

DUAL ENROLLMENT POLICY

High School Students

- Apply for dual enrollment status to Western Michigan University through the high school counseling office.
- Once dual enrollment approval has been received, contact dance academic advisor Jane Baas at jane.baas@wmich.edu regarding the WMU dance course you wish to take. She will connect you with the dance faculty member teaching that dance genre to assess your technique level.
- Take the placement class and then contact Jane Baas to find out the level at which you are placed.
- If that level course fits into your schedule and **IF THERE IS SPACE STILL AVAILABLE AFTER DANCE MAJOR AND MINOR STUDENTS HAVE ENROLLED FOR THE COMING SEMESTER**, provide Jane Baas with your Western ID (WIN) number that you received when your dual enrollment status was approved. She will enroll you in the course.
- Notify your high school counseling office that you have been enrolled so that they can determine whether the school or the student will need to make payment to WMU to take the course.
- Please note that vacation schedules at WMU do not typically coincide with high school vacation schedules. You are responsible for observing WMU's semester schedule for the course.

For College Students From Other Schools

- Apply for guest student enrollment status to Western Michigan University through your current college registrar's office.
- Once guest enrollment approval has been received, contact dance academic advisor Jane Baas at jane.baas@wmich.edu regarding the WMU dance course(s) you wish to take. If it is a technique course beyond the beginning level, she will connect you with the dance faculty member teaching that dance genre to assess your technique level.
- Take the placement class if necessary and then contact Jane Baas to find out the level at which you are placed.
- If that level course fits into your schedule and **IF THERE IS SPACE STILL AVAILABLE AFTER DANCE MAJOR AND MINOR STUDENTS HAVE ENROLLED FOR THE COMING SEMESTER**, meet with the course instructor to sign the guest enrollment form.
- Return the form to your current college registrar's office. They will process the form to enroll you and send a copy of the form to your course instructor. The course instructor will use that form to assign your grade and return it to your current college registrar's office so that you may receive credit for the course at your current college, assuming you successfully complete the course requirements.
- Please note that vacation schedules at WMU may coincide with your current college's vacation schedules. You are responsible for observing WMU's semester schedule for the course.