



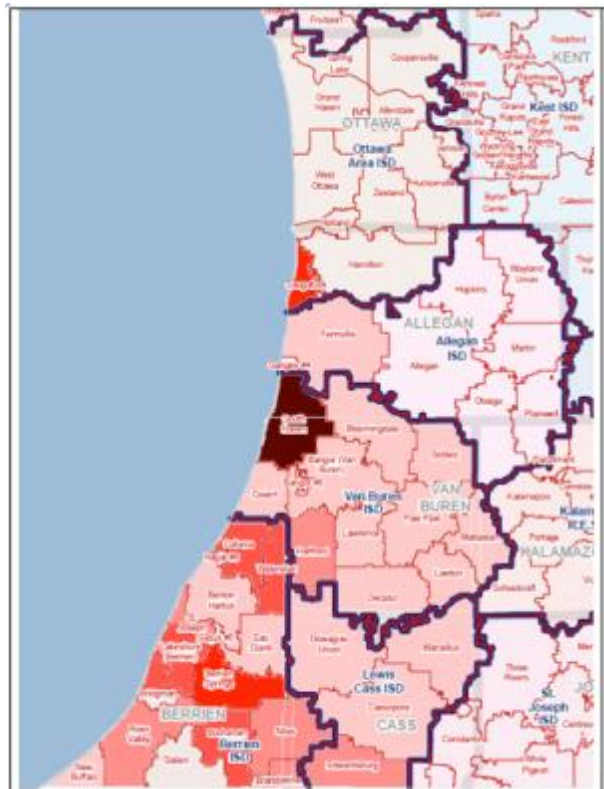
# Early College at Lake Michigan College

Online Registration with  
[DualEnroll.com](http://DualEnroll.com)

# Laying the Foundation

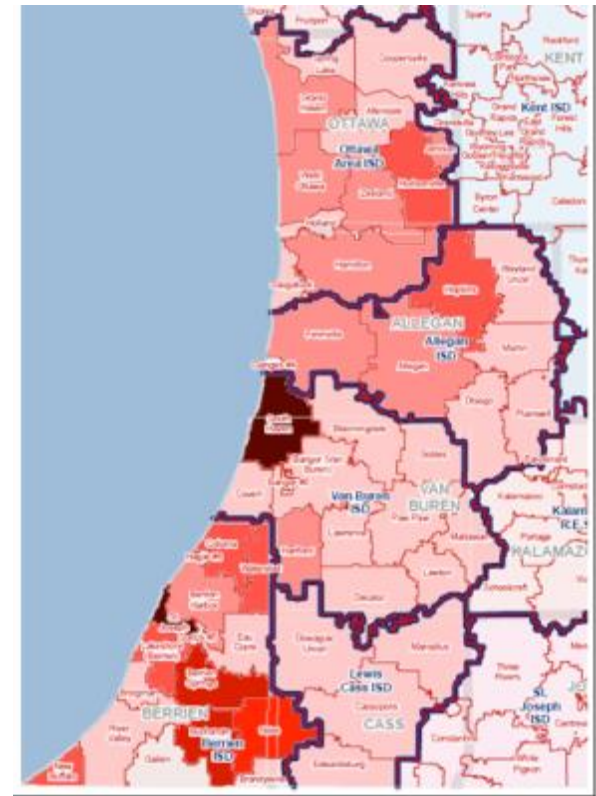
- LMC has one of the largest Early College programs in the state of Michigan.
- We work with 58 High Schools in 5 counties
- We have over 400 Concurrent Enrollment (Direct Credit) Instructors
- We have classes in CTE and Arts & Sciences (transfer)
- We serve approximately 2,500 unduplicated students per year
- Processing close to 5,000 registrations per year
- Awarding over 10,000 credit per year

# Then & Now: Fall 2005- Fall 2012



COURSE REGISTRATIONS

>271	Dark Red
226-270	Red
181-225	Light Red
136-180	Very Light Red
91-135	Lightest Red
46-90	Lightest Red
0-45	Lightest Red



# Reality:

- Paperwork has to travel from college, to HS, back home to parents, back to HS, the finally back to college.
- Authorizations needed from HS, parent, student, and sometimes, third party payment provider
- Communication lag with students, parents, counselors
- Drive time collecting registrations
- HS partners wanting information at their fingertips
- Up with the times, anyone?

# Enter: DualEnroll.com

- Eliminated physical paper form and the excruciatingly long journey it had to travel
- Electronic authorizations with the click of a button
- Instant communication with students, parents, and counselors
- NO DRIVING!
- “Dashboard” feature with tailored data and reports for HS

# Pilot: Phase I

Spring 2013



- 3 Brave HS partners—two school pay, one self pay
- Workflow: converting our then current workflow to one that was more digital and automated—banner and DE.com, log ins and access, etc.
- Permissions and Authorizations—legality?
- Payment questions—checks?
- Assessment—prerequisite documentation

# Reflection

- Involve a team that includes IT and Finance
  - Accompanying Early College, we have representatives from our Registrar, Assessment, Advising, IT, and Finance.
- Prepare yourself for glitches, snafus, and growing pains
- “Hindsight is 20/20” moments
- Start with few schools, light registration
- Staggered roll out, introducing and working through iterations slowing and methodically

# Reflection (cont.)

- Think about Reporting
- Give yourself PLENTY of lead time
- Schedule weekly meetings to stay on track
- Keep reminding yourself (and your partners) of the big picture. Acknowledge that “new” can be difficult but worth it.



# You're in the BEST hands



- DE.com staff are attentive, innovative, and collaborative
- They blew our expectations out of the water
- Thought of “user friendly” features that weren’t even on our radar
- Immediate access to assistance
- SUPER service oriented
- Constantly evaluating and improving
- You’re not starting from scratch!