

## Dual Credit Registration Procedure

1. Open an Internet browser (Chrome, Firefox or Safari).
2. Go to [www.mvcc.edu/dualcredit](http://www.mvcc.edu/dualcredit) (check your spelling if you get an error).
3. Enter your personal information in the top section of the page:
  - a. All personal information must be completed, except for Social Security Number, which is optional.
  - b. Please provide a personal email address.
    - We will send your MVCC SIRS login information to the email address you provide (SIRS is where your records are housed).
  - c. Your date of birth must be in the format **mm/dd/yyyy**. Do NOT put parenthesis around your date of birth.
  - d. Do NOT put dashes in your Social Security Number.
    - You can submit the form without your Social Security Number.
4. Enter your course information:
  - a. Your semester is **202008** (in the dropdown menu).
  - b. The **CRN, Course #** and **Course Title** will be provided by your teacher.
  - c. If you are taking more than one Dual Credit class with MVCC this semester (Fall 2020), you can enter all courses on this form.
5. Scroll down to the “Ethnicity/Goals” section.
  - a. Choose an Ethnicity.
  - b. Choose a Race.
  - c. Select the Primary Educational Objective that applies to you (if you are not sure, check the “uncertain” option at the bottom).
6. Double check your form for accuracy.
7. Click SUBMIT.

Your registration is complete and MVCC has received your form once you see the screen with a **GREEN BANNER** that reads:

**“THANK YOU FOR SUBMITTING YOUR MVCC DUAL CREDIT REGISTRATION”**