

## Johannesburg-Lewiston High School Dual Enrollment Guidelines and Procedures

### QUALIFYING SCORES

Students must have either: (1) a qualifying *On-Track Readiness Score* on the EXPLORE, PLAN, ACT Aspire or PSAT **and** a GPA of 3.0 or higher or (2) a qualifying *College-Readiness Score* on the COMPASS, ACT or SAT to take a dual enrollment class. Students who have a qualifying *On-Track Readiness Score* but a GPA below 3.0 may demonstrate college readiness by taking the COMPASS and achieving qualifying College-Readiness Scores in one or more subject areas. Qualifying test scores can be found on page 12 of the Curriculum Guide, which is available online at [www.jlas.org](http://www.jlas.org).

### COMPLETING THE ONLINE COLLEGE APPLICATION

Once a student is qualified to take a dual enrollment course, the student must complete an application for admissions to the college in which they wish to dual enroll. *Please note: You only have to apply to a college before you take your initial class.* At North Central Michigan College (NCMC), this is done online at [www.ncmich.edu](http://www.ncmich.edu). Click "Apply Now" then click "Attending NC While in High School". The application for Kirtland Community College (KCC) is at [www.kirtland.edu](http://www.kirtland.edu). If a student does not apply for admissions, the college cannot enroll the student in a course. It is the student's responsibility to ensure that an application is submitted. Students interested in taking a dual enrollment course through a different college must contact that college to find out their application process.

### COMPLETING THE DUAL ENROLLMENT FORM

After applying to the college, the student should receive confirmation from the college that the application has been received. Now it is time to select the course and complete the dual enrollment form, which is available on college's website and in the Guidance Office. Current course schedules can also be found on the college websites. The dual enrollment form, which must be completed each semester, registers the student for the desired class(es) for the given semester. JLHS will only grant approval for 'eligible courses' that a student is qualified to take and that are aligned with the career goals outlined in the student's most recent Educational Development Plan (EDP). This EDP is on file in the guidance office and may be updated by the student at any time. The earlier the dual enrollment form is returned, the chance the student will get the class(es) desired. All paperwork must be turned into the guidance office by the set deadline, which is noted at the top of this form. **Paperwork will not be accepted after this deadline.**

### AGREEING TO THE GUIDELINES AND PROCEDURES

In addition to completing the dual enrollment form, students and parents must read and agree to the guidelines and procedures on this form. Students must indicate on this form, whether they want to take their course(s) for college credit only or for both, high school credit and college credit.

College courses are very different than high school courses, and it is very important that the student understands the importance of attending classes, completing coursework, and preparing for exams. Dual enrollment students must follow the college schedule even if JLHS does not have school on the day of the dual enrollment class. When winter weather arrives, it is important to listen to the local radio station for college closings. JLAS assumes no responsibility for transportation to and from the college. Students who are having trouble in a college course, must contact their instructor. Assistance and tutoring is often provided at the college, and instructors will have scheduled office hours to meet with students.

The district is unable to supervise college courses because we only receive final grades for dual enrollment courses from the college. Typically, a student must earn a 'C' or better in order for a dual enrollment course to transfer to another college.

### IMPORTANT FINANCIAL INFORMATION

Johannesburg-Lewiston High School will pay tuition and other eligible fees in accordance with the Postsecondary Enrollment Options Act. JLHS will pay an amount equal to the lesser of the amount of eligible charges or the prorated percentage of the state portion of the foundation allowance. **The student and parent are responsible for the payment of any costs that exceed this amount.** The student and parent are also responsible for other related costs such as student fees, books, and transportation. It is the student and parent's responsibility to determine the costs of the dual enrollment course(s) prior to enrolling in a course.

(over)

**If a student fails a class or chooses to drop a course after the deadline, the parent will be required to reimburse the school for any nonrefundable fees that were paid by our school district. These students will not be approved to take additional dual enrollment courses until the balance for the failed class is paid in full.**

**CREDIT DESIGNATION**

Students must indicate on this form, whether they want to take their course(s) for college credit only or for both, high school credit and college credit. This designation must be made at the time students enroll in a postsecondary course and cannot be changed after the first day of the class. **Courses taken for high school credit will count toward the high school GPA and graduation requirements and can only be dropped during the one-week high school drop/add period. Courses that are dropped after this deadline will receive a grade of “F” on the high school transcript. Courses taken only for college credit will be recorded on the high school transcript, but the grade will not count toward the GPA.**

**It is the responsibility of the student to have the college forward transcripts for dual enrollment courses to any future college or university they choose to attend.**

Students who fail a dual enrollment class will not be permitted to take any additional dual enrollment classes until the balance for the school receives reimbursement in full of the course failed.

Please indicate below your choice of credit for your dual enrollment course ---

Student’s Name - \_\_\_\_\_ Semester of Attendance – \_\_\_\_\_

Have you been in previous dual enrollment courses? \_\_\_\_\_ If no, have you done an online application? \_\_\_\_\_

Course	Course Title	College	HS Cr? Circle One		College Cr? Circle One	
_____	_____	_____	Y	N	Y	N
_____	_____	_____	Y	N	Y	N

If you have any questions about this program, please contact the Guidance Office at 731-4420 extension 242.

I have read the above guidelines and procedures, and agree to adhere to them. (Both the parent and the student must sign this form each semester prior to enrolling in any dual enrollment courses.)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Office Use Only**

Two forms must be completed and returned to Mrs. Nowak when you register for classes:

	Date Received:	Mrs. Nowak’s Initials
Guidelines and Procedures/Credit Specification	_____	_____
College Specific Dual Enrollment Form	_____	_____