

# DUAL ENROLLMENT APPROVAL FORM



## STUDENT INFORMATION

First Name	Last Name		
Address	City	Zip	
Phone	Email		
Date of Birth	Gender	Male	Female
Cumulative GPA	PSAT/SAT Score	Composite	Math Writing

## SEMESTER OF DUAL ENROLLMENT

Fall (begins August)	Spring (begins January)
Year	Year

## NOTE TO PARENTS AND STUDENTS

It is the responsibility of the student to provide the Admissions & Records Office with a completed Dual Enrollment Approval Form every semester prior to enrolling in classes. Students who register prior to submitting this form are subject to being withdrawn from their courses and/or may incur a balance. Parental approval is required for each semester of dual enrollment until the student reaches 18 years of age.

## STUDENT FERPA DISCLOSURE

I certify that all the answers on this application are complete and accurate to the best of my knowledge. I understand that falsifying any part of this application may result in cancellation of admission and/or registration. I agree to become knowledgeable about Cleary University's rules and regulations and abide by them. I understand that course transferability varies by institution, and that it is therefore my responsibility to check with the receiving institution to see if my credits will transfer. Cleary University may release my academic records to my high school, including but not limited to: course progress, attendance, and final course grade(s). I understand that I am responsible for ALL tuition and charges related to attending Cleary University if a course is not approved by the school district.

Signature of Student

Date

## PARENT/LEGAL GUARDIAN APPROVAL

I understand that my child intends to enroll in a college course. I understand that my student will be required to meet all attendance and classroom participation requirements expected of a college student. My student and I agree to become familiar with college policies covering course withdrawal, tuition refunds, class attendance and campus standards of conduct outlined in the Cleary University catalog. I understand that information regarding my child's course progress, attendance, and final grade(s) will be shared with the principal or counselor of their high school upon the school's request in

## CLEARY UNIVERSITY - DUAL ENROLLMENT APPROVAL FORM

accordance with the Family Educational Rights and Privacy Act Regulations (FERPA). I will assume financial responsibility for any and all costs associated with my child's attendance at Cleary University, if not covered by any other means. I waive any claim against Cleary University for injury, loss, or damage whatsoever, caused by any person rendering any services of the program caused by outsiders. I understand my child is participating in an adult educational environment and hereby assume responsibility and hold Cleary University harmless for any adverse consequences of that participation. I understand that enrollment is contingent upon an available open seat in the course(s) selected.

**Print** Parent/Legal Guardian Name

**Phone**

**Address**

**City**

**State**

**Zip**

**Signature** Parent/Legal Guardian Name

**Email**

**Date**

### COURSE INFORMATION

Course Number	Course Title	Credit Hours
Course Number	Course Title	Credit Hours
Course Number	Course Title	Credit Hours
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### HIGH SCHOOL RECOMMENDATION

(Required only for the first semester of enrollment. Not required for subsequent semesters.)

I recommend enrollment of this student at Cleary University. I have conferred with the student and family and believe this enrollment is in the best interest of the student. I affirm that the student will be at least a Freshman in high school on the first day of the semester.

**Student (Legal) Name**

**Student DOB**

**Print** Name of School Principal or Guidance Counselor

**Signature** of School Principal or Guidance Counselor

**School**

\*Please note that the course(s) you choose cannot be currently offered by your high school. Approval from your high school counselor and academic advisor at Cleary University will be needed in order to take courses.

I \_\_\_\_\_ give the student above permission to take the following non MTA approved courses.

**Course 1**

**Course 2**

**Course 3**

**Signature**

**Date**

\*Late Registration policy - If your form is submitted later than 8/10 (Fall), 12/20 (Spring), or 5/1 (Summer) you must have a signature from the Dean of Undergraduate Studies below:

**Signature**

**Date**

# DUAL ENROLLMENT PAYMENT SCHEDULE



**Student Name:**

**Semester/Year:**

**Counselors:** Complete the section that aligns with the number of classes the school has per day.

## Livingston County Residents:

**Cost/Credit Hour**

**Cost/Class (3 credits)**

**\$206**

**\$618**

**NOTE:** Eligible students enrolling in post-secondary courses for high school credit only shall have the costs required for classroom supplies if needed. Schools will be responsible for the course fees.

\*The totals listed are estimated based on the State of Michigan Department of Education allocation to each school. The bill will reflect the accurate price after the final budget approval from the State of Michigan Department of Education.

**Amount paid will be the lesser of this amount or actual tuition.**

Student's Signature:

Date:

Parent's Signature:

Date:

Counselor's Approval:

Date:

Principal's Approval:

Date:

# FERPA RELEASE



The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their privacy of educational records. By signing this form, and checking the appropriate circles, you will be authorizing the appropriate department(s) to disclose your student information to the person(s) you indicate. This form states that ONLY those persons listed (usually parents, guardians, or spouses) have permission to review your information. In addition, anyone seeking information will be asked to provide the passcode associated with your file before any information will be communicated.

NAME \_\_\_\_\_

STUDENT'S DATE OF BIRTH \_\_\_\_\_

I SIGNIFY THAT I DO NOT WISH ANY INDIVIDUALS TO HAVE ACCESS TO MY INFORMATION OR  
CLEARY UNIVERSITY IS HEREBY AUTHORIZED TO DISCLOSE MY STUDENT INFORMATION IN THE FOLLOWING AREAS  
WITHOUT MY FURTHER CONSENT AND UNTIL FURTHER NOTICE:

(CHECK THE CIRCLE FOR EACH AREA YOU WISH TO MAKE AVAILABLE)

FINANCIAL AID

GRADE REPORTS

BILLING - TO THE FOLLOWING PERSON(S):

NAME		
RELATIONSHIP TO STUDENT		
PHONE NUMBER		
EMAIL ADDRESS		
EXPIRATION DATE OF FERPA (Recommend 1 year or Anticipated Grad Date)		

PLEASE ASSIGN THE FOLLWING THREE DIGIT PASSCODE TO MY ACCOUNT: \_\_\_\_\_

I UNDERSTAND ANYONE (INCLUDING ME) SEEKING TO DISCUSS MY RECORDS WILL BE ASKED TO IDENTIFY THEMSELVES THROUGH USE OF THIS PASSCODE AND AGREE THAT ANYONE WITHOUT THE PASSCODE WILL NOT BE GIVEN ACCESS TO MY INFORMATION.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS AUTHORIZATION SHALL BE CONCEDED AS A WAIVER OF ANY AND ALL MY RIGHTS AND/OR PRIVILEGES AS  
PROVIDED UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA), AS AMENDED.  
A PHOTOCOPY OF THIS AUTHORIZATION SHALL BE CONSIDERED AS VALID AS THE ORIGINALLY SIGNED DOCUMENT

# DUAL ENROLLMENT APPROVED COURSES



Contact Admissions at [admissions@cleary.edu](mailto:admissions@cleary.edu) for course dates and times.

Not all courses are available each semester.

## **ACC 1000 Principles of Accounting and Economic Renaissance I**

**3 cr.**

Explore and learn the basic principles of accounting by working through the entire accounting cycle. This includes accounting systems, controls, analyzing and posting business transactions, recording journal entries, and preparing basic financial statements. You will discover accounting history and Luca Pacioli—including the role of double-entry bookkeeping, the preparation of financial statements, and the evaluation of financial ratios and costs—in the thirteenth-century economic renaissance of western civilization. Learn how accounting tools with wide applications add value beyond reporting what has already happened.

## **ACC 1100 Principles of Accounting and Economic Renaissance II**

**3 cr.**

The second semester of accounting principles expands on material presented in ACC 1000 from the perspective of an accounting major. You will learn alternative methods of handling adjustments, discounts, and inventory issues as well as more complex situations related to long-term assets. You will be introduced to new financial accounting concepts related to partnerships, long term liabilities, accounting for investments, and the preparation of the statement of cash flows. Prerequisites: ACC 1000

## **BUS 1000 The Business of Environmental Sustainability**

**3 cr.**

Threats to our environment and the business opportunities to mitigate such threats are driving forces shaping our future. You will investigate the science, technology, and economics behind the greatest challenge of our times: environmental sustainability. This course prepares you for next semester's environmental filter focus and includes working on an EcoVillage business project. Gain an important knowledge advantage with employers—all of whom have to deal with environmental factors to secure a sustainable business future.

## **COM 1400 Speak Up!**

**3 cr.**

Understand how it is increasingly important to foster productive dialog across disparate lines of business, education, religion, politics, and cultural diversity. Get comfortable and fluent in the art of speaking publicly, conversing, and listening as it relates to critical conversations held in business, government, social networks, and other social establishments. You will be challenged to identify flaws in assertions and unproductive approaches to communication. You will develop techniques to utilize communication styles that elicit meaning, abstract thinking, citizenship, clarity, organization, persuasion, research, teamwork, and cooperation.

### **COM 2800 Organizational and Interpersonal Communication**

**3 cr.**

This course is an overview of speech communication and interaction in a person-to-person and an organizational context. Interpersonal communication topics include: concepts of perception, attraction, self-disclosure, listening, and conflict management through communication. Organizational communication topics include communication systems, networks, and barriers within organizational settings and cultures.

### **ECO 1000 Economies and Economics I (Macroeconomics)**

**3 cr.**

Explore the key ways the world has made and continues to make money through the flow of goods and services. Discover the history of purging, pursuing, and partitioning the non-existent free-market economy. From bartering and bondage to traditional, command, market, and mixed economic systems, you will assess the different ways business activities have been—and could be—organized and managed. You will address questions of how resources in the world are accessed, transformed, distributed, and used—and an ethical response to who benefits and who should benefit.

### **ECO 2000 Economies and Economics II (Microeconomics)**

**3 cr.**

Microeconomics is the study of individual decision-making units, such as households, businesses, and markets within the economy. The emphasis will focus on how these groups make decisions regarding the allocation of their scarce resources and the interactions among these individuals and firms. Topics covered will include production costs, market structure, price maximization, labor markets, government regulation, and distribution of income.

### **ENG 1000 English Composition**

**3 cr.**

English Composition is the foundational course that will prepare entering students for college-level skills in writing, reading comprehension, and critical thinking through the application of grammar, tone, and audience. This application will stretch from academic research and writing through basic business communications and personal writing.

### **ENG 1100 Discourse and Delivery**

**3 cr.**

Explore the digital divide and discover how it is no longer defined only in terms of one's access to hardware and software. Assess a digital divide created by limited literacy skills (reading and writing) and a lack of cognitive skills needed to make effective use of communications-based technologies. Immerse yourself in the reading, writing, and critical-thinking practices necessary to communicate effectively through digital technologies. Embark on a comprehensive study of two key applications of knowledge: 1) cognitive proficiency—you'll refine foundational communication skills of everyday life at school, at home, and at work, and 2) technical proficiency—you'll explore and apply components of digital literacy, including a foundational knowledge of digital technology.

### **HUM 2100 The Business of Art**

**3 cr.**

Business relies on art in various capacities: as a reflection of human experience, observation, introspection, and achievement; and to establish an identity and display value to the public. Explore the appreciation of art, the artful mind, and its application to business. Students will explore the concepts of creativity; the importance of expression; visual communication; and how aesthetics, film, art, and design create value and an identity for the individual and for the corporation.

**LAW 2900 Business Law**

**3 cr.**

This course provides an understanding of the body of legal principles that govern the structure and conduct of business organizations. This survey course covers such topics as the legal environment of business, regulatory environments affecting business, business-to-business relationships, and business ethics and social responsibility.

**MTH 2800 Applied Business Statistics**

**4 cr.**

This course focuses on an overview of statistical skills and applications necessary for business and management success. Problem-solving and critical thinking skills are emphasized. Topics include data collection methods, organizing data, descriptive statistics, probability, and decision-making techniques.

**PHL 1200 Critical Thinking in an Illogical World**

**3 cr.**

This course will focus on the business world and society as a whole through the lens of logic and critical thinking. You will explore methods of logical, analytical, and critical thinking as they apply to day-to-day life. The course will also teach how to symbolize arguments into a formal language to analyze their validity. You will learn the skills necessary to identify and evaluate different kinds of arguments, distinguish good arguments from bad ones, and understand exactly what makes those arguments either good or bad.

**PHL 1300 Know Thyself, Know Thy World**

**3 cr.**

Cognitive science argues that your sense of personal self develops through continuous encounters and mirroring with the cultural world in which you live. Students will come to better understand how knowledge of self and others influences their experience in relation to people, business, and in and the world around us. In this course, discover various cultural perspectives, traditions, and understanding of being human within the larger world and our own personal culture(s). Students will continue to develop an understanding of how they were formed, what they can become, and what constitutes a well-lived life.

**PHL 1500 The Right Decision**

**3 cr.**

Explore the concept of ethics by exploring your own personal values, choices, and behaviors—as well as those of different individuals and cultures—to understand the importance these ethical perspectives and actions are to the self and to business sustainability. Journey through a variety of ethical theories and their development, relative and situational ethics, and value systems.

**PHL 2900 The Philosophy of Technology**

**3 cr.**

Explore the use and development of technology from a developmental, practical, and ethical perspective. Consider technological preoccupation and how technology has become increasingly vital to our daily and business lives. Debate whether technology is inherently good or exists for its own sake. Delve into the development and use of technology within the business world, from the assembly line and electronic communication to machines and automated systems to robots and AI.

**PSY 1500 Introduction to Psychology**

**3 cr.**

The course is designed to be an introduction to the science and application of psychology. The course will assist the student in the development of a foundation of basic knowledge in order to understand and apply specific areas of psychology in their professional lives. The course will survey introductory topics such as learning; memory; sensation and perception; personality; lifespan development; the physiological basis of behavior, stress, and health; psychological disorders; social psychology; and research methods.

**SCI 2500 Introduction to Global Climate Changes**

**3 cr.**

This course introduces scientific, economic, and ecological issues underlying the threat of global climate change and the institutions engaged in negotiating an international response and at the same time developing an integrated approach to analysis of climate change processes and assessment of proposed policy measures.

**STA 1000 Data Integration Toolbox No. 1**

**3 cr.**

Explore the role of data in the evolution of civilization and economies. Get your head around technology and the data pandemic. Through a series of case studies and investigative projects, discover the differences among data as information, knowledge, understanding, and currency. Learn how to leverage data to make decisions with a critical understanding of patterns—in events, populations, and processes—in the presence of uncertainty. Acquire the data integration techniques and tools, statistical methods, and modeling skills you need to analyze data, identify problems, create solutions, and communicate and sell your solutions to others.

**STA 2000 Data Integration Toolbox No. 2**

**3 cr.**

Building on STA1000, further explore the application of data-integration tools in key business decision-making challenges: who are my customers and what do they want; where is there fraud; which companies are at risk for bankruptcy; which products are likely to fail; and what risks do you need to manage? Learn to apply algebraic, spreadsheet, graphical, and statistical models to help answer such questions in a variety of investigative settings. Discover the powerful and exciting principles of computer science, database management, and big data analytics. Prerequisites: STA 1000

**TCM 1000 Business Arts Immersion**

**3 cr.**

This course considers interpersonal relationships as a system within the workplace that is essential in connection with and success in business. It seeks to develop a paradigm, dialogical in nature, of relating with self and others and will focus on philosophical, relational, sociological, and theological frameworks of relationships as they inform experience and success in business.