



**DUAL ENROLLMENT  
&  
EARLY COLLEGE  
STUDENT  
HANDBOOK**

Updated 5/2018



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**What is Dual Enrollment?**

Dual Enrollment, also called the “Postsecondary Enrollment Options Act,” is a program that gives high school students 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. The school district is required to pay up to the foundation allowance amount.

### **What is Concurrent Enrollment?**

Concurrent Enrollment are courses offered at some area high schools in specially designed sections that cover the same college course content but are taught by a qualified high school instructor. With this opportunity college credit is still earned.

### **What is Early College at Kirtland?**

Kirtland Early College is a three-year program that begins in 11th grade and concludes with a 13th year at Kirtland. Simply put, you can earn both a high school diploma and up to an associate degree (60 credits). And the best part? The costs are covered following the same law as the dual enrollment tuition, books and fees. This program is currently available to high schools in the IOSCO intermediate school district-- Hale, Oscoda, Tawas, and Whittemore-Prescott; Fairview Area Schools; Vanderbilt Schools; and COOR Intermediate School District CTE—Criminal Justice, Welding, and Automotive.

### **Who is eligible for Dual Enrollment?**

You must:

- Be a high school student and meet the eligibility standards, (Enrolled in one high school class in a public school district or state approved nonpublic school in this state).
- Have at least one parent or legal guardian who is a resident of this state.
- Not have been enrolled in high school for more than 4 school years.
- Have qualifying placement scores.

### **Which courses qualify for Dual Enrollment?**

A course qualifying for dual enrollment must be:

- A course that is **not** in physical education, theology, divinity or religious education; and

### **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 counselor or principal directly. You may also contact the Michigan Department of Education, Christopher May @ [mayc@michigan.gov](mailto:mayc@michigan.gov); (517) 335-1263.

### **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 Kirtland student. It is advisable for you to meet with your high school counselor to discuss this option. You may request information online at [www.kirtland.edu](http://www.kirtland.edu) and click on “Request Information.”

### **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 or transfer your courses to a four-year college or university. You will also realize significant financial savings. The tuition at Kirtland 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.
- Apply online at [www.kirtland.edu](http://www.kirtland.edu) It’s FREE

### **What happens after I submit my application?**

Once we have received your Application for Admission, you will receive a letter of acceptance, which will arrive through the post office mail within 10 days of applying. You will then:

- Take the Accuplacer test or turn in a copy of your SAT scores to Pre-College Coordinator for evaluation. (If you have an IEP, please refer to the “What if I have a disability?” section for information about accommodations for testing and courses.)
- Fill out a Dual Enrollment Form available from your high school counselor or online at [www.kirtland.edu/dual-enrollment](http://www.kirtland.edu/dual-enrollment) under Forms--Dual/Concurrent Enrollment.
- Obtain the necessary signatures for the Dual Enrollment Form. You need your parent to sign the Dual Enrollment Form, if you are under 18. Return this form to your counselor. A “hold” will remain on your Kirtland account (which will prevent you from being registered) until this form is received by Kirtland.
- Be sure to check your Kirtland Email for further updates on your Dual Enrollment process. The information to access your Kirtland email will be in your acceptance letter which comes in the post office mail. Please make sure you click “Activate Account” (under home page, Sign In) the **first time** you access your Kirtland account.
- Complete the Introduction to Canvas course. You will be notified of this in your Kirtland email after you register. (more information about Intro to Canvas on p. 7)

### **What if I have a disability?**

Any Early College or dual enrolled student desiring accommodations, must completed the following steps:

- 1) apply to Kirtland Community College
- 2) apply for Kirtland Disability Services on Kirtland Disability Service website. ([www.kirtland.edu/disability-services](http://www.kirtland.edu/disability-services))
- 3) review documentation required and submit

***This needs to be completed at least 3 weeks before taking the placement test or beginning a course.***

### **What happens after I am registered for my classes?**

You will be able to view your schedule on myKirtland, which can be accessed with your student ID/username and password/pin number (in your acceptance letter).

Check your course confirmation carefully to make sure there was no problem with your online registration. Note the dates of the class — they may differ from your high school semester or the dates posted in the schedule. CHECK WITH YOUR COUNSELOR ABOUT TEXTBOOKS. With permission from your counselor, textbooks may be purchased at the Kirtland Bookstore or online through our website at [www.kirtland.edu/bookstore](http://www.kirtland.edu/bookstore).

### **What is Intro to Canvas?**

Once registered, approximately within 24 to 48 hours, you will be sent in your Kirtland Email a “Course Invitation” in which you need to complete your **Introduction to Canvas**. This brief tutorial of Canvas will assist you in being successful in your classes. It MUST be completed within the required timeline or you will be dropped from your classes! The Introduction to Canvas course is only completed one time.

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

Every semester you dual enroll, you must turn in a Dual Enrollment Form to your counselor before you can be registered for your classes.

### **What are some common problems with Dual Enrollment registration?**

- Your dual enrollment form has a course that has a prerequisite (i.e.: English II before English I);
- Your dual enrollment form is submitted without submitting your SAT scores to us or without taking the Accuplacer assessment;
- Your dual enrollment form has a course which requires higher test scores than you earned on the Accuplacer test or SAT.
- Your dual enrollment form has a course that is full.

### **What if the class that I want is full?**

You'll have to select a different section of the same course or another course. Check with your high school counselor first to make sure that the alternative course meets their approval. A revised dual enrollment form must be submitted to Kirtland if you choose a different course. You may request a meeting with a Kirtland advisor to determine transferability by contacting the Pre-College Coordinator.

### **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 posted throughout Kirtland media sources (it is always 2 weeks after the beginning of the semester). Your counselor is aware of the “drop” date each semester. Discuss this with your counselor before submitting the Drop/Add/Withdraw Form to the Pre-College Coordinator; the counselor must notify the Pre-College Coordinator permission to drop/add/withdraw. Your school would not be charged for the dropped course(s).
- The Withdrawal Date allows you to withdraw from the course and receive a “W” for withdrawal. Discuss this with your counselor before submitting the Drop/Add/Withdraw Form to the Pre-College Coordinator. At Kirtland, a “W” carries no punitive effect, but your school would be charged for the course(s). Also note, some high schools will give you a failing grade towards your high school GPA and require reimbursement for the course if you withdraw.
- If you stay registered in the course, but do not participate, complete assignments, etc., the grade you earn will be a part of your permanent college transcript. Therefore, it is advised that you drop the course before the final withdrawal date. 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 SAT scores?**

Only if you want to use your SAT scores for placement; a 480 or higher in reading is required for many courses; and Math placement depends on the desired math course. The Pre-College Coordinator will review your SAT scores to determine if you have qualifying scores.

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

We can use the SAT and/or Accuplacer scores for Reading and Math placement purposes. If you've taken the SAT, 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, registration fees and textbook; or
- The state portion of your foundation allowance, adjusted to the proportion of the school year you attend Kirtland.

You may also be required to pay other fees, designated by your high school. You may view your bill in MyKirtland, with the exception of textbooks. Contact your counselor about the amount your school will pay.

## **Scheduling your classes**

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

Most fall and winter semester courses are 16 weeks long. **Start and end dates are often different than the high school dates.** Most courses follow the Kirtland calendar, with exceptions for courses held on individual high school campuses.

### **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 are involved in extracurricular activities, such as sports or music, your schedule is already pretty busy. Most high school students will take one or two college courses. Discuss your course load with your high school counselor.

### **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?**

Instructors may issue a progress report if you are not performing well in your course. This is sent to your Kirtland email and to your advisor (Pre-College Coordinator). Your advisor sends it to your high school counselor. Because of FERPA, the college cannot discuss your grades with your parent, only your school. Tutoring is available free of charge. You may request this on our website or through Intro to Canvas.

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 Kirtland and you will have to request your transcripts be sent to your next college.

## **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; 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. 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 do not 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 Kirtland Registration Office or online under Quick Links, How to Request a Transcript.

### **What is the Michigan Transfer Agreement (fka MACRAO)?**

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 Michigan Transfer 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 Kirtland. 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 advisor. You may find equivalencies for the college of your choice at [www.macrao.org](http://www.macrao.org) or check the Kirtland website at <http://www.kirtland.edu/transferring-from-kirtland/college-and-university-links>. At this site, you can access most colleges in Michigan and compare the transferability of the courses. You may also request a meeting with a Kirtland advisor by contacting the Pre-College Coordinator.

### **What if I want to continue at Kirtland after high school graduation?**

This would be a very easy transition as we would already have your college transcript. Your first step would be to apply (again) as a First Time at Any College student.

## **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.

### **What is academic probation and dismissal?**

Good academic standing is a status achieved by students who have earned a cumulative/career grade point average (GPA) of 2.0 and above. Cumulative/career credit hours attempted/graded and cumulative/career GPA will determine a student's good academic standing, probation, and dismissal status. The following schedule reflects probation and dismissal status:

0-5 Cumulative/Career Credit Hours Graded  
Probation Status: None  
Dismissal Status: None

6-11 Cumulative/Career Credit Hours Graded  
Probation Status: 0.00-1.99  
Dismissal Status: None

12-17 Cumulative/Career Credit Hours Graded  
Probation Status: 1.00-1.99  
Dismissal Status: 0.99 or less

18-23 Cumulative/Career Credit Hours Graded  
Probation Status: 1.26-1.99  
Dismissal Status: 1.25 or less

24-29 Cumulative/Career Credit Hours Graded  
Probation Status: 1.53-1.99  
Dismissal Status: 1.52 or less

30-Plus Cumulative/Career Credit Hours Graded  
Probation Status: 1.80-1.99\*  
Dismissal Status: 1.79 or less

**NOTE: \*Should the student not show academic progress (increasing cumulative/career GPA toward a 2.00) after completion of the next enrolled semester/session, he/she will be dismissed.**

If a student is dismissed from the college and wishes to re-enter, he/she must submit an Application for Reinstatement form to the counseling office for permission to re-enter as a **limited probationary student**. If permission is granted, the student will be allowed to Re-enter with enrollment restrictions as stated in a signed contract between the student and the counseling office. Any adjustments to the limited probationary student's schedule must be approved by the counseling office.

A limited probationary student will be dismissed again from the college if he/she is not showing academic progress (increasing the cumulative/career grade point average toward a 2.00), or if he/she does not meet all requirements as listed in the contract. Students being dismissed for a second time will automatically be required to sit out at least one semester.

Students being placed on academic probation or academic dismissal will be notified of their status by email via their Kirtland email. The email will be from the vice president of student services. The counselor will be notified by the Pre-College Coordinator of these placements.

**What is Kirtland's plagiarism and cheating policy?**



**Plagiarism is using someone else's work or ideas and claiming them as your own.**

This can be done accidentally as well as intentionally. This means that copying and pasting from the internet without citing your source is plagiarism. Using someone else's picture without citing is plagiarism. Plagiarism can cause you to fail a paper, fail a course, be expelled from school. Plagiarism has caused people to lose their jobs and their credibility. Basically, plagiarism is stealing. You are stealing someone's words, work, ideas, images when you do not give them credit.

Plagiarism is considered **academic dishonesty** (Kirtland Policy 6.125 – Section C). A student must carefully document where the ideas, words and thoughts were found, and who originated them. Consequences of plagiarism may include but are not limited to: 1) rewriting the assignment, 2) receiving a lower course grade, 3) receiving a failing grade for the assignment, 4) failing the course, 5) suspension from a specific program, or 6) expulsion from the college.

### **Ethical Writing Choices**

The goal of **Kirtland's Writing Center** is to help students make ethical and logical choices when citing sources. Citing sources **proves** that you know what you are talking about, to use respected experts to **support** your position, to give **credit** and recognition to those who have done the research and data gathering, to create space or room for your argument and/or research and open pathways to new or expanded ideas, and because you are using someone else's words, ideas, and work.



When you think about the reasons to cite, you need to start with yourself. Do you want to be taken seriously? Do you want to be thought of as knowledgeable and honorable? Citing expert sources makes your work credible. Citing sources gives support to your position and proves your knowledge. It also shows that you are honest, which makes you a more reliable source.

Think about the work, time, energy and effort that you put into a paper. When using someone else's work, think about the same thing. Would you want credit if someone else used your words or work? Citing your sources prevents failing a paper, a class or being expelled. But there is more to it than simply not failing. As you have read above, there are many reasons for citing sources. No matter what profession you are entering, you want to be thought of as reputable, professional and honorable. Making ethical choices in your writing goes a long way to establishing your reputation in your scholastic and professional world.



At Kirtland, students have access to **NoodleTools**, a software program that will create a bibliography in both MLA and APA styles. It also shows how to cite sources properly within the paper.

Contact Kirtland's Writing Center: 989-275-5000 x1247, email [owl@kirtland.edu](mailto:owl@kirtland.edu) or visit the Writing Center website at [kirtland.edu/tutoring/writing-center](http://kirtland.edu/tutoring/writing-center) for more information on face-to-face, online, and Virtual Writing Center help.

**Academic Misconduct** – The official policy of Kirtland Community College related to cheating and plagiarism is Policy 6.125 and can be found at: [kirtland.edu/policies-and-procedures/student-services-policies/pol-6-125-rights-and-responsibilities-of-students](http://kirtland.edu/policies-and-procedures/student-services-policies/pol-6-125-rights-and-responsibilities-of-students). The policy states:

1. Kirtland Community College considers academic dishonesty to be a serious offense. It is the policy of the college that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor, with departmental guidelines.
2. Cheating, plagiarism or other forms of academic dishonesty including the unauthorized acquisition of tests or other academic materials. This includes students who aid and abet, as well as those who attempt such behavior. (An instructor may administer a penalty up to and including failure in a particular course. In some cases, such as in nursing and criminal justice programs, the student handbook outlines the appropriate action. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the college for the remainder of the semester in which the second violation occurs and the following academic semester that is required for that student's program of study, i.e. some programs require students to take classes during the summer semester, most programs do not.

Note: Cheating includes, but is not limited to:

1. The use of any unauthorized assistance in taking quizzes, tests or examinations;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;

The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

Plagiarism is representing the work of other persons as one's own, including but not limited to the use of work by others and information downloaded from the Internet. The use of another person's words, ideas, or information without proper acknowledgement, whether done intentionally or through carelessness, is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

00 – 15	In-class instruction
20	Open Studio (Art department - Student must meet with instructor during first week of class and choose 4 hours of classroom time)
40 – 49	Concurrent Enrollment (40-45 not required to complete Intro to Canvas)
50 – 55	Dual Enrollment – Hybrid(required to take Intro to Canvas)
56 – 59	Dual Enrollment – Face to Face (required to take Intro to Canvas)
60 – 63	Online (required to take Intro to Canvas)
80	Hybrid (combination of in class and online instruction) (required to take Intro to Canvas)

#### **Class Location Suffixes**

None	Roscommon
M	M-Tec at Gaylord
G	Grayling

An **Introduction to Canvas** is required for ALL students registering their first semester at Kirtland.

#### **Course Classifications**

##### Science

Astronomy, biology, chemistry, geology, or physics.

##### Social Science

Anthropology, economics, geography, psychology, political science, or sociology.

##### Humanities

Art, languages, history, literature, music, philosophy or theatre.

#### **Academic Calendar**

The academic calendar lists important dates including add/drop information

To view the academic calendar, go to: <http://www.kirtland.edu/registrar/academic-calendar-registration-dates>

**Who do I call if I have a question?**

Admissions to KIRTLAND .....	989-275-5000, ext. 284
Registration.....	989-275-5000, ext. 251
Student Financial Services .....	989-275-5000, ext 257
Student Success Center .....	989- 275-5000, ext.280
Tutoring .....	989- 275-5000, ext.246

**For More Information:**

Talk to your local high school counselor or contact one of the Kirtland Pre-College Coordinators:

Sonja Handrich  
989.275.5000, extension 433  
[sonja.handrich@kirtland.edu](mailto:sonja.handrich@kirtland.edu)

Matt Walker  
989.275.5000, extension 436  
[matt.walker@kirtland.edu](mailto:matt.walker@kirtland.edu)