

# Early Admit Student Checklist

The following steps must be complete before a student may register:

- ☐ 1. Meet with high school counselor to discuss Early Admit/Dual Enrollment courses.
- ☐ 2. Complete Early Admit Application:
  - a. Must include student, parent and counselor signature
  - b. Courses approved to take are required on the application
  - c. Submit application to Macomb Enrollment Office-
    - i. In person: Drop off application to the Macomb Enrollment office  
*Center Campus – F Building or South Campus – G Building*
    - ii. Mail: Macomb Community College  
ATTN: Enrollment Services – High School Early Admit  
14500 E. 12 Mile Road  
Warren, MI 48088-3896
    - iii. Fax: (586) 226-4787
    - iv. E-mail: [earlyadmit@macomb.edu](mailto:earlyadmit@macomb.edu)
- ☐ 3. Take Student ID Picture:
  - a. ID Photos are taken at the Student Life & Leadership office.
    - i. Center Campus : P Building, Room 127 - Phone: (586) 416-5215
    - ii. South Campus: K Building, Room 251 - Phone: (586) 416-5215
    - iii. Hours: Monday – Wednesday: 8am – 6pm  
Thursday – Friday: 8am – 3pm
- ☐ 4. Complete COMPASS Placement Testing:
  - a. Location and Hours –
    - i. Center Campus Testing Center: H Building, Room 113 - Phone: (586) 286-2027
    - ii. South Campus Testing Center: H Building, Room 217 - Phone: (586) 445-7334
    - iii. Hours of Operation: Monday & Tuesday: 9am-6pm  
Wednesday – Friday: 9am-3pm  
  
\*Refer to the Placement Testing website for updated hours.
- ☐ 5. Complete New Student Orientation:
  - a. New Student Orientation is available online and on-campus through the Counseling & Advising office.
    - i. Center Campus Counseling & Advising: H Building, Room 103 - Phone: (586) 286-2228
    - ii. South Campus Counseling & Advising: H Building, Room 316 - Phone: (586) 445-7211