



Mt. San Antonio College – Dual Enrollment Program

Guidelines for High Schools to Follow for Mt. SAC Dual Enrollment Program

Note: Guidelines must be met and all forms filled out correctly or they will be considered incomplete and will cancel the start of the Dual Enrollment courses.

1. ☐ All students must complete appropriate Mt. SAC placement assessment specified by Mt. SAC faculty for Mt. SAC classes with prerequisites
2. ☐ All students MUST complete Special Admit Forms
 - All Special Admit Forms must be completely filled out or they will be considered incomplete and will be returned to the High School Administrator/Counselor in charge
3. ☐ High School staff CANNOT add high school students into Mt. SAC classes unless the students have been registered at Mt. SAC
4. ☐ High School Liaison must complete “*Dual Enrollment Procedural Orientation*” that is held at Mt. SAC
5. ☐ All Mt. SAC deadlines must be met or dual enrollment classes will be canceled
6. ☐ District and High School calendars must be provided to the College no later than May 1st for the following academic year
7. ☐ High School Liaison will coordinate with Mt. SAC staff in scheduling dual enrollment faculty orientations at the High School
8. ☐ No F-Visa students can be enrolled in dual enrollment unless they pay full international tuition and textbook fees
9. ☐ High School District shall provide the College with projected student roster(s) one (1) month before classes begin and an updated list three (3) weeks after classes commence

I UNDERSTAND AND WILL MEET ALL GUIDELINES ABOVE BEFORE DUAL ENROLLMENT COURSES COMMENCE:

☐ HIGH SCHOOL PROGRAM ADMINISTRATOR:

High School Program Administrator Signature: _____ Date: _____

☐ HIGH SCHOOL LIAISON:

High School Liaison Signature: _____ Date: _____

HIGH SCHOOL HAS MET ALL GUIDELINES:

☐ TURN IN COMPLETED FORMS TO MT.SAC

Director, Dual Enrollment Signature: _____ Date: _____