

# 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

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

## 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 Students who register prior to submitting this form are subject to being withdrawn from their courses and/or may incur a balance.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
Course Number	Course Title	Credit Hours

**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.

**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):

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

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 Introduction to Financial Accounting 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 2000 Introduction to Managerial Accounting 3 Cr.**

Building on ACC 1000, you will learn to perform more complex management accounting and financial analysis, including the definition of cost objects, the evaluation of cost behavior, and the measurement of financial performance in a dynamic operations environment. Such skills are in high demand in business today. In cases and simulations during this course, you observe how the choices you make about what to measure and how to measure it have significant economic and ethical consequences for an organization, even to the point of determining business viability. (Pre-Req ACC 1000)

### **BUS 1100 Introduction to Organizations 3 Cr.**

This course provides students with a broad introduction to the world of organizations and the fundamentals of business. Students will examine the purpose, structure, and functions of organizations while exploring core business areas such as management, marketing, operations, human resources, and finance. The course also introduces the influence of external environments—including economic, legal, ethical, and global factors—on organizational decision-making. Through applied projects, students gain a foundational understanding of how organizations operate and prepare for further study in business disciplines.

### **COM 1400 Speech Communications 3 Cr.**

Understand how it is increasingly important to foster productive dialogue 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 2200 Public Relations 3 Cr.**

A theoretical approach to the principles of the field of public relations in corporate, non-profit, and agency applications. The role of public relations in the overall organizational communication structure is considered.

**ECO 1000 Introduction to 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 Introduction to 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.

**ENG 1200 Creative Writing 3 Cr.**

In this course, you will develop ideas and work habits as creative writers and storytellers. Knowing how to tell a successful story is both personally and professionally rewarding: fiction, life writing, journalism, film, television, games, multimedia projects, blogs, and even business proposals rely on narrative content. You will learn to identify the building blocks of good narrative and create their own dynamic fiction or non-fiction narratives.

**HRM 2800 Introduction to Human Resource Management 3 Cr.**

Understand how the success of an organization is heavily dependent on the performance of its people and how we work together in business. You will explore the role of human resource management in an organization. Argue and discover how ethics and social responsibility impact businesses and social environments in which people work toward both common and disparate goals.

**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. You 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. You will explore the pursuit of intrinsic beauty and its relationship to automobiles, the biomedical industry, personal health, sales, and marketing.

**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.

**MIS 1000 Applied Business Tools 3 Cr.**

This course introduces the essential digital tools and professional practices used in today's business environment. Students will develop hands-on proficiency with core productivity software and cloud-based applications for communication, collaboration, data management, and document creation. Emphasis is placed on applying these tools to real business tasks—organizing information, creating professional reports, managing calendars and meetings, communicating effectively through email, and using AI tools responsibly and efficiently. Students will also explore digital file management and the principles of digital professionalism to prepare for success in academic and organizational settings.

**MKT 2200 Introduction to Marketing 3 Cr.**

Marketing is at the heart of every business: connecting organizations with customers, creating value, and driving growth. In this course, you will gain a foundational understanding of how marketing shapes customer perceptions, builds relationships, and influences business success. Through the study of market segmentation, consumer behavior, brand development, and sales communication, you will explore the full marketing cycle—from creating awareness to maintaining customer loyalty. Practical applications and real-world examples will prepare you to recognize opportunities, evaluate strategies, and communicate value in any business setting.

**NTR 2000 Nutrition for the Active Adult (with Lab) 3 Cr.**

Nutrition is crucial to living an active and healthy life, to support training, and to optimize performance. In this course, you will become familiar with the nutritional aspects of exercise and sports. What are the basic concepts in exercise physiology and sports nutrition science? How is exercise being fueled for the different types of sports, like power sports, sprinting, and endurance exercise? And how does protein support skeletal muscle mass and performance? In this course, you will learn to estimate energy needs and understand thermoregulation and fluid balance. You will learn about the role of micronutrients and supplements in exercise performance. Moreover, you will be introduced to some health issues related to doing exercise.

**OPM 2000 Operations Management 3 Cr.**

Explore the variety of ways businesses and other organizations are set up to transform physical and human resources into products and services. Assess and prioritize operational challenges and best practices for moving from A to B and beyond. You will learn about the very creative and profitable ways companies have managed product and service production in the past and how they are doing it today. You will use game simulations to acquire operations experience setting up and running companies to manufacture computers, electric cars, bicycles, and films.

**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 in 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 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 of these ethical perspectives and actions to the self and to business sustainability. Journey through a variety of ethical theories and their development, relative and situational ethics, and value systems.

**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.

**QLR 1000 Data Foundations 3 Cr.**

In this entry-level course, you will learn how to understand, analyze, and present data. This begins with a broad overview of the data analysis process and then developing each of the fundamental data analysis skills. We will begin data collection and then analyze data using key statistical concepts such as correlation, regression and clustering. This course begins the process of learning how to choose the best visualization for your data and to design effective visualizations.

**SCI 1500 The Science of Well-Being 3 Cr.**

In this course, you will address multiple aspects of well-being, including the measurement of happiness, the effects of happiness on longevity and health, interventions that can promote happiness, the types of societies that experience more happiness, and the misconceptions of happiness that drive us. You will also analyze the history of well-being research, scientific theories of well-being, and put these concepts into practical application in your own life.

**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.

**TCM 1000 The Cleary Mind: Introduction to Human Behavior and Leadership 3 Cr.**

Cognitive science suggests that your sense of personal self develops through continuous interaction and mirroring the cultural world around you. In this foundational social science course, you will explore how self-knowledge, culture, and social systems shape your behavior, communication, and ethical decision-making. Drawing from psychology, sociology, and cognitive science, you will analyze how self-awareness, cultural norms, and group dynamics influence relationships, leadership, and organizational success. Through reflective and applied learning, you will discover what constitutes a healthy, well-lived professional life while developing The Cleary Mind™ professional skills - essential to thriving in both business and life.