

Milan High School Dual Enrollment Process

Students interested in dual enrolling at Washtenaw Community College for the Fall 2017 semester must review and complete the attached packet of information. Completed packets with proof of course registration must be turned into the Guidance Office by Thursday, May 25th, 2017 @ 2:30pm. Students who do not submit paperwork by the May deadline will not be approved for dual enrollment. A complete list of courses may be found on WCC's website (www.wccnet.edu).

Students interested in enrolling at colleges other than WCC will be assessed on a case-by-case basis. If interested, please make an appointment with your guidance counselor.

Stipulations for dual enrollment courses:

1. Dual enrollment courses must be academic in nature.
2. Dual enrollment courses may not overlap with content offered at Milan High School.
3. Dual enrollment courses may not include "religion" in the title of the course or be recreational in nature.

- *Step 1:** Make an appointment with your counselor to discuss dual enrollment and complete the principal/counselor consent form (only needs to be signed if first time dual enrolling).
- *Step 2:** Apply to WCC (follow instructions on the attached page).
- *Step 3:** Complete the on-line orientation.
- *Step 4:** Visit WCC to complete a Connect Session (in-person orientation - register online).
- Step 5:** Browse classes from WCC's online course catalog.
- Step 6:** Schedule an appointment with your guidance counselor. Bring list of potential courses and completed paperwork for approval.
- Step 7:** Counselor reviews course request list. Provides approval or revision.
- Step 8:** Student Registers for WCC course(s).
- Step 9:** Student prints copy of registration and returns to counselor.
- Step 10:** Counselor provides "Payment Authorization" letter which the student returns to WCC. The payment letter must be submitted to WCC before the end of the school year in order for the district to pay for the course.
- Step 11:** Student is provided with District Authorization Form and Reduced Schedule Form (if applicable) for signatures (Parent/Guardian).
- Step 12:** Student returns District Authorization Form and Reduced Schedule Form to counselor with signatures.
- Step 13:** Counselor adds dual enrollment course to Fall 2017 high school schedule. *This step must be completed by Thursday, May 25th, 2017 @ 2:30pm.*

***Students who have previously dual enrolled at WCC do not need to complete steps 1-4 but must complete all other steps.**

If you have additional questions about dual enrollment, please sign up for an appointment with either: Mrs. Barbara (11th grade - barbarac@milanareaschools.org) OR Mrs. Goffee (12th grade - goffeek@milanareaschools.org).

All Dual Enrollment Paperwork must be turned into the Guidance Office by: Thursday, May 25th, 2017 @ 2:30pm



Milan High School

Founded on Tradition - Focused on Excellence

200 Big Red Drive, Milan, MI 48160

Phone: 734.439.5000 Fax: 734.439.5084

Milan High School Dual Enrollment Student and Guardian Agreement Form

Dual enrollment at Washtenaw Community College is a wonderful opportunity for high school students. Through dual enrollment, students have the potential to earn college credits which may prove useful in post-secondary plans. However, with this option, students also agree to take on more independent responsibilities.

Please read and initial the statements below. Students must submit this form in order to be approved for dual enrollment.

Student Name _____

Student Initials	Parent/Guardian Initials	
		I understand that I am responsible for providing my own transportation to and from WCC.
		I understand that I am responsible for purchasing the necessary textbooks and supplies for my class(es) at WCC. If I choose to return the textbook(s) to MHS at the end of the semester, MHS will reimburse my textbook purchase (receipt required). <i>Textbooks must be returned within one week of the end of WCC's semester.</i> Financial assistance for textbook purchase is available. See counselor for more information.
		I understand that if I do not pass my class(es) at WCC I am responsible for paying for the credits.
		If I want to take an online class through WCC, I understand that before I enroll I must independently complete the Introduction to Online Learning prerequisite class and pay the \$25 fee. See attached page for more information. Financial aid is available.
		I understand that all paperwork, application steps, and course enrollment must be completed by Thursday, May 25th @ 2:30pm.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

WCC Online Courses

Taking Washtenaw Community College dual enrollment courses online is an option for some students and courses. However, students who wish to dual enroll online through WCC must complete some additional steps.

In order to dual enroll in an online course, students must first complete ACS 1035: Introduction to Online Learning. A course description is below. Students are responsible for registering and paying for this course. WCC does not allow students to register for an online class without first taking ACS 1035.

ACS 1035 must be completed before May 25th, 2017 so that the student has time to register for WCC classes before Milan High School's dual enrollment deadline.

The Introduction to Online Learning Class (ACS 1035)

Are you new to e-Learning or do you want to "try-out" online classes? Introduction to Online Learning, a completely online training class, focuses on teaching you the necessary e-Learning skills to be successful in online and blended classes.

We allow two weeks to complete the class work. But because this class is self-paced, you may finish in far less time. A few of the topics covered are Blackboard's interactive communication tools such as blogging and creating discussion board threads, tips and tricks for time management, and using the online library databases for research.

The course fee is \$25, which is non-refundable. You must submit a [request online](#) to register for this course. You cannot register for Introduction to Online Learning through WCC's traditional class registration area in the WCC Gateway.

Course Information: www.wccnet.edu/academics/classes/online/introduction-class/

Registration: www.wccnet.edu/academics/classes/online/forms/secure/introduction/

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 4800 E. Huron River Drive Ann Arbor, MI 48105

PH: 734.973.3543 · FAX: 734.677.5408 · www.wccnet.edu · studrec@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

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:

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