

After Graduation

Continue at MCC to achieve a degree, certificate or classes you can transfer to a university for a bachelor's degree. You can take advantage of transfer options through the Michigan Transfer Agreement and more than 125 articulation agreements with four-year institutions, which provide seamless transfer of credits. We will help you map your way to your goal. The annual tuition at MCC is a fraction of the cost of a private college or four-year institution, and with an average class size of 12 students, you'll get personalized instruction in a variety of subject areas.

If you would like to attend classes as a traditional MCC student after high school graduation, you do not need to re-apply. You simply need to fill out a **Change of Program form** located at montcalm.edu/dual-enrollment. Contact Student Services at studentservices@montcalm.edu to assist you with this transition.

If you are interested in transferring your MCC courses, remember the key to a successful transfer is to know where you will transfer, your degree goal, and what that college suggests you take at MCC. Please work directly with the future institution to make sure the classes you take through Dual Enrollment not only transfer but are also helpful toward your long-term goal.

Resources and Contact Information

Taryn Muilenburg Admissions Rep.

Call: (989) 328-1017

Email: taryn.muilenburg@montcalm.edu

Student Services/Admissions

Call: (989) 328-1277

Email: studentservices@montcalm.edu

Student Success Center

Call: (989) 328-1264

Email: studentsuccess@montcalm.edu

Visit: montcalm.edu/student-success-center

IT Help Desk (Password retrieval help)

Call: (989) 328-1246

Email: servicedesk@montcalm.edu

Writing Center

Call: (989) 328-1261

Email: writingcenter@montcalm.edu

Visit: montcalm.edu/writing-center

Math Center

Call: (989) 328-1261

Visit: montcalm.edu/math-center



Montcalm Community College

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989-328-1277 • montcalm.edu

Dual Enrollment Handbook



2022 - 2023



Montcalm Community College

montcalm.edu/dual-enrollment

Revised 10/14/22

Overview of the Program

How does it work?

Through the Dual Enrollment program at Montcalm Community College you can enroll in up to 10 college classes throughout your high school career. These college classes grant college credit and may also satisfy a core or elective high school graduation requirement.



Check with your counselor to confirm that your school will accept your dual enrollment courses to satisfy your high school requirements.

Who is eligible for Dual Enrollment?

Students who are:

- ✓ Enrolled in at least one high school course
- ✓ Have not been in high school for more than four years
- ✓ Meet high school score requirements on testing

*Check with your counselor for your high school's requirements.

What classes can you take?

Any credit-granting courses offered at MCC, except *physical education, theology, divinity, or religious education courses*. It must also be a course not offered by the school district or 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.

Advanced Placement (AP) classes may be taken instead of the corresponding MCC class. For example, AP Language may grant a student credit for ENGL 100.

Dropping & Withdrawing

If you decide you no longer wish to take a course you are registered for, you can **drop** the course until the semester drop date published on MCC's Academic Calendar at montcalm.edu/academic-calendar. After that date, you will need to complete the **withdraw** process.

How do I drop a course?

To drop a course, you must consult your high school counselor and the MCC Admissions Representative to remove the course from your schedule. This must be done before the published drop date.

How do I withdraw from a course?

Before withdrawing, you should first consult your high school counselor regarding your intention. You will be required to submit a **Withdrawal Form**, signed by your instructor, to MCC's Student Services Department. If you fail to withdraw from a course properly, 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 "W" grade if you withdraw. This will not affect your college GPA, but could affect your high school graduation requirements.

Is there a deadline to withdraw?

Yes. Check the course syllabus in each course for your instructor's withdrawal policy. This date may vary from class to class.

What happens to my tuition allotment if I drop or withdraw?

If you **drop** a course, the tuition paid will be returned to your high school. Please note that if you used some of those funds to purchase textbooks you may receive a bill in the mail.

If you **withdraw** from a course, you will be responsible for the cost of the course.

Overview of the Program

The costs

High schools provide tuition assistance for Dual Enrollment classes up to an approved dollar amount per course. The tuition allotment is the same regardless of the course. Please meet with your high school counselor for more information.

Please be aware that if you are not successful in your course, you may be required to pay back your high school for the costs.

Snow days and class cancellations

If you are taking a class at a high school campus and that high school closes the building, your college class will be canceled. If the high school has an in-service or early release day when students are not attending but the building is open, you are still required to attend your college class. If you take a college class outside of your high school, you are required to attend all scheduled class periods, regardless of the schedule taking place at your high school.

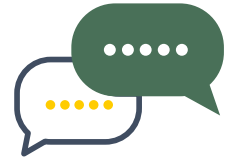
If MCC has a snow day or the instructor cancels class, you are not required to attend class that day. In the event of any cancelation or missed class, always check your Canvas site for instructions from your instructor.



Support Services

Counseling/Advising

Helps students navigate the college experience, provides program guidance, and assists with concerns related to education.



Tutoring

Provides free one-on-one or group tutoring to enrolled students for any MCC class.



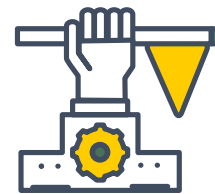
Writing Center

Helps you understand assignments; generate, develop and organize ideas; engage with and document source material; revise and polish drafts; and more.



The Food Source at MCC

Provides current MCC students with nutritious food items while classes are in session.



Career Advising

Offers services for students who are undecided about a career path, looking for a job in their field, or anything in between.



Accessibility Services

Provides reasonable accommodations for students with barriers to learning.



Math Center

Offers drop-in coaching that can be used as much as needed for students currently enrolled in an MCC math course.

Visit studentservices@montcalm.edu for additional information.

Academics in College

If you are participating in the Dual Enrollment program you are a college student just like any other student at MCC. You will be held to the same standards and procedures as any MCC student, even if your class is taking place on a high school campus. When you make the decision to become a Dual Enrolled student, you are deciding to commit to your college academics.

Grades

Students should always strive for as high of a grade as possible in their courses. While grades as low as D- technically may be passing, a 2.0 GPA is required to graduate from MCC. Additionally transfer schools usually require a straight C or higher to consider a course for transfer, and scholarship opportunities and admission to the transfer school may also be linked to your GPA.

Will my instructor have an attendance policy?

Check your course syllabus for the attendance policy and communicate with your instructor if you are going to be absent. There is a strong correlation between class attendance and grades. Information presented in class is important.

What if I have a function at the high school I just cannot miss?

For any class, be sure to check the course syllabus for the instructor's policy on missing classes. Contact the instructor in advance to let him or her know that you have a conflict that will affect your attendance and ask them if and how you can make up the work you will be missing.



Overview of the Program

How many classes may you take?

Up to **10 total** classes. These limits can be exceeded with written permission from your high school.

Grade entering the program	Breakdown of number of classes allowed
Freshman	not more than two courses per year in 9th, 10th, and 11th grade, and not more than four courses in 12th grade
Sophomore	not more than two courses in 10th grade, and not more than four courses in 11th and 12th grade
Junior	not more than six courses per year
Senior	not more than six courses per year

What classes should you take?

If MCC classes are offered in your high school, they have been strategically selected as good options for students. If you wish to eventually transfer to a university for a bachelor's degree, using our **Liberal Studies Certificate** (Michigan Transfer Agreement) as your guide for selecting classes will ensure the greatest likelihood that the classes will transfer.

Visit montcalm.edu/liberal-studies-certificate/.

Can you get into a class that is full?

Contact MCC Student Services at studentservices@montcalm.edu or call or text **(989) 625-3741** if you are interested in joining a class that is full. If possible, we will add you to the class.

Course selection

To select the best courses for you, work with your high school counselor to build an appropriate schedule. Often dual enrolled classes are offered on your high school campus, but you can also take them at any MCC campus or online, if approved by your high school.

The Dual Enrollment program does not take place over the summer term, but students can enroll in summer classes on their own. Contact MCC Student Services at studentservices@montcalm.edu or call or text **(989) 625-3741** for assistance.