



# **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. The 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; and
- 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 courses 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 qualifying 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 school district board;
- a course that is not in physical education, theology, divinity or religious education; and
- a course that KCC 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 high school 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, your high school is not required to pay for you to take English Composition I, an entry-level composition course at KCC.

**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 KCC student. It is advisable for you to meet with your high school counselor to discuss this option. Contact KCC Admissions for an Information Packet or go online to [www.kirtland.edu](http://www.kirtland.edu) and click on “Getting Started.”

**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 continue your degree at Kirtland Community College or transfer your courses to a four-year college or university. You will also realize significant financial savings. The tuition at KCC is substantially less than the cost of most state universities. You will also find our small class sizes 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 available from your high school counselor or KCC Admissions.
- 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 a KCC Application for Admission, available from your high school counselor or the Admissions office at Kirtland.

**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:

- Provide proof of residency to the admissions office. Acceptable proof includes a copy of your state ID card or drivers' license with your current address.
- Take the COMPASS test or turn in a copy of your ACT scores (21 or higher in English, Reading and Math) to KCC Admissions for evaluation;
- Turn in completed Dual Enrollment Form to KCC Admissions; and
- Register for classes online during registration, or fill out a Registration Form and turn into KCC.

**What happens after I register for my classes?**

You will be able to view your schedule on myKirtland, which can be accessed with your student ID and password. Until you log into myKirtland and view your schedule, don't assume you're registered. Simply turning in the KCC Application for Admission and 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 KCC Bookstore or online through our website at [www.kirtland.edu/bookstore](http://www.kirtland.edu/bookstore).

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

You only have to turn in a KCC Application for Admission one time and as long as your residence has not changed you will not need to submit another proof of residency. You do have to turn in a Dual Enrollment Form each semester. 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 (i.e.: 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 COMPASS assessment;
- You try to register for an English or Math course which requires higher test scores than you earned on the COMPASS test or ACT; or
- You may be registering for a course that is full (so register early, if possible).

### **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 a KCC 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 would complete a Drop Form (available in the KCC Registration Office). You will receive a grade of "W" that is NOT calculated into your grade point average (GPA).

You may fail the course and receive a permanent grade of "E" that *IS* calculated into your grade point average if you don't drop the course. 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 use your ACT scores for placement; a 21 or higher in English, Reading and Math is required for placement without taking the COMPASS test.

### **Do I have to take the COMPASS assessment?**

We can use the ACT or COMPASS for Reading, English and Math placement purposes. 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 must take at the same time you take a course.

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

Yes. You are expected to follow the prerequisites/co-requisites that are listed in the catalog.

Prerequisites/co-requisites are developed so all students can benefit from that level of instruction.

## **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 Kirtland.

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 at [www.kirtland.edu/bookstore](http://www.kirtland.edu/bookstore).

## **Scheduling your classes**

### **How long is a semester?**

Most fall and winter 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, such as 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 both your high school and college counselors.

### **How much time will I be spending in class?**

If you take a 3 contact hour class, you will be in class for at least 3 hours each week. Remember, you should plan for about 2 hours of class preparation for each hour you meet in classes (a 3 contact 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 KCC 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 Drop Form to the KCC Registration Office. 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 “W” grade for that course. At KCC, 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.

**Common Mistakes****What common mistakes do student 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; and
- Not asking for help when they need it (remember, tutoring 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 may 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 the KCC Registration Office or online in the Records and Registration section. Complete and return this form to the KCC Registration Office.

**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. 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 KCC. 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; and
- 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](http://www.macrao.org). 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 KCC web site under College Catalog, to see which courses meet the MACRAO agreement.

## **Your instructors**

### **Will my instructor have an attendance policy?**

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;
- Active participation;
- Ask questions;
- Be prepared for tests and quizzes;
- Read the textbook;
- Do your homework;
- Turn in assignments on time;
- Take notes in class; and
- 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?**

Admissions to KCC .....989-275-5000, ext. 284  
Payment for classes..... 275-5000, ext. 218  
Withdrawing from Class ..... 275-5000, ext. 251  
Tutoring ..... 275-5000, ext. 379  
Counseling Office ..... 275-5000, ext.280

**For More Information:**

Talk to your local high school counselor or  
Kirtland Community College Admissions Office by calling  
Michelle Devine at 989-275-5000, ext. 284,  
or via e-mail at [michelle.devine@kirtland.edu](mailto:michelle.devine@kirtland.edu).  
Visit our web site at [www.kirtland.edu](http://www.kirtland.edu).

**Disclaimer** – This document does not contain an exhaustive list of all things to expect with the dual enrollment program at KCC. It is designed as a guide for students to use for general information. Any questions or concerned about the program should be directed to your high school counselor or Michelle Devine at KCC. Although every effort is made to avoid mistakes, this publication is not a contract, and the College assumes no liability for errors—typographical or otherwise.