

Dual Enrollment Online Application Procedures

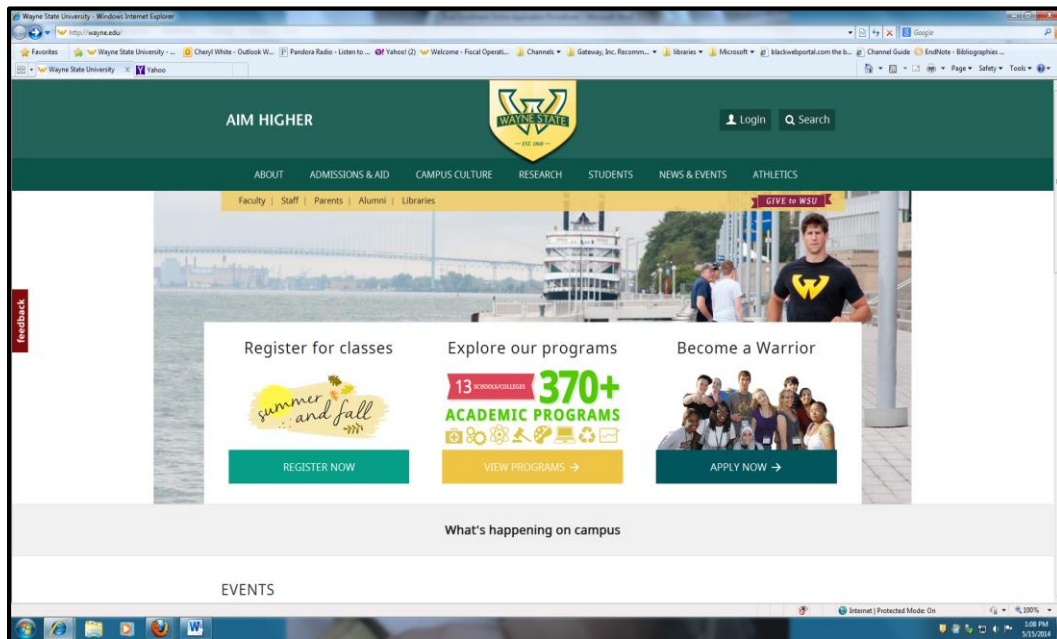


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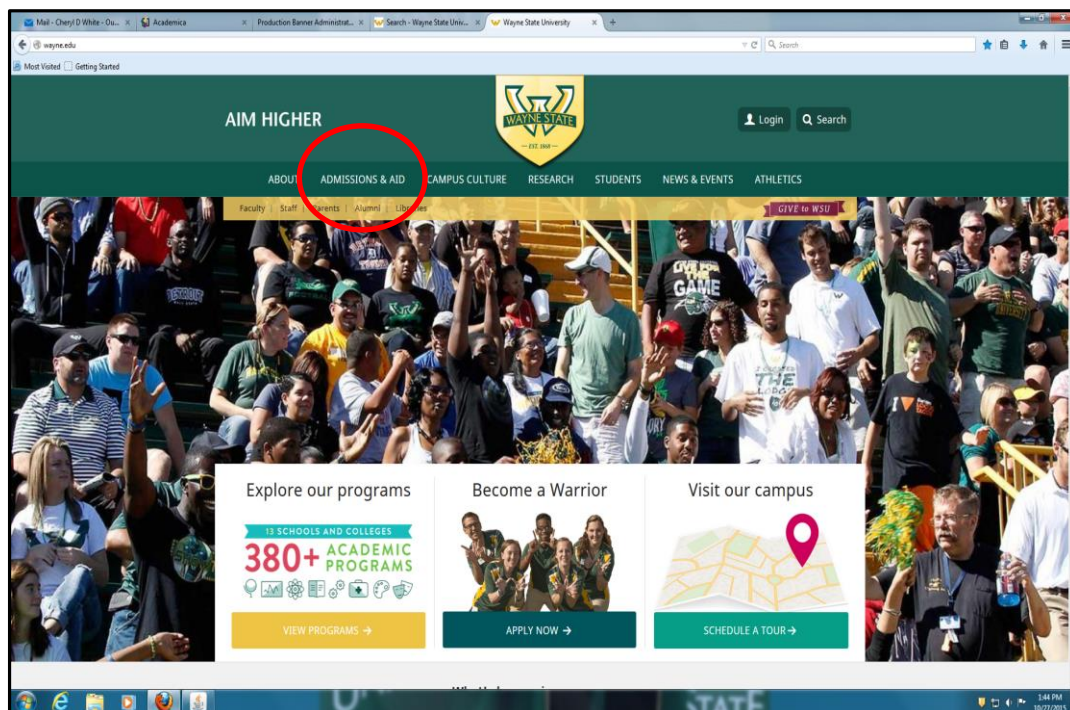
Revised 3.1.17

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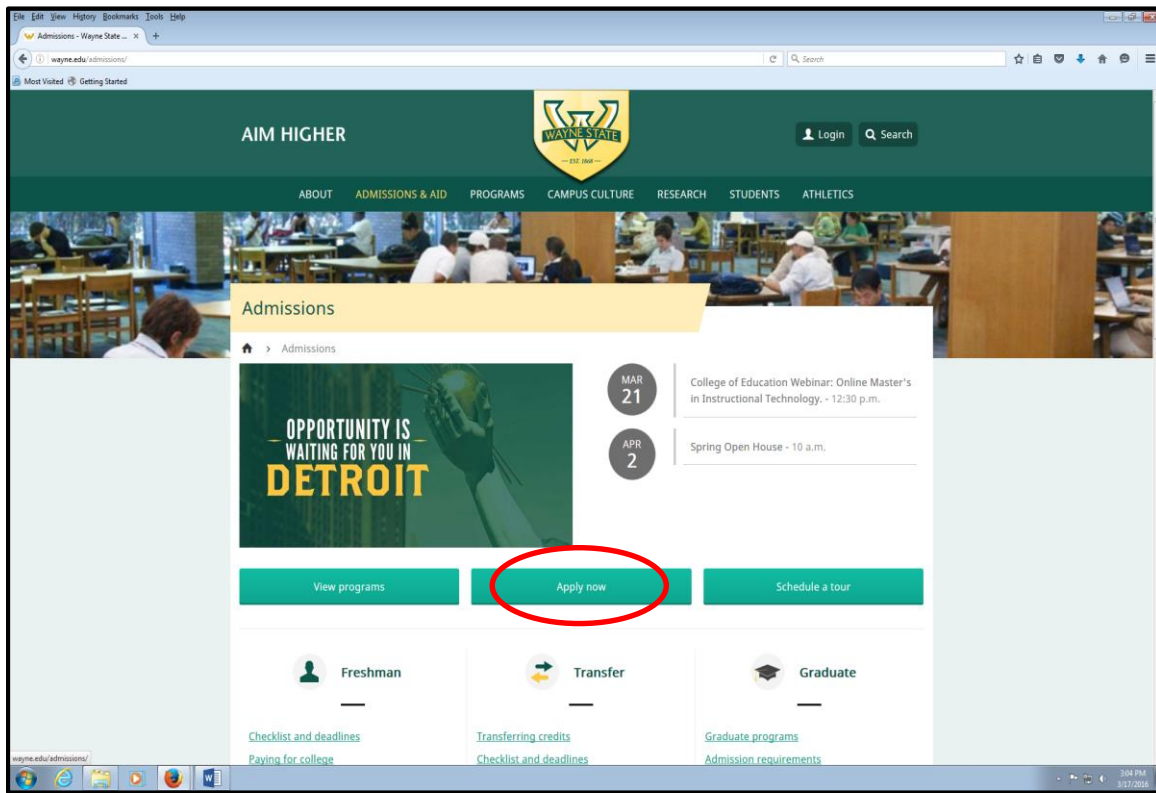
1. Open your web browser; type in “wayne.edu”.



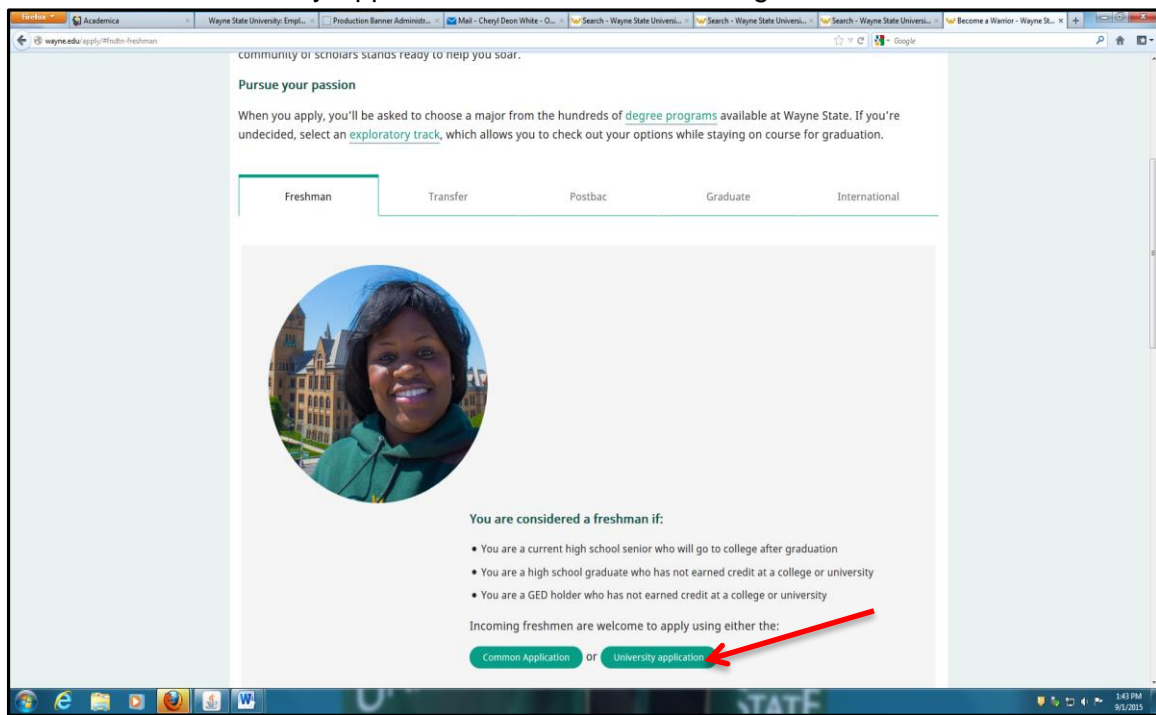
2. Click on the “Admissions & Aid” link.



3. Click on the “Apply Now” tab in the middle of the page.



4. Next, click on “University Application” link on the bottom right side of the screen.



5. You should now be at the Undergraduate Admissions Application site. Complete the items as requested:
- What type of applicant are you? – **Select dual enrollment**
 - What term applying? – **Select the appropriate term**
 - Have you graduated or will you be graduating from an accredited Michigan high school or earn a Michigan GED? - **No**
 - Country of Birth – **Click on the appropriate button**
 - Country of Citizenship – **Click on the appropriate button**
 - Press “**continue**”

Welcome to Wayne State University! The next step in your academic career is admission into your major at WSU. The Undergraduate Application for Admission is a two-part application. The first part contains bio-demographic and academic history questions while the second part displays documents required to complete your admission application. After submitting your application, you will be emailed a confirmation letter that will contain your temporary username and password that allows you to return at any time to check on your application status.

Step 1 of 2

Please answer a few preliminary questions to ensure you are directed to the correct application for admission.

What type of applicant are you? *

- ☐ Incoming Freshman (You have not taken college courses after graduating from high school)
- ☐ Transfer or Second Degree (Coming to us from another college)
- ☐ Post-Bachelor (Earned a Bachelor's degree, non-degree seeking status)
- ☐ Guest (Currently attending another college or university, non-degree seeking status)
- ☒ Dual Enrollment (Currently attending high school, non-degree seeking status)
- ☐ Non-Matriculated (Not taking courses for credit, non-degree seeking status)

What term are you applying for? *

- ☐ Spring/Summer 2014 (Spring/Summer starts May 5th, Summer starts June 25, 2014)
- ☐ Fall 2014 (Semester starts August 27, 2014)

Have you graduated or will you be graduating from an accredited Michigan high school or earn a Michigan GED? *

- ☐ Yes
- ☐ No

What is your country of birth? *

- ☐ United States of America (including US military bases and US territories)
- ☐ Canada
- ☐ Other Country

What is your country of citizenship? *

- ☐ United States of America
- ☐ Canada
- ☐ Other Country

Done

Internet | Protected Mode: On

1:28 PM 5/15/2014

6. Complete personal information as requested. **Note the following:**
- a. Name entered on application must match high school transcript
 - b. SAT, ACT and GPA can be left blank
 - c. Address – only complete the first address block; click the box in front of permanent address
 - d. Telephone Numbers – no spaces, dashes, or parentheses

The screenshot shows a web browser window with the Wayne State University application form. The browser's address bar shows the URL: https://cardinal.wayne.edu/apply/app.php/application_type=DU&term=201609&ug=UG&studentType=. The page header includes the Wayne State University logo and the slogan "AIM HIGHER". A link to report website technical problems is provided: admissions@wayne.edu.

The form is divided into three main sections:

- Name:** This section includes fields for "Legal First Name", "Legal Middle Name (Leave blank if not applicable)", and "Legal Last Name". Below these is a field for "Previous Last Name (Leave blank if not applicable)". A note states: "If you have ever applied to or attended classes at Wayne State University under a last name that differs from the legal last name entered above, your application and record will continue to list your previous last name. Change your previous last name to your current legal last name on your student records by submitting the [Name Change](#) form to the Office of the Registrar."
- Mailing Address and Phone:** This section includes a "Country" dropdown menu (set to "United States of America"), three "Street Line" text boxes, "City", "State/Province" (dropdown menu, set to "Not Defined"), and "Postal Code" fields. It also includes "Phone Number" and "Mobile Number" fields, each with a country code dropdown menu (set to "USA (+1)").
- Permanent Address:** This section is currently empty.

The Windows taskbar at the bottom shows the time as 3:40 PM on 3/17/2016.

7. Admissions Status Page

- When you get to this page, write down the **temporary ID** (upper right corner).
Note: Returning dual enrollment students will keep the same Access ID and Student ID numbers.
- You do not have to complete the rest of the application; the remainder of the requested information (marked by red checks) will be obtained from your high school.**

Note: You must submit a Registration form, FERPA form and Academic Performance Guidelines Form to the designated person at your high school in order to register for your dual enrollment course after you have been admitted for the designated semester.

- Be sure to logout (upper right).

Looking for your Graduate School application? [CLICK HERE](#)

Admission Status Countdown to First Day of Classes: 103 days

Gentry Darkins Student ID: 00447678 WSU AccessID: 007416 ADM: 0000000000000000 [Learn more about student housing options](#)

Undergraduate Admissions application, part II

TASK	STATUS	MORE INFO
1. Online Application	Completed on May 14, 2014 10:30 AM	
2. Dual Enrollment Permission Upload a filled out copy of Dual Enrollment Permission Form Dual Enrollment Permission Form	Upload a filled out copy of this form [LINK HERE TO FORM] Click here to upload	
3. High School Transcript Transcript Request Form (allow up to 10 days for your high school transcript to be received and processed in our system)	UNV HIGH SCH ACADEMY	
4. Parent/Guardian Confirmation Upload signed copy of Parent/Guardian Responsibility Form Parent/Guardian Responsibility Form	Upload signed copy of Parent/Guardian Responsibility Form [LINK HERE TO FORM to download] Click here to upload	
5. Admission Decision	May 14, 2014	Decision Pending

Thank you for your application to WSU. Your application has been received and processed. However, your application is still incomplete thus delaying an admission decision. You will be receiving a series of notifications about missing items in your file. In order for us to make an admission decision quickly, please send the missing information we have requested to WSU as soon as possible.

Tuition Assessment
You are currently being assessed the in-state tuition rate. For additional tuition and fee information visit <http://res.wsu.edu/students/tuition-info.aspx>

TASK	STATUS	MORE INFO
6. Activate your WSU e-mail account / Login to WSU Pipeline	Not yet eligible for a Wayne State E-mail account.	
7. Placement Exams	(status not available)	Register for Placement Exams How to Pay and

You have now completed the dual enrollment application process!

After your application materials are reviewed, you will be notified of your status in the program. If admissible, you will be assigned a permanent Student ID number and Access ID, which allows access to the university's Web portal system. This information will be provided to you before the start of class (returning students will keep the same Student ID and Access ID).