



SIENA HEIGHTS UNIVERSITY
Adrian, Michigan

Dual Enrollment Application

GPA REQUIREMENTS: Minimum cumulative high school GPA of 3.00 (on a 4.0 scale)

Step 1: Student Information - Please Print Legibly

Full Legal Name _____ Date of Birth _____

Street Address _____ City _____

State _____ Zip Code _____ Social Security Number _____

Home Phone # _____ Student Cell Phone # _____

Male Female Is this your first Dual Enrollment registration at Siena? _____ Email _____

Anticipated Majors: _____

Step 2: Class Registration - Please list in order of preference

SESSION (FA/WI)	COURSE	SECTION#	COURSE NAME	CREDIT HOURS	DAYS	MEETING TIME
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Please list additional courses of interest, should courses above be unavailable

SESSION (FA/WI)	COURSE	SECTION#	COURSE NAME	CREDIT HOURS	DAYS	MEETING TIME
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Student Signature _____ Date _____

AUTHORIZATION AND INFORMATION

Step 3: School Information and Authorization (to be completed by high school counselor/principal)

High School Name _____ Student's State of MI UIC Number _____

Billing Contact Name _____ Billing Contact Phone Number _____

Billing Address _____ City/State/Zip _____

Counselor/Principal Signature _____ Date _____

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Step 4: Submission of Forms

Completed applications may be submitted with an official high school transcript in one of the following ways:

1. Fax: (517) 264-7755 (Attn: Nichole Hood, Dual Enrollment Coordinator)
2. Mail: Office of Undergraduate Admissions, Siena Heights University, 1247 E. Siena Heights Drive, Adrian, MI 49221
3. Email: nhood@sienaheights.edu
4. Drop off: Office of Undergraduate Admissions, Ledwidge Hall, Siena Heights University

Step 5: Application Deadlines

Fall Session Deadlines:

- May 15 – Application to Dual Enrollment Coordinator at Siena Heights University (Nichole Hood)
- June 1 – Applications transferred to Registrar’s Office for official registration
- June 5 – High School Counselors notified if any courses are unavailable

Winter Session Deadline Date:

- November 15 – Application to Dual Enrollment Coordinator at Siena Heights University (Nichole Hood)
- December 1 – Applications transferred to Registrar’s Office for official registration
- December 5 – High School Counselors notified if any courses are unavailable

Questions? Please contact the Siena Heights University Dual Enrollment Coordinator: Nichole Hood at (517) 264-7179

FOR OFFICE USE ONLY

SHU Dual Enrollment Coordinator Signature _____ Date _____

Registrar’s Signature _____ Date _____

Student Accounts Staff Signature _____ Date _____

Revision# _____ Date _____ Revision# _____ Date _____

Revision# _____ Date _____ SHU ID# _____

Siena Heights University is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status in the institution’s programs or activities or any other occupationally irrelevant criteria. The University promotes affirmative action for minorities, women, disabled persons and veterans. Siena Heights University’s Title IX Coordinator is the Chief Public Safety Officer, Cindy Birdwell. She can be contacted at 517-264-7194 or cbirdwel@sienaheights.edu, or in person in Ledwidge Hall on the Adrian campus. For 24/7 availability, call 517-264-7799.

Revised 04/17