

Secondary School Counselors choosing to use the Adobe Sign Process to onboard students into MDC's Dual Enrollment Program must submit a Dual Enrollment Program and Test Referral Form.

- The Dual Enrollment Program and Test Referral has been designed to assist you with onboarding new and continuing students.
- This form has a built in Testing Referral for those students that need to be referred for testing to determine dual enrollment eligibility. Please **Do Not Submit** a separate Testing Referral if you are using the Dual Enrollment Program and Test Referral Form.
- Once the referral form is submitted, MDC's dual enrollment coordinator will send a Dual Enrollment Program Form to the student to complete and sign.
 - The Program Form will automatically guide the student in completing Section's 1 and 3. The student will also be directed to sign Section 2.
 - Upon digitally receiving the Dual Enrollment Program Form, the Secondary School Counselor is required to approve courses listed in Section 3 as well as complete and sign Section 4.
 - Upon digitally receiving the Dual Enrollment Program Form, the principal is required to also sign Section 4.
- Once the Dual Enrollment Program Form is returned to MDC, our MDC Dual Enrollment Coordinator's will process the Dual Enrollment Program Form and register the student based on the courses that the student selected.
- Please verify that your students have applied to MDC prior to submitting the Dual Enrollment Program and Test Referral Form.
- MDC will not process incomplete forms.