

Directions for ACM Dual Enrollment/Early College Spring 2021 Registration

1. The first step to getting registered for your Spring 2021 dual enrollment courses is to email Tracy, ACM's College and Career Coach, at treese@allegany.edu with the following information:
 1. **YOUR NAME**
 2. **YOUR HIGH SCHOOL**
 3. **ALL OF THE COLLEGE CLASSES (ACM DUAL ENROLLMENT) YOU ARE TAKING THIS FALL**
 4. **THE PERIOD EACH CLASS IS HELD**

Your email should look something like this:

My name is _____, and I am a student at _____ High School.

This spring, I am taking three college courses:

College Probability and Statistics – Period 4

College English – Period 1

College Psychology – Period 2

2. After you have received your course codes, [click here](#) to go to the online Formstack registration form.
3. Fill out your personal information: student ID # (if you don't know it, you can insert zeros), name, birthday, email, high school, phone number, and semester (Spring 2021).
4. For *each dual enrollment course that you are taking this semester*, type in the code you've been given for that course. Codes will look something like "MATH 105 HS9W."
5. Sign and submit form.

I will get an email confirmation when you have completed this task. Please make sure to do this ***as soon as possible*** since your dual enrollment courses begin on February 2.

The deadline for dropping courses without a financial penalty is February 10. After that, you will owe for 20% of the tuition until March 1. After March 1, you'll owe the full tuition for your classes.