Dual Enrollment Application Guide

Western Michigan University
Application Guide

1. Sign up using a personal email address.
2. Begin the online application.
3. Fill in student information, including SSN.
4. Choose: Domestic student, High school dual enrollment application, and Main Campus options.
5. Fill in school & counselor information.
6. Fill in parent email address.
7. Review code of conduct.
8. Click the submit button.
9. Parents locate email, and submit approval.
10. Check personal email for GoWMU login information.

You Will Need
- Parent email
- Student SSN
- Student personal email
- Counselor contact
On a Chrome or Safari Browser, go to:

https://wmich.edu/admissions/student/dualenroll

Admissions

High School Dual Enrollment

High school students in the greater Kalamazoo area who have demonstrated the potential for success in college and have the approval of their high school principal may be eligible to enroll in WMU classes. Western Michigan University considers current high school students for dual enrollment who meet the following criteria:

- Freshman through junior with an overall grade point average of at least a 3.00, or senior with an overall grade point average of at least a 2.75, and
- Meet the criteria established by your school system for dual enrollment eligibility, and
- Have the permission of your school and parent or guardian

APPLY FOR DUAL ENROLLMENT

Additional information about dual enrollment can be found by visiting the Collegiate Pathways’ website.
Sign Up with a personal email address:
- NOT a parent’s email address
- NOT your high school email address.
Choose your high school:
If you begin typing your school, it will pop up.

Click the CAPTCHA and hit submit.

Thank you

Thank you for registering! You have been sent an email with a link to a page where you can set your password.
Check your personal email for the confirmation email, and create a password.

If you don’t see it, check your junk folder.
On a Chrome or Safari Browser, go to:

https://wmich.edu/admissions/student/dualenroll

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APPLY FOR DUAL ENROLLMENT

Additional information about dual enrollment can be found by visiting the Collegiate Pathways’ website.
Choose:
- Yes
- High School Dual Enrollment
- Main Campus
- Fall 2022
Fill in the student information sections:
- Contact
- Demographic information
- High School
- Counselor Information
- Personal Information
- Parent/Guardian Information

Parents will receive a **TIME SENSITIVE** email to submit an approval/medical form.
<table>
<thead>
<tr>
<th>Home Address Country</th>
<th>United States of America (US)</th>
</tr>
</thead>
<tbody>
<tr>
<td>street address line 1</td>
<td>1234 Happy St</td>
</tr>
<tr>
<td>Street address line 2</td>
<td></td>
</tr>
<tr>
<td>city</td>
<td>Kalamazoo</td>
</tr>
<tr>
<td>state</td>
<td>Michigan</td>
</tr>
</tbody>
</table>

Street address line 2 is for an apartment or condo number.

Skip unless you are “Freddie Jr.” or “Thomas III.”
The following questions pertain to the student and NOT a parent. This information is used for matching purposes and communicating directly with the student. A section for Parent information will be provided later in this form.

Student’s Personal Email (not a parent) if using school email ensure they accept email from off campus, some do not allow this
• sarahemmarosefrey@gmail.com

Student’s Personal Phone Number (Mobile/Cell, please include country code if outside the US)
• 2694243697

Student’s Home Phone Number (please include country code if outside the US)
• 2695657787

Which phone number is your preferred contact?
• Mobile (Cell)

If you do not have a cell phone or home landline, put down your parent/guardian's phone number.
Demographic Info

- Sex assigned at birth
  - Male
  - Female

If you would like the opportunity, we invite you to share more about your gender identity below.

- Are you of Hispanic or Latino/Latina origin?
  - Yes
  - No

Race (Press and hold CTRL to select multiple options)
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Have you lived in Michigan for the past 12 consecutive months or longer?
- Please select an option

Skip unless you would like to note your pronouns.
Select the approximate date for your **first day** of high school.

Select the approximate date for your high school **graduation**.
## Counselor Info

<table>
<thead>
<tr>
<th>HSDE Counselor First Name</th>
<th>Lauri</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSDE Counselor Last Name</td>
<td>Alexander</td>
</tr>
<tr>
<td>HSDE Counselor Email</td>
<td><a href="mailto:yourcounselor@school.org">yourcounselor@school.org</a></td>
</tr>
</tbody>
</table>

Contact your high school counselor to confirm spelling and email.

## Personal Info

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>23</th>
<th>1993</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>555235660</td>
<td></td>
</tr>
</tbody>
</table>
Parent/Guardian Info

Add parent email and phone number.

Skip parent address.

First Name: Michelle
Middle Name:
Last Name: Slennon
Suffix: Please select an option

Please provide parent address if different from student:
Address:
City:
State:
Postal Code:
Phone Number

Parent/guardian email must be different from applicant email
Email: virtualmom@rodiatmail.com
Gender:
Is this parent/guardian an emergency contact?

ADD PARENT/GUARDIAN INFORMATION
Review the WMU Code of Conduct then review & submit application.

I certify that all answers in this application are complete and accurate. I understand that inaccurate or incomplete information on any part of this application may result, at any time, in cancellation of admission or registration, program dismissal, modification of student status, and/or revocation of earned degree with no refund of amounts paid. If admitted, I acknowledge I must comply with University policies, rules, and procedures. I also understand that the University reserves the right to withdraw, revoke, and/or cancel an admission or other decision at any time it deems this action is warranted.

Please read and review the following important document:
WMU Code of Conduct

Student: I have read the above statement and agree to abide by the WMU Code of Conduct

[ ]

REVIEW APPLICATION
After Applying

Students will receive an email to set up their WMU accounts:

- WIN number and BroncoNet ID
- Access to Elearning and GoWMU

Once activated, students will be expected to use their WMU emails for all communications with professors and staff.

Need anything? Contact us for assistance! We are here to help!

Kimmy Beuchler, Director of Early College Programs
kimberly.beuchler@wmich.edu

Sarah Freye, Associate Director of Early College Programs
sarah.freye@wmich.edu
DUO Two-Factor Authentication

Smart Phone:
1. Download the Duo App
2. Click this link: https://wapps.wmich.edu/2faManager/
3. Sign in using your Bronco NetID and password.
4. Click activate now.
5. Click Start Setup.
6. Choose Mobile Phone when asked which type of device you are adding and click Continue.
7. Enter your device phone number and select United States. Check the confirmation box and click Continue.
8. Choose your device type and click Continue.
9. Tap Take me to Duo Mobile.
10. Click Continue.
11. Test your Duo App by clicking Send me a Push.

For help, visit: helphub.wmich.edu
DUO Two-Factor Authentication

If you do not have access to a phone, you will receive a 2FA hardware token. Please let us know if you do not have a phone.
Third Party Authorization

You may choose to add an authorized user to your WMU account. Authorized users have permission to view grades, GPA, and financial aid information.

1. Login to GoWMU, and choose **Authorized User** under Academic Services.
2. Add Proxy name and email.