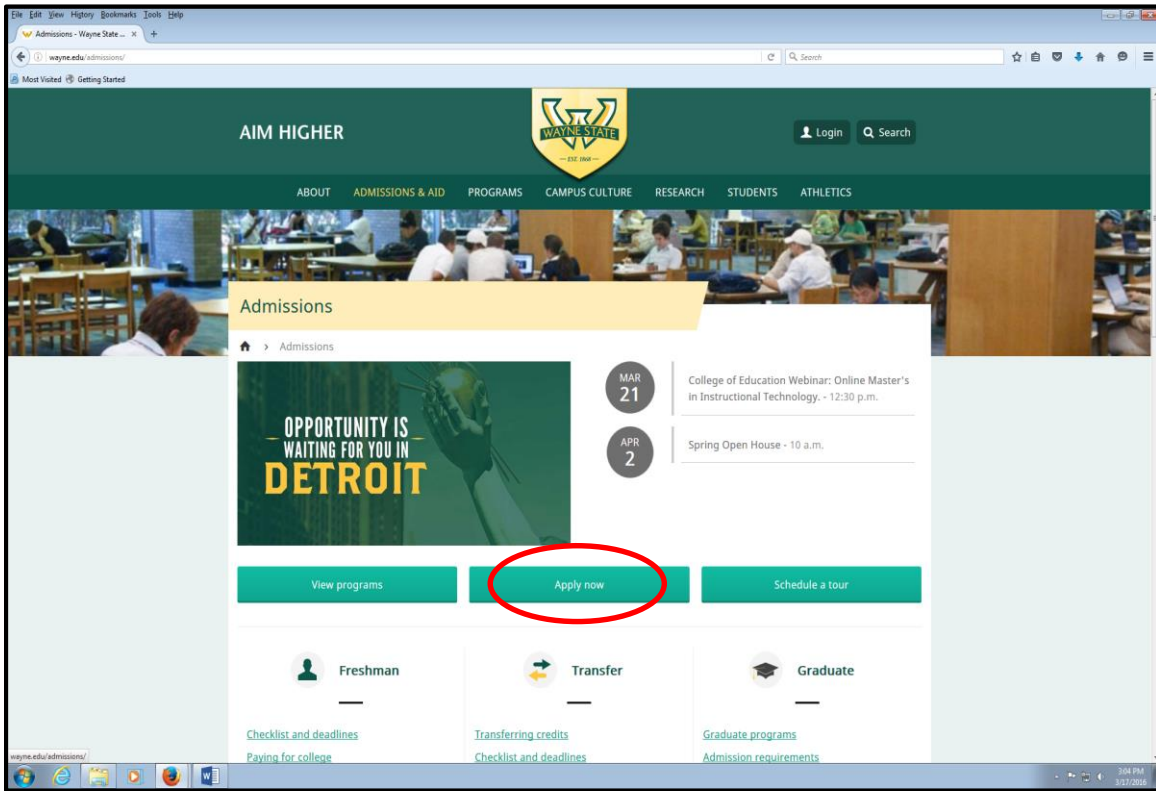
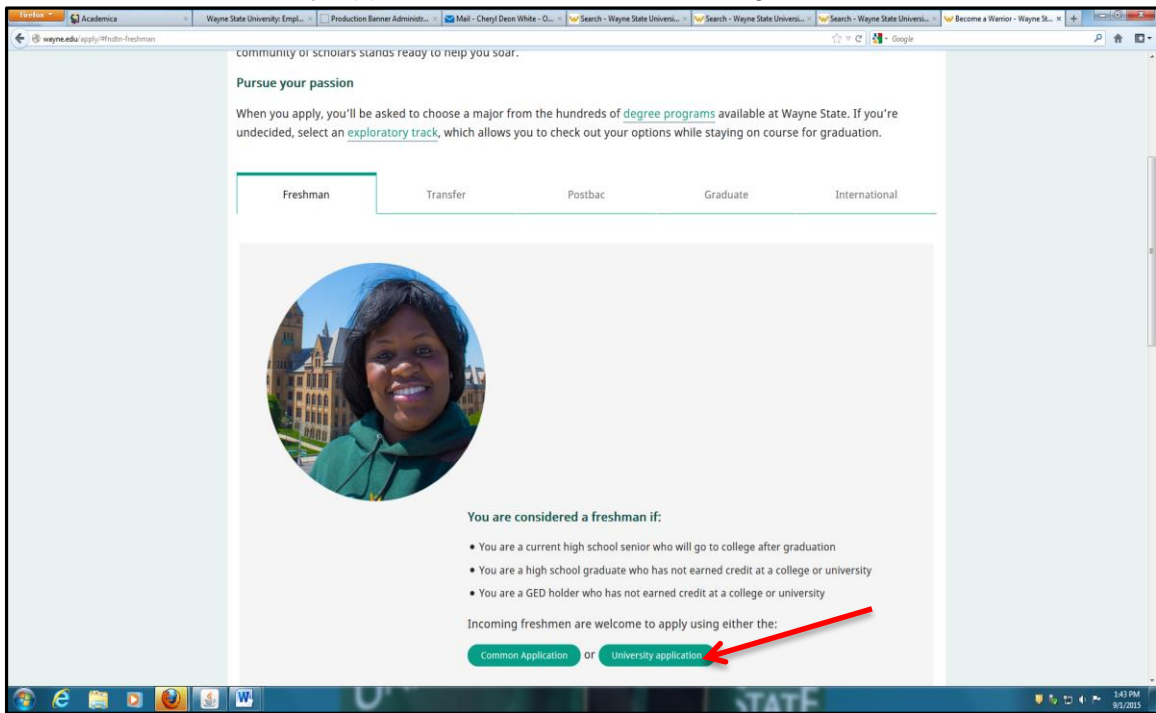1. Open your web browser; type in "wayne.edu".



2. Click on the "Admissions & Aid" link.

3.  Click on the "Apply Now" tab in the middle of the page.



4.  Next, click on "University Application" link on the bottom right side of the screen.

5. You should now be at the Undergraduate Admissions Application site. Complete the items as requested:
   a. What type of applicant are you? – **Select dual enrollment**
   b. What term applying? – **Select the appropriate term**
   c. Have you graduated or will you be graduating from an accredited Michigan high school or earn a Michigan GED? - **No**
   d. Country of Birth – **Click on the appropriate button**
   e. Country of Citizenship – **Click on the appropriate button**
   f. Press **"continue"**

6. Complete personal information as requested. Note the following:
   a. Name entered on application must match high school transcript
   b. ACT, GPA can be left blank
   c. Address – only complete the first address block; click the box in front of permanent address
   d. Telephone Numbers – no spaces, dashes, or parentheses

7. Admissions Status Page
    a. When you get to this page, write down the **temporary** ID (upper right corner).
    **Note: Returning dual enrollment students will keep the <u>same</u> Access ID and Student ID numbers.**
    b. **You <u>do not</u> have to complete the rest of the application; the remainder of the requested information (marked by red checks) will be obtained from your high school.**

    **Note: You must submit a FERPA form and Registration form to the designated person at your high school. Registration will not be processed until the above paperwork is submitted to Wayne State.**

    c. Be sure to logout (upper right).
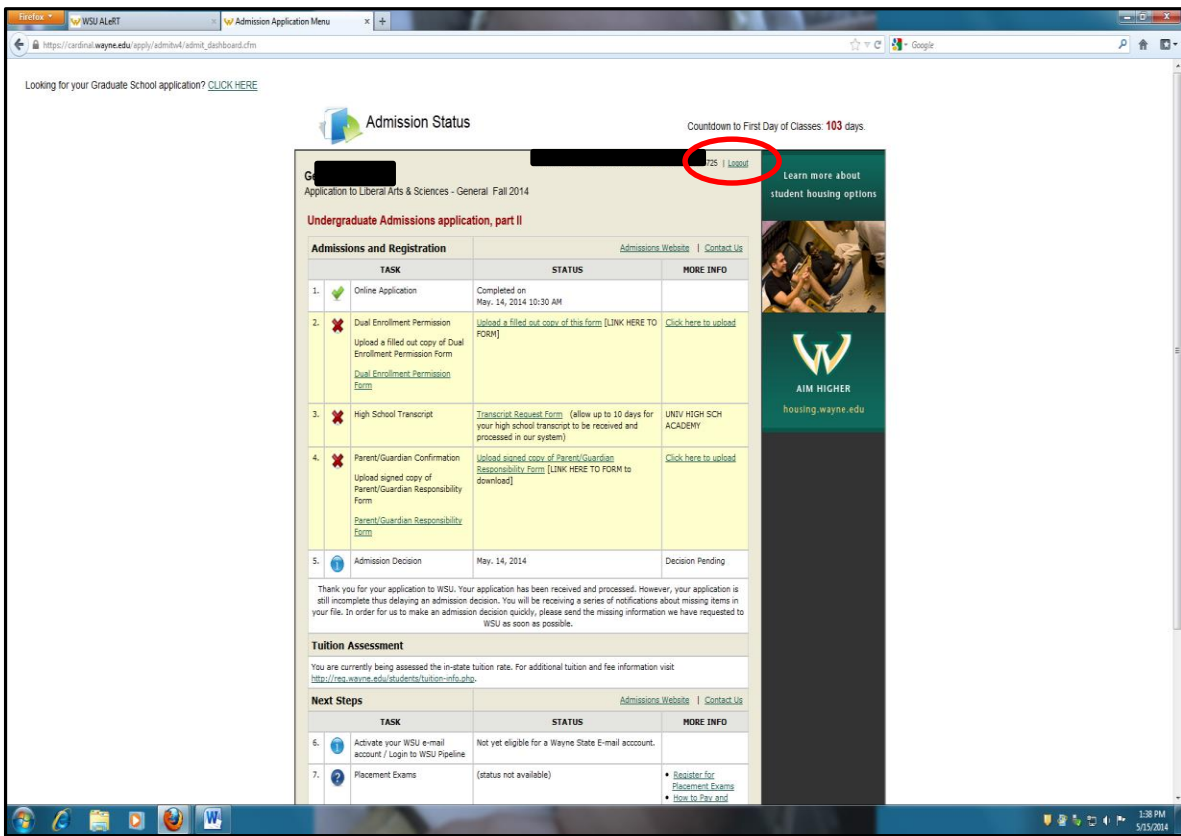


## You have now completed the dual enrollment application process!

After your application materials are reviewed, you will be notified of your status in the program. If admissible, you will be assigned a permanent Student ID number and Access ID, which allows access to the university's Web portal system. This information will be provided to you before the start of class.