

Montcalm Community College



Dual Enrollment Handbook

Montcalm Community College

Dual Enrollment Student Handbook

What is Dual Enrollment?

Dual Enrollment (also called the “Postsecondary Enrollment Options Act”) is a program that gives high school juniors and seniors the opportunity to be enrolled in both high school and college at the same time. This program is sponsored by the State of Michigan and has existed since 1991. When all of the criteria, identified by the state, are met, the student’s tuition and applicable fees may be paid for by their school district.

Who is eligible for Dual Enrollment?

You must:

- be a high school junior or senior
- be enrolled in at least 1 high school course
- have taken all sections of the MEAP High School Proficiency Test (HSPT)

What if I haven’t passed all portions of the High School Proficiency Test?

If you haven’t passed all portions of the High School Proficiency Test, you are eligible to dual enroll in courses in which you have achieved state endorsement, in computer science or foreign language not offered by the school district or other content areas for which there are no endorsements, as permitted by the school district.

Which courses qualify for Dual Enrollment?

A course that qualifies for dual enrollment must be:

- a course not offered by the school district
- a course that is offered but is not available to the student because of a scheduling conflict, as determined by the board of the school district
- a course that is not in physical education, theology, divinity or religious education
- a course that MCC normally applies toward graduation requirements

Who decides which courses qualify for dual enrollment?

Your high school administrators are responsible for interpreting the legislation and determining which courses will qualify for dual enrollment. If you have questions about whether your school district will pay for a certain class, you should contact your counselor or principal directly.

What if my high school offers AP classes?

Advanced Placement (AP) classes take precedence over entry-level postsecondary courses. For example, if your high school offers AP English, it is not required to pay for you to take Freshman English I, an entry-level composition course at MCC.

Can I take classes at the college even if the school district will not pay for them?

Yes. You must meet the same enrollment and payment criteria as any MCC student. It is advisable for you to meet with your high school counselor to discuss this option. Contact MCC Admissions for an Information Packet or go online to: www.montcalm.edu and click on “Prospective Student”.

Why should I consider college enrollment if my high school will not pay for the class?

You’ll be getting a head start by taking college classes now! You may then transfer your courses to a university or continue your degree at Montcalm Community College. You will also realize significant financial savings. The tuition at Montcalm Community College is substantially less than the cost of universities.

You will also find that our small class size and friendly atmosphere will help you meet your educational goals.

Where do I start?

- Discuss your intentions with your high school counselor. They will help you select appropriate classes and manage your high school schedule.
- Fill out a Dual Enrollment Form, (if required by your high school) available from your high school counselor, MCC Admissions or the MCC web page.
- Ask your parent to sign the Dual Enrollment Form, if you are under 18.
- Give the completed Dual Enrollment Form to your high school counselor, for signature.
- Fill out an MCC Application for Admission, available from your high school counselor, Admissions at MCC or the MCC web page.
- Turn in the completed MCC Application for Admission to Admissions at MCC.

What happens after I turn in my application?

Once we have received your Application for Admission you will receive a letter of acceptance. You will then:

- Take the ASSET or COMPASS test or turn in a copy of your ACT scores (18 or better in all areas) to MCC Admissions for evaluation.
- Complete the Registration Form for the courses that your high school counselor has approved for dual enrollment.
- Turn in the Registration Form (along with a completed copy of the Dual Enrollment Form-if required) to MCC Admissions.

What happens after I register for my classes?

You will receive a course confirmation listing the class(es) for which you are registered. Until you receive that in the mail, don't assume you're registered. Simply turning in the MCC Application for Admission and/or the Dual Enrollment Form does not constitute a registration. Check your course confirmation carefully to make sure there is no problem with your registration. Note the dates of the class – they may differ from your high school semester or the dates posted in the schedule.

Textbooks can be purchased at the MCC Bookstore in Sidney or online through our web site at ww.montcalm.edu/bookstore.

Do I have to turn in the same paperwork each semester?

You only have to turn in an MCC Application for Admission one time. Even if you attend Montcalm Community College after you've graduated from high school, you do not need to turn in another Application.

You do have to turn in a Dual Enrollment Form each semester, if required by your counselor. You must register for classes each semester.

What are some common problems with Dual Enrollment registration?

- You try to register for a course that has a prerequisite (ex: English II before English I)
- You try to register for an English or math course without sending your ACT scores to us, or without taking the ASSET or COMPASS assessment.
- You try to register for an English or Math course which requires higher test scores than you earned on the ACT, ASSET or COMPASS test.
You may be registering for a course that is full – register early.

What if the class that I want is full?

You'll have to select a different section or another course. Check with your high school counselor first to make sure that the alternative course meets their approval. Meet with an MCC counselor to determine transferability.

What if I change my mind about the courses I registered for?

The Drop/Add Period allows you to adjust your schedule by filling out a Drop/Add Form. Note the dates of the Drop/Add period. After that period, you will receive a grade determined by the work you do in that course.

What if I don't complete a course for which I registered?

You may be able to "withdraw" from the course with your instructor's permission. You would complete a Withdrawal Form (available in MCC Admissions) and have your instructor sign it. You will receive a grade of WP or WF that is NOT calculated into your grade point average.

You may fail the course and receive a permanent grade of "E" that IS calculated into your grade point average.

In either case, you may be required to reimburse your high school for the cost of the course.

Placement and prerequisites

Do you need my ACT scores?

Only if you want to waive the reading and writing requirements for assessment testing. ACT scores are used as an advisement and placement tool.

Do I have to take the COMPASS assessment?

We can use the ACT, ASSET or COMPASS for reading and writing placement purposes. You must take the math portion of the ASSET or COMPASS. If you've taken the ACT, send us your scores for evaluation.

What is a prerequisite or co requisite course?

A prerequisite course is one that you must complete before you enroll in a course. A co requisite is a course that you may take at the same time you take a course. Prerequisites and co requisites will be listed on the schedule of classes.

Do I have to meet the prerequisite/co requisite requirement?

Yes. You are expected to follow the prerequisites that are listed in the catalog and on the schedule. Prerequisites are developed so all students can benefit from that level of instruction.

May I challenge a prerequisite?

Meet with an academic counselor to request a prerequisite waiver (call 989-328-1231 for an appointment). Taking a similar course in high school will typically not mean that you have satisfied the prerequisite (ex: If you have taken Biology in high school, you will not automatically be exempt from college level Biological Science, BIOL100).

Some college courses have established competency exams to measure skills you already possess. Please read the course descriptions in the catalog before electing to take the competency tests in these courses.

Introduction to Biology (BIOL 100)

Contact the Educational Assistance Office, Room D318 to schedule testing. (989) 328-1264.

Algebra waiver for the Nursing Program

A minimum score of 40 on the ASSET Elementary Algebra test or 40 on the COMPASS Algebra test is required to be eligible for the algebra competency test. Contact Jan Roy, (989) 328-1235, to schedule test.

For the tests listed below, call (989) 328-2111 x 311. Testing is held in Room D314.

Keyboarding (CMIS 100) Demonstrate ability to type 30 nwm (net words a minute).

Computer Literacy (CMIS 101) Demonstrate ability to format and copy disks, create folders, copy/move files, rename files, print the disk structure, and to perform word processing functions including editing, saving, and printing a file. Some experience with Excel spreadsheet software is necessary.

Typing I (CMIS 105) Demonstrate ability to type 45 nwm (net words a minute) and knowledge of typing theory including formatting, proofreading and editing.



Money matters

What will I have to pay for?

If you qualify for dual enrollment, your high school is required to pay the lesser of:

- your tuition, mandatory course fees and registration fees or
- the state portion of your foundation allowance, adjusted to the proportion of the school year you attend Montcalm Community College.

You will be required to pay for books. You may also be required to pay other fees, designated by your high school. You will receive a bill for all fees related to registration, with the exception of textbooks. This bill tells you how much your high school is paying for your classes. You are responsible for purchasing and paying for your textbooks. You may do this at our bookstore on campus or through our website: www.montcalm.edu/bookstore.

Scheduling your classes

How long is a semester?

Most fall and spring semester courses are 16 weeks long. Most summer semester courses last 8 weeks (Dual enrollment does not apply to summer semester).

How many classes should I consider taking?

Remember that your primary duty is to do well in all of your classes and to graduate from high school. If you're involved in extracurricular activities, like sports or music, your schedule is already pretty busy. If you're like most students, you are also working a part-time job. Most high school students will take one or two college courses. Discuss your course load with your high school counselor and your college counselor.

How much time will I be spending in class?

If you take a 3 credit hour class, you will be in class for at least 3 hours each week. Remember, you should plan approximately 2 hours of class preparation for each hour you meet in classes (a 3 credit hour class will require about 6 hours of additional study time per week). Make sure that you budget that time into your busy schedule.

What if I don't do well in my college class?

You are beginning a permanent academic record when you start taking college classes, so it's important that you do as well as you can. It's better to take fewer classes and do well in them than to take more classes and have a poor grade point average (GPA). If you want to transfer to a different college or university at any time after high school, you will have to indicate that you attended MCC and you will have to request your transcripts be sent to your next college.

Withdrawing from a course

How do I withdraw from a course?

To withdraw from a course complete and submit a Withdrawal Form at MCC Enrollment Services. Your instructor must sign it, and return it to Enrollment Services. You must inform your high school counselor of your intentions before withdrawing. Notifying your high school counselor or simply not going to class IS NOT an official withdraw. If you fail to withdraw you will receive an “E” on your transcript for the course, which will affect your permanent academic record.

What grade will I receive if I withdraw?

You will receive a “WP” grade (withdraw while passing) or “WF” grade (withdraw while failing) for that course. At MCC, a “W” carries no punitive effect. Some high schools will give you a failing grade towards your high school GPA if you withdraw. Make sure you talk with your high school counselor prior to withdrawing.

Is there a deadline to withdraw?

Yes. Check your course syllabus in each course for your instructor’s withdrawal policy.

Do I have to pay for a class that I withdrew from?

Yes. If you do not complete a course (WP, WF, or E) successfully you will have to reimburse your high school for the amount it paid for that course.

Common mistakes

What common mistakes do students make?

- not attending class or quitting
- assuming that missing several classes due to high school obligations, like sporting events, is a valid excuse
- not turning in assignments on time
- not withdrawing from a class when necessary
- not reading the textbook because the instructor doesn’t mention it during lectures
- not asking for help when they need it (remember, academic assistance is free)

What if I have a function at the high school I just can’t miss?

Check the course syllabus for the instructor’s policy on missing classes. Contact the instructor to let him or her know that you have a conflict that will affect your attendance. This is common courtesy and gives you a chance to ask them if and how you can make up the work you will be missing. The instructor does not have to make any special accommodations for you to miss a class, so don’t be surprised if you simply cannot turn in an assignment late or make up a test.

You are making choices about your time. Which is more important to you - making it to a high school function or doing well in a college class? Remember everything you do affects your permanent academic record.

What if I have to turn in an assignment late?

It depends on your instructor’s policy on accepting late assignments. Make sure to check the syllabus and don’t be surprised if the policy states, “no late assignments will be accepted”. Regardless of your reason for not turning in your work on time, you cannot appeal this policy.

Transferring courses

How do I transfer my credits to another college or university?

Transcript Request Forms are available in MCC Student Services. Complete and return this form to MCC Enrollment Services. These forms are also available on our web site: www.montcalm.edu, then click on “Current Students” at the top. We will send your transcript directly to the school that you indicate on the form.

What is the MACRAO Transfer Agreement?

This is a course transfer agreement that community colleges have with most public universities in Michigan. The agreement stipulates that 30 semester hours of 100-level and above, compatible, general education coursework will be granted smooth transferability to participating universities and that the credits will be applied towards your general education requirements. Pages 9 and 10 of the MCC catalog list the course requirements. Many institutions recommend that transfer students complete the MACRAO agreement.

How do I know which courses will transfer?

The key to a successful transfer is to know where you will transfer, your degree goal, and what that college wants you to take at MCC. Generally, a course will transfer if:

- the college/university is accredited
- the course taken is above 100 level
- the course was passed with a “C” or better
- there is an equivalent course at that university

To check specific course equivalencies, talk to your college counselor. You may find equivalencies for the college of your choice at www.macrao.org - click on “3rd Floor, Transfer Equivalencies.” At this site you can access most colleges in Michigan and compare the transferability of the courses.

How do I know which courses satisfy the different general education requirements?

Look on the MCC web site under “programs and courses” to see which courses meet the MACRAO agreement.

Your instructors

Will my instructor have an attendance policy?

Yes, some may have strict policies and others quite lenient. Check your course syllabus to see what the attendance policy is. There is a strong correlation between class attendance and grades; don't let a lenient attendance policy fool you. Information presented in class is important.

How may I contact my instructor?

Check your syllabus. It should list your instructor's office hours, phone number and e-mail address on the first page.

What will my instructors expect from me?

- attend class regularly
- actively participate
- ask questions
- be prepared for tests and quizzes
- read the textbook
- do your homework even if you don't have to turn it in
- turn in assignments on time
- take notes in class
- talk to your instructor after class or during office hours

Remember that the instructors want you to succeed and will do everything within their power to help you. You, too, have to be willing to invest your time and energy into their courses.

Who do I call if I have a question?

Admission to MCC	989-328-1250
Payment for Classes	989-328-1204
Registering for Classes	989-328-1230
Assessments	989-328-1264
Transferring Courses	989-328-1231
Withdrawing from Class	989-328-1230
Dropping or adding	989-328-1230
Tutoring	989-328-1264
Transcript Requests	989-328-1230

For More Information:

Talk to your local H.S. Counselor
or

Montcalm Community College
2800 College Drive
Sidney, MI 48885-9723
989-328-1250 or
Toll free at 877-328-2111, ext 250

Web Site: www.montcalm.edu

E-mail: Admissions@montcalm.edu

- Meet with an MCC counselor to discuss transferability of college credits (call 989-328-1231 or an appointment).

