



# MOTT ENROLLMENT CHECKLIST

Pay careful attention to all dates and times that are listed below. Deadlines are critical in the acceptance, enrollment, and continued success in the program. Please contact Lora Phelps, Early College/Dual Enrollment Coordinator, at [phelps@sresd.org](mailto:phelps@sresd.org) or (989)743-3471 with any questions.

## New Students

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> Submit interest form   | November 2022         |
| <input type="checkbox"/> Shiawassee RESD Program applications open                            | December 19, 2022     |
| <input type="checkbox"/> Mott Advisor at SRESD for pre-planning courses                       | February 24           |
| <input type="checkbox"/> Apply to Shiawassee Early College/Dual Enrollment Program            | Complete by March 1   |
| <input type="checkbox"/> <b>Early College students:</b> attend one interview session          | March 14, 4pm-8pm     |
|   | March 15, 4pm-8pm     |
|   | March 18, 8am-2pm     |
| <input type="checkbox"/> <b>Early College students:</b> Acceptance into Early College Program | Announced by March 24 |
| <input type="checkbox"/> Apply to Mott  | Complete by April 28  |
| <input type="checkbox"/> Activate MCC Account-email from Mott Admissions                      | Complete by April 28  |
| Username:_____ Password:_____   |                       |
| <input type="checkbox"/> Set-up Duo Mobile  | Complete by April 28  |
| <input type="checkbox"/> SRESD in district to select classes with student                     | April                 |
| <input type="checkbox"/> Complete SRESD Google form for registration                          | During SRESD Meeting  |
| <input type="checkbox"/> Log-into myBackPack (MCC4me) and register for courses                | Complete by April 28  |
| <input type="checkbox"/> Pass Accuplacer (placement) exam IF necessary                        | Complete by April 28  |
| <input type="checkbox"/> Communicate any class changes or drops to SRESD                      | Complete by April 28  |
| <input type="checkbox"/> Application Confirmation signatures due back to SRESD                | Complete by April 28  |
| <input type="checkbox"/> Attend Mott new student orientation                                  | Dates TBD             |
| <input type="checkbox"/> Attend SRESD new student orientation                                 | Dates TBD             |
| <input type="checkbox"/> Pickup books and materials   | Complete by August 18 |

## Returning Students

- |  |                       |
|--|-----------------------|
| <input type="checkbox"/> Shiawassee RESD Program applications open                 | December 19, 2022     |
| <input type="checkbox"/> Mott Advisor at SRES D for pre-planning courses           | February 24           |
| <input type="checkbox"/> Apply to Shiawassee Early College/Dual Enrollment Program | Complete by March 1   |
| <input type="checkbox"/> Meet with SRES D to select/confirm classes                | Complete by April 28  |
| <input type="checkbox"/> Complete SRES D Google form for registration              | During SRES D Meeting |
| <input type="checkbox"/> Log-into myBackPack (MCC4me) and register for courses     | Complete by April 28  |
| <input type="checkbox"/> Pass Accuplacer (placement) exam IF necessary             | Complete by April 28  |
| <input type="checkbox"/> Communicate any class changes or drops to SRES D          | Complete by April 28  |
| <input type="checkbox"/> Application Confirmation signatures due back to SRES D    | Complete by April 28  |
| <input type="checkbox"/> Pickup books and materials                                | Complete by August 18 |

## High School Counselors

- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Send SRES D students HS transcripts and PSAT/SAT scores following applications | Complete by March 1  |
| <input type="checkbox"/> Support student with applying to their college of interest                     | Complete by March 1  |
| <input type="checkbox"/> Support students who need to pass Accuplacer (placement) exams                 | Complete by April 28 |
| <input type="checkbox"/> Support students with registering for courses in myBackPack(MCC4me)            | Complete by April 28 |
| <input type="checkbox"/> Communicate any drops or class changes with SRES D for Fall 2023               | Complete by April 28 |

## Parents/Guardians

- |   |  |
|---|--|
| <input type="checkbox"/> If your students expresses interest or you would like more information about our programs have your students complete an interest form | November   |
| <input type="checkbox"/> Assist your student with applying to SRES D programs   | Complete by March 1  |
| <input type="checkbox"/> Optional: attend countywide zoom info session  | January 24, 7pm  |
| <input type="checkbox"/> Optional: attend countywide zoom info session  | February 23, 7pm   |
| <input type="checkbox"/> Ensure students have applied to Shiawassee Early College/Dual Enrollment program   | Complete by March 1  |
| <input type="checkbox"/> <b>Early College students:</b> attend one interview session  | <b>March 14, 4pm-8pm</b><br><b>March 15, 4pm-8pm</b><br><b>March 18, 8am-2pm</b> |
| <input type="checkbox"/> Guide students to complete required steps applying to colleges   | Complete by April 28   |
| <input type="checkbox"/> Application Confirmation signatures due back to SRES D   | Complete by April 28   |
| <input type="checkbox"/> Attend SRES D new student orientation  | Dates TBD  |
| <input type="checkbox"/> Student picks-up books and materials   | Complete by August 18  |