Early College Enrollment Steps
Dual-credit classes at the High School
Spring 2019

1. Submit class rosters (or update the ones you have sent already)
    to earlycollege@icc.edu
    -   Excel or Google doc preferred – use standard template sent by Early College
        office. Always title your document with the name of your school.
    -   Include ICC ID numbers - Check that students have applied at ICC
    -   Indicate students NOT taking class for ICC credit.

2. All students on rosters must be qualified. Please submit with the roster any test
    scores (other than Accuplacer), or transcripts for students new to dual-credit this
    semester.

3. Submit final ICC class roster signed by administrator/designated staff.
4. Submit signed dual-credit consent forms.
5. Update or submit Free/Reduced lunch list.

Helpful Suggestions

-   Make any changes to enrollment by modifying the google doc. Highlight
    any change you make; add, drop, test score entered, comment, etc. The
    Early College office will then remove these highlights when we have
    officially made these changes.

-   In the subject line of your emails list the name of your school.

-   Please direct all textbook questions to your ICC Bookstore contact Katelin
    Moses Katelin.moses@icc.edu . The link to look up textbooks is:
    https://bookstore.icc.edu/buy_textbooks.asp?

-   Early College will invoice schools using final approved rosters
    Approximate date of invoice: early to mid-March.