

Montcalm Community College



Dual Enrollment Handbook

Table of Contents

Overview of the Program.....	4 – 6
• How it works	
• Who is eligible	
• Classes	
• Schedule	
• Costs	
Steps to Getting Involved.....	6 – 8
Dropping and Withdrawing from a Course.....	8 – 9
• How to drop/withdraw	
• Grades	
• Deadline	
• Costs	
Academic Expectations & Integrity.....	9 – 11
• Common mistakes	
• Late assignments	
• Attendance policy	
• Instructor expectations	
• Snow days and class cancellations	
• Academic assistance	
• Plagiarism and cheating	
• Privacy	
After Graduation.....	11
• Staying at MCC	
• Transfer	
Campus Resources and Contact Information.....	12
Authorization Form/Signature Sheet.....	13

Overview of the Program

How it works

The Dual Enrollment program at Montcalm Community College allows students to enroll in up to 10 college classes throughout their high school career. Successful completion of a college course grants the student college credit as well as satisfies one of the students' high school graduation requirements. Either a core requirement or an elective requirement depending on the college course taken.



*Please note that this is just an example. Each high school may be slightly different. Always refer to your high school counselor for specifics about course requirements.

Who is eligible for Dual Enrollment?

Dual Enrollment is available to students who are enrolled in at least one high school course, and have not been in high school for more than four years. Students must also meet specific test score targets and/or the specific eligibility requirements set by their high school. The two main tests utilized to gauge a students readiness for college level course work are the SAT or the ACCUPLACER.

SAT (sub scores)	
Test section	Score
Writing/Language	25
Reading	25
Math	26

ACCUPLACER/NextGen	
Test section	Score
Sentence Skills/Writing	81/256
Reading	74/249
Elementary Algebra	69/260

What classes can I take?

All credit-granting courses offered at MCC are available to students through Dual Enrollment, except courses in the subject area of physical education, theology, divinity, or religious education.

Also, if your high school offers an Advanced Placement (AP) class in a particular subject, the AP class may be taken instead of the corresponding MCC class. For example, successful completion of AP Language may grant a student credit for ENGL 100.

How many classes may I take?

Throughout the program you can take up to a total of 10 classes. The number of classes allowed per year depends on when you begin taking college 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 grade 12
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 I 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, utilizing our Liberal Studies Certificate as your guide to picking classes will ensure the greatest likelihood the classes you take with transfer.

Can I get into a class that is full?

Contact the MCC Recruitment Director if you are interested in joining a class that is full. It is possible we will be able to add you, but not guaranteed.

The Schedule

MCC has two academic semesters in the traditional high school year; Fall Semester (August – December), and Spring Semester (January – May). Dual Enrollment does not take place over the summer term, but students can enroll in summer classes on their own. In this case, the tuition and fees will not be paid by the high school and will be the responsibility of the student.

For every college course you are enrolled in, you may take at least one slot of your school day off. You are not required to take your Dual Enrollment classes only during that scheduled time off. You are welcome to take classes in the morning, afternoon, evening, and online with your high school counselor's permission. You need to work with your high school counselor to build an appropriate schedule.

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. At MCC tuition is charged based on course contact hours (the amount of time you spend with the instructor). Not all courses cost the same. If enrolled in more than one course all tuition and fees are combined together and paid using your total allotment of money from your school. In the event your total tuition bill exceeds your total allotment of money from your school, the remaining tuition

balance will be billed to you. If your total tuition bill does not exceed your total allotment of money from your high school, you may be able to use your remaining funds for textbooks at the MCC bookstore, depending on your high school. Extra funds may not be shared between students or rolled over to the next semester. All funds are maintained in your student account by the MCC billing office.

If you fail your course, you are required to pay back your high school for the costs they paid on your behalf.

Steps to Getting Involved

Step One: Talk to your High School Counselor

The dual enrollment program is a partnership with the high school and we work very closely with the high school counselors to plan a student's participation with the program. If you are interested in the program, talk to your counselor to see if you would be eligible to participate.

Step Two: Apply for Admission

Fill out the online Dual Enrollment application available at montcalm.edu/Dual-Enroll. Once you have applied you will receive an acceptance letter in approximately 3-5 days. Included in that letter will be instructions for activating your MCC student e-mail.

Step Three: Access your MCC Account

Go to montcalm.onelogin.com and click "First Time Login". Follow the instructions to set up your password. Your OneLogin account will provide you access to many important tools vital to your success. Check your MCC email (Office 365) often, or you will miss important information.

For assistance call the IT Help Desk at 989-328-1246

Step Four: Complete the Online Dual Enrollment Orientation

Log into montcalm.onelogin.com and click Canvas. Open and complete the course, DE 101 – Dual Enrollment Orientation. This entire orientation must be completed before registration can be enabled on your account.

Step Five: SAT Score Report or ACCUPLACER Testing

Most classes at MCC require some form of assessment testing to show the student is performing at the college level for that subject before registering for the class. MCC administers the ACCUPLACER test to gauge students' abilities in reading, writing, and math. If you need to

take this test, contact the MCC Student Success Center or Greenville campus to schedule an appointment.

Certain scores on the SAT can provide the same assessment, meaning you could skip all or some sections of the ACCUPLACER if you achieve these scores on the SAT. If you have taken the SAT and wish to utilize your scores, please download send your official SAT score report from collegeboard.org and email it to admissions@montcalm.edu after you apply. The chart included previously shows the target scores considered to be college level.

Step Six: Fill out a Dual Enrollment Authorization Form

The Dual Enrollment Authorization form serves as a contract between the student and parents, the high school and MCC. Please print the Dual Enrollment Authorization form (or obtain one from your high school) and complete it with the classes you are approved to register for. This form must be signed by the student and parent then turned in to the high school to be signed by the counselor or principal. A class must be on the signed authorization form if you wish to register for it, otherwise the student will be charged the tuition for that class.

Step Seven: Register for Classes

Dual enrollment students have the ability to search and register for classes themselves online at my.montcalm.edu. Please keep in mind that you must have your counselor's approval (via the authorization form) to register for a class. If you register for a class that you have not been approved for, and/or is not reflected on your authorization form, the student will be charged the tuition for the class. If for some reason you are unable to register online for a class you have been approved for, contact MCC. We have the ability to register you for those classes.

If you do not wish to self-register online you can provide a completely signed authorization form to the MCC Admission office and we will register you for the outlined classes. You can also meet with an MCC Academic Advisor/Counselor for assistance.

Step Eight: Attend a Dual Enrollment Bookstore Event

Most MCC classes will require a textbook. The MCC Bookstore has all the essentials you need to attend classes. Dates for Dual Enrollment bookstore events will be communicated to students and parents. If a school allows students to utilize their remaining tuition allotment for textbooks, then an individual will be available at these events to assist students in knowing how much money they have available for books and with the charging process. Your remaining funds will only be available on your student ID card. You can obtain an ID card on this day at the Sidney campus recreation desk.

The student must be present if they wish to utilize funds from their student account!

If you are paying out of pocket for your books, you do not need to attend one of these events, though you are still welcome. When paying out of pocket, you may purchase your books whenever you would like. If you wish to rent textbooks you must have a student ID and a credit card present at the time of purchase. Please ask your counselor if it is okay to use high school

funds to rent textbooks. Rented textbooks must be returned to the MCC Bookstore by the rental return date. If your high school pays for your textbooks, they become the property of your high school when you finish the class. You must give your purchased textbooks to the high school at the end of the semester if they paid for them.

Step Eight: Pay Attention to your Student Account

Your high school's tuition allotment will be added to your account after classes start. After the high school's tuition allotment has been applied to your account any remaining balance for tuition is the responsibility of the student/parent to pay. A statement outlining the balance due will be sent home week around week 6 of the semester. The balance must be paid by the designated due date (approximately 7 weeks later) or your final semester grades will be withheld from your high school. You can view your student account at my.montcalm.edu under the finances tab.

Dropping & Withdrawing from a Course

Your class schedule must be set by the time MCC classes start. If you decide you no longer wish to take a course you are registered for, you can "drop" the course until the drop date published on the MCC website, and it will be removed from your schedule. 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 department to remove the course from your schedule. This **MUST** be done before the published drop date or you will not be able to drop the course.

How do I withdraw from a course?

To withdraw from a course, you **MUST** first consult your high school counselor regarding your intentions **BEFORE** withdrawing. You will be required to submit a Withdrawal Form, signed by your instructor, to MCC's Student Services office. Notifying your high school counselor or simply not going to class **IS NOT** an official withdraw. 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. You must talk with your high school counselor prior to withdrawing.

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 funds for that course will be pulled from your student account at MCC and you will not be charged tuition for that course. Please note that if you had already 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 paying back your high school for the cost of the tuition they paid on your behalf.

Academic Expectations & Integrity

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. The grades you receive in these classes will permanently reside on your college transcripts and follow you to all higher-level institutions you attend in the future.

What common mistakes do students make?

- not attending class or quitting
- assuming that missing 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)

Can I 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.

Will my instructor have an attendance policy?

Your high school's attendance policies and the colleges attendance policies are separate. Some of your college instructors may have strict attendance policies and others may be more lenient. Check your course syllabus for the attendance policy. 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. Communicate with your instructor if you are going to be absent.

What will my instructors expect from me?

- attend every class session for the entire time
- 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, must be willing to invest your time and energy into your courses.

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

“School related absences” are not applicable in your college courses. 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 miss out on points, 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.

Snow days and class cancelations

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.

What if I am not doing well in my college class?

If you are struggling in a college class, please reach out to your high school counselor and MCC Recruitment Director so we can help you. Tutoring services are available free to all students for every class offered at MCC. Visit the Student Success Center or Writing Center on MCC's Sidney campus to take advantage of these services.

Cheating and Plagiarism

Cheating and plagiarism of any kind is not tolerated at MCC. If you engage in either of these activities, you will be referred to the Dean of Students and could be dismissed from your classes and unable to return to MCC in the future.

Privacy

Signing the Dual Enrollment authorization form grants permission for the Montcalm Community College Student Services Office to share grades, attendance, and account information with the student's high school and parents. Parents would need to provide the student's name and MCC ID number or birthdate and last four digits of the social security number to gain access to this information. MCC instructors are only permitted to discuss academic information with the student. Parents may not contact instructors requesting information about their student's performance in a class.

After Graduation

Staying at MCC?

If you would like to attend classes as a traditional MCC student after graduation, you do not need to re-apply. You simply need to fill out a change of program form in the Student Services office. Contact MCC's Recruitment Director to assist with this transition.

Transferring to a different institution?

If you wish to transfer your credits to another college or university, you will need to request an official copy of your transcript be sent to that institution. This can be done online at www.montcalm.edu under the admission tab.

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

Emily Carmey (Recruitment Director)
Call or Text: (989)352-3518
Email: emily.carmey@montcalm.edu

Student Success Center
Call: (989)328-1264
Email: studentsuccess@montcalm.edu

Student Services/Admissions
Call: (989)328-1277
Email: admissions@montcalm.edu

IT Help Desk (Password retrieval help)
Call: (989)328-1246
Email: servicedesk@montcalm.edu

Writing Center
Call: (989)328-1261
Email: writingcenter@montcalm.edu

Greenville Campus
Call: (616)754-7706
Email: greenvilleoffice@montcalm.edu



Montcalm Community College

Please detach this sheet of the handbook and have it signed by your parent, your high school, and you. This form **MUST** be signed and returned to your high school counselor every semester if you wish to participate in the Dual Enrollment program. If this form is not completed, you will not be able to take classes.

High School _____ Fall or Spring Semester 20____

Student Name:	
Parent/Guardian Name:	
Address:	
Email address:	
Phone Number:	MCC student ID number:
Student Birthdate:	Last 4 digits of social security number:

By signing below, I acknowledge that I have read, understand, and accept the processes, policies, and expectations of participating in the Dual Enrollment program outlined by this handbook and agree to adhere to these standards.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

High School Signature: _____ Date: _____

Class Registration

Course	Section	Credits	Days (MTWRF)	Time	Campus	HS Use
Example: XMPL 123	09	3	MW	1:00 – 2:25	Sidney	