



YCS Dual Enrollment Guidelines

YCHS (STEMM and AC-Tech) Dual Enrollment Guidelines

- students must complete a dual enrollment application
- students may only enroll in 2 classes (6-8 credit hours) per semester
- YCS will purchase books required for classes
- students must return books to YCS at the end of the semester
- transportation may not be provided

YNT Dual Enrollment Guidelines

- students must complete a dual enrollment application
- 11th grade students must replace two blocks of instructional time at YNT
- 12th grade students must replace three blocks of instructional time at YNT
- YCS will purchase books required for classes
- students must return books to YCS at the end of the semester
- transportation may not be provided

ELIGIBILITY

In accordance with *the Post Secondary Enrollment Options Act, Public Act 160 of 1996*, all high school students can dual-enroll based on performance on the assessments listed in the table below. The student must have taken ACT, MME, SAT, or Compass and have one of the qualifying set of scores listed below. All other test scores will be taken into consideration with determining eligibility.

- The MME, ACT, SAT, Compass and Accuplacer scores are designed to be indicative of whether or not a student is ready to take post-secondary courses and succeed without remediation.
- The EXPLORE, PLAN and PSAT scores are designed to indicate whether or not a student is on track to be ready to take post-secondary courses and succeed without remediation and meet the benchmarks set on the assessments in the bullet above.

In light of these differences, the same weight will not be given to scores from the different classes of assessment.

Course Limits

A student who first enrolls in a postsecondary course in grade 9 is limited to two courses in his/her first, second, and third academic year and not more than four courses during the

student's fourth academic year.

A student who first enrolls in a postsecondary course in grade 10 is limited to two courses during his/her first academic year and not more than four courses during their third and fourth academic years.

A student who first enrolls in a course when the eligible student is in grade 11 or 12, is limited to six courses during either of those academic years and may not exceed the maximum of 10 courses over two years.

Students may not enroll in physical education classes, performance art classes (unless special permission is given by the Office of Academic Programs), or any classes considered hobby, craft, recreational, or religious education are not eligible. Students may not take any zero level classes.

Dual enrollment students must be enrolled **and attend** in both the district and the post secondary institution during the district's regular academic year. The student must be considered a full time equivalent student.

The post-secondary courses for which state school aid funds are used must be courses that are not offered in the high school. Courses considered non-academic must be carefully evaluated and approved by a counselor and the Director of Academic Programs before registration. Post-secondary courses may be taken in case of a scheduling conflict, as determined by the Board of Education. In addition students may take post secondary course(s) if they have exhausted the high school's curriculum.

A student must commit to dual enrollment status upon registration. The student may elect to earn high school credit and/or college credit. The student must inform both the high school and the post secondary institution of this decision upon enrollment. The student must turn in a copy of the official college transcript, at the end of the course. This transcript will be used to record the dual enrollment grade on the high school transcript. The college course must be at least three credit hours to earn $\frac{1}{2}$ credit on the high school transcript. If the student withdraws from the college/university course, they will be subject to payment.

Dual Enrollment and College Tuition

Dual Enrollment is a good opportunity for our students to take a college class when still in high school. However, college credits vary in cost depending on the college, the number of credits, and even the type of course.

The Michigan Department of Education has a formula for what the school district must pay for dual enrollment tuition. That payment varies based on that formula. This means that many courses for dual enrollment will require additional support from the family to pay for the full tuition required by the college.

For example, we know that all the courses for dual enrollment that may be taken at Eastern Michigan University will require additional funds from the parents in order to meet the tuition amount. Some courses from Washtenaw Community College will require additional funds and

some will not. It all depends on the cost per credit hour, the number of credit hours, and the number of classes.

If the student withdraws from the college/university course, they will be subject to payment.

If the student does not successfully complete or pass the course, they will be subject to payment.

Students will be required to pay for courses not approved by the District.

Dual Enrollment

Get a head start and gain college credit while still attending high school!

What is Dual Enrollment?

College ready high school students are able to earn college credit by attending college classes at WCC while still attending high school. All credits earned through dual enrollment will be part of the student's official Washtenaw Community College transcript.

Who is Eligible for Dual Enrollment?

Students must meet all of WCC's admission requirements, including testing at college level, before registering for classes. Dual enrolled students are eligible to register for any courses for which they meet the prerequisite. If the high school will be responsible for payment, speak to your high school counselor to determine what courses you are authorized to enroll in.

Who Pays for Dual Enrollment?

Most public schools pay for their student to dual enroll. However, any tuition, fees and textbooks not covered by the high school will be the responsibility of the student/family. Payment or payment authorization must be turned in to the WCC Cashier's Office by the appropriate payment deadline. For non-public school students, the State of Michigan determines what dollar amount, if any, it will pay per course. Any tuition, fees and textbooks not covered by the State of Michigan is the responsibility of the student/family. Payment or payment authorization must be turned in to the WCC Cashier's Office by the appropriate payment deadline.

Complete these Easy Steps to Dual Enroll at WCC:

✓ **Apply online at www.wccnet.edu/apply**

✓ **Create WCC Gateway account**

**follow instructions emailed to you*

✓ **Complete your Admission Checklist**

- Complete online & attend in-person orientation
- Submit *Parental Consent & Principal Consent* forms (see attached)
- Submit *proof of age/grade*
- Submit ACT/SAT scores or take the *COMPASS* test

Minimum required Reading & Writing scores:

ACT: Reading 19; English or English/Writing 20

SAT: Reading 460; Writing 480

COMPASS: Reading 82; Writing 81

**There is no minimum required math score, however a math score must be submitted in order to complete the admission requirement*

✓ **Register for classes/buy textbooks**

✓ **If interested in online classes visit www.wccnet.edu/online for more information**



Washtenaw Community College

Course Repeat Limits

Students who have attempted a course twice must seek permission to register for the course again and may be subject to additional costs for that course. Below is more information.

The Permission Process

Students who have attempted a course twice or more will see this error when they attempt to register for it: *Repeat Limit Error*. To get permission to take the class, students must click on the error and explain why they seek permission to register again. Notification of approval or denial will be emailed to the student's WCC email address.

The Cost

As of the fourth time or more that a student takes a course, there will be a \$200 fee (per credit hour) in addition to tuition.

Special Consideration for Continuing Students

As of Fall 2009 registration, students who have taken a course more than twice will have their next registration for the course count as their third time for purposes of the Repeat Course Fee. No fee would be charged for this "third" time. The fee starts with the fourth time.

Exempt Courses

PEA 115, all noncredit continuing education courses as well as credit courses designated as repeatable to a specified limit.

Audited, Withdrawn, Expired Incomplete

In addition to other courses on the student record, courses taken under auditor status, courses withdrawn, and courses with expired incomplete grades count toward the total repeat attempts.

Emeritus Students

Emeritus students are exempt from the Course Repeat Limits.



Office of Academic Programs

1885 Packard Road, Ypsilanti, MI 48197

734-221-1200 www.ycschools.us

Laura Frey - Greathouse, Director of Student Affairs

Karla Graessley - Director of Elementary Education

Linda Kuzon - Director of Secondary Education

Ben Murphy-Smith - Grants Coordinator

Student Name: _____

High School (Please circle one) AC-Tech STEMM YNT

Parent Name: _____

I have read and understand the dual enrollment guidelines for Ypsilanti Community Schools. I understand that if:

-the student withdraws from the college/university course, they will be subject to payment.

-the student does not successfully complete or pass the course, they will be subject to payment.

-students will be required to pay for courses not approved by the District.

If any of the above situations apply to my child, I will receive a bill at the end of the semester for my child's tuition.

Parent Signature

Date

PRINCIPAL CONSENT FORM DUAL ENROLLMENT STUDENT

Student Name: _____
(Please print clearly.)

Student's WCC I.D. Number: _____

1. Dual enrolled high school student must meet all WCC admission criteria.
2. Completion of this form gives permission for the above mentioned student to be dual enrolled at Washtenaw Community College. It does not authorize WCC to bill the high school for tuition and fees.
3. If the high school will be responsible for the tuition and fees, a separate payment authorization form must be submitted to WCC Cashier's office by the payment deadline.

****Submit this form prior to admission to the College.**

High School Information:

Name: _____

Address: _____ Phone Number: _____

Principal's Name: _____
(Please print clearly.)

Principal's Signature: _____ Date: _____

Please return this form to:

Washtenaw Community College 4800 E. Huron River Drive Ann Arbor, MI 48105

PH: 734.973.3543 • FAX: 734.677.5408 • www.wccnet.edu

PARENTAL CONSENT FORM MINOR STUDENT ENROLLMENT

As the parent (or legal guardian) of _____

(Student's Name - please print clearly.)

I hereby consent to his/her enrollment as a student at Washtenaw Community College ("College").
In addition to such consent, I hereby acknowledge and accept the following conditions of enrollment:

1. My child will be subject to the rules, regulations, and policies of the College.
2. My child will be interacting socially with adult, college students and the College is not responsible for these social interactions.
3. My child may be exposed to discussions, readings, and visual material of a mature nature and will be expected to conform to the same performance standards as any other college student as set forth in course outlines and syllabi.
4. The College and its employees, faculty, agents, students, and trustees shall not be responsible for the supervision and individual monitoring of my child while in attendance at the College.

Student's WCC ID Number: _____

****Submit this form prior to admission to the College.**

Parent (or legal guardian) Information:

Name: _____

(Please print clearly.)

Address: _____

Phone No: _____

Signature: _____

Date: _____

Please return this form to:

Washtenaw Community College 4800 E. Huron River Drive Ann Arbor, MI 48105

PH: 734.973.3543 • FAX: 734.677.5408 • www.wccnet.edu