



Dual enrollment step by step

- Explore and identify academic goals.
- Explore courses.
- Identify college and course using college websites and AOE dual enrollment and early college information on website (coming in December)!
- Go to <https://education.vermont.gov/student-learning/flexible-pathways/dual-enrollment>. Request a dual enrollment voucher. You will need to enter course name, title, and course number. Print a copy.
- Have your school counselor approve the voucher application and provide a voucher number.
- Follow up with the college by phone regarding next steps for course registration.
- Include your dual enrollment course choice in your PLP goals sections and review with your school counselor or advisor.
- Review information with your school counselor about how dual enrollment works with high school GPA and class rank.
- Prior to the start of the course, e-mail the college professor regarding course requirements for books and supplies. Check with your school counselor if you need help with funding.
- Upon completion of the course, it is your responsibility to call the college's Registrar Office and request a transcript to be sent to your high school.
- All dual enrollment voucher participants have up until the third class to drop the course and not use up the voucher.

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