



SHHS

Dual Enrollment
Informational
Meeting



APRIL 18, 2024

What is Dual Enrollment?

Dual enrollment (DE) is a program that allows high school students, typically juniors and seniors, to enroll in college courses and earn college credits prior to high school graduation.

Benefits of DE



1.) It helps students have an easier transition from high school to college.



2.) Students can earn college credits for FREE or MINIMAL out of pocket cost.

(Must take district approved courses AND earn passing grades)

DO YOU QUALIFY?

Students must be on track with graduation requirements & meet minimum PSAT/SAT subscores.

▶ QUALIFYING PSAT/SAT SCORES

- ▶ MATHEMATICS: **510/530**
- ▶ EVIDENCED-BASED READING & WRITING: **460/480**

You can locate your scores by logging into your COLLEGE BOARD account.

STEP 1

(NEW DE APPLICANTS ONLY)

WCS Dual Enrollment Step 1 Forms

Students and parents must read and complete this form.



Pre-Dual Enrollment Understanding

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Name	School	Grade	Counselor Name

These items will be discussed with you when you meet with your counselor. Place an "X" next to each statement below to indicate your agreement and understanding. Keep this checklist for your reference.

Student must apply by the district deadline, in order to be considered for dual enrollment: May 1 for Fall Semester, October 1 for Winter Semester. You may also apply for both semesters by May 1st.	<input type="checkbox"/>
Student/parent must be able to provide transportation to and from the postsecondary institution. Students are not to remain at school beyond their scheduled high school day.	<input type="checkbox"/>
Selected courses must not interfere with HS schedule and times.	<input type="checkbox"/>
Student must apply with the postsecondary institution and register at the earliest date, to ensure time to complete dual enrollment scheduling.	<input type="checkbox"/>
Student must designate high school credit, postsecondary credit, or both at the time of enrollment to both the high school and postsecondary institution.	<input type="checkbox"/>
Schedules are to be submitted to counselors upon registration at the postsecondary institution.	<input type="checkbox"/>
Books and materials purchased are the property of the school district.	<input type="checkbox"/>
Payment for courses withdrawn from beyond the 100% refund window, are the responsibility of the student/parent per Board policy number 2271.	<input type="checkbox"/>
Any changes to courses must be reviewed by counselor and approved by the Executive Director of Curriculum. New schedules should be immediately provided to HS counselor to adjust HS schedule.	<input type="checkbox"/>
If a student fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment, per Board policy number 2271.	<input type="checkbox"/>
At the conclusion of the course, students are to return their textbooks to the bookstore for a refund and provide a receipt to the school district. <ul style="list-style-type: none">• When returning books: Students must go to the bookstore and identify themselves as a DE student.• Results of returns are no buy back value, or an amount will be credited to the district.• Student should request to receive a receipt for \$0, or the value of the returns, and provide this receipt to the district.	<input type="checkbox"/>

<input type="text"/>	<input type="text"/>	<input type="text"/>
Student's Signature	Parent's Signature	Date



DUAL ENROLLMENT REQUEST SHEET

Fall session requests due: **May 1**

Winter session requests due: **October 1**

STEP 2

(MUST FILL OUT YEARLY)

Dual Enrollment Request Sheet- SHHS

The district will **NOT** approve or pay for college courses that are:

- (1) offered at the local high school
- (2) a hobby, craft, or recreational course
- (3) a course in physical or religious education

Go to catalog.macomb.edu to select your classes.

MICHIGAN TRANSFER AGREEMENT

- **YOU MUST LIST AN ALTERNATE FOR EACH REQUESTED COURSE**
- **YOU MUST INDICATE HOW YOU WANT YOUR GRADE & CREDIT REFLECTED ON YOUR TRANSCRIPT (CANNOT CHANGE ONCE SUBMITTED)**

MCC CLASS FORMATS (Click on "Understanding our class formats")

On Campus: (**C**=Center Campus - **S**=South Campus - **E**=East Campus - **M**=MTEC); **O**=Online; **R**=Remote; **H**=Hybrid; **F**=Flexible Learning

Student's First and Last Name	Grade	Email	WCS Student number
Postsecondary Institution	Enrollment is for: (check one or both)	<input type="checkbox"/> Fall <input type="checkbox"/> Winter	Sterling Heights High School WCS home school
1 st Grade of enrollment in DE: (9-12)	Number of courses approved for Fall:		
Number of courses previously taken:	Number of courses approved for Winter:		
	Counselor's Name:		

Counselor – Enter test scores from qualifying assessment (PSAT, SAT, EXPLORE, PLAN, ACT, MME)

Subject area:	Score:
Subject area:	Score:

Not all courses are eligible for dual enrollment. Please review your course selections with your counselor prior to submitting this form.

Select an alternate class for each course selection. Failure to have alternate choices, and incomplete paperwork may delay the approval letter and delay the approval process.

FALL COURSE SELECTIONS (AS LISTED IN THE COURSE CATALOG):

	Course #1	Alternate #1	Student must choose one of the following		Appear on HS Record?
Course Title:			<input type="checkbox"/> C1	<input type="checkbox"/> A1	Credit and grade
Course Name:			<input type="checkbox"/>	<input type="checkbox"/>	Credit but no grade
Course Start Date:			<input type="checkbox"/>	<input type="checkbox"/>	No credit or grade
Course meeting days & times:					Student's Initials
Number of credit/contact hours:					Parent's Initials
Class Location or VIR:					
	Course #2	Alternate #2	Student must choose one of the following		Appear on HS Record?
Course Title:			<input type="checkbox"/> C2	<input type="checkbox"/> A2	Credit and grade
Course Name:			<input type="checkbox"/>	<input type="checkbox"/>	Credit but no grade
Course Start Date:			<input type="checkbox"/>	<input type="checkbox"/>	No credit or grade
Course meeting days & times:					Student's Initials
Number of credit/contact hours:					Parent's Initials
Class Location or VIR:					
	Course #3	Alternate #3	Student must choose one of the following		Appear on HS Record?
Course Title:			<input type="checkbox"/> C3	<input type="checkbox"/> A3	Credit and grade
Course Name:			<input type="checkbox"/>	<input type="checkbox"/>	Credit but no grade
Course Start Date:			<input type="checkbox"/>	<input type="checkbox"/>	No credit or grade
Course meeting days & times:					Student's Initials
Number of credit/contact hours:					Parent's Initials
Class Location or VIR:					

SAMPLE WCS DUAL ENROLLMENT REQUEST SHEET



DUAL ENROLLMENT REQUEST SHEET

Fall session requests due: **May 1**

Winter session requests due: **October 1**

Student's First and Last Name Holly Reese	Grade 12	Email hreese@wcskids.net	WCS Student number 8820049
Sterling Heights High School	Enrollment is for: <input checked="" type="checkbox"/> Fall <input checked="" type="checkbox"/> Winter	Date of Birth 01/20/1997	
WCS home school	(check one or both)		
Postsecondary Institution (e.g. MCC, CCS, WSU)	Counselor's Name: MCC D. Duffey		
1 st Grade of enrollment in DE: (9-12)	Number of courses approved for Fall:	3	
Number of courses previously taken:	Number of courses approved for Winter:	2	

Counselor – Enter test scores from qualifying assessment (PSAT, SAT, EXPLORE, PLAN, ACT, MME)

Subject area:	SAT Math	Score:	560
Subject area:	SAT ERW	Score:	490

Not all courses are eligible for dual enrollment. Please review your course selections with your counselor prior to submitting this form.

Select an alternate class for each course selection. Failure to have alternate choices, and incomplete paperwork may delay the approval letter and delay the approval process.

FALL COURSE SELECTIONS (AS LISTED IN THE COURSE CATALOG):

Course Title:	Course #1	Alternate #1	Student must choose one of the following	
Intro to Anthro	ANTH-1000	Intro to Math	<input checked="" type="checkbox"/> C1	<input checked="" type="checkbox"/> A1
Course Name:	ANTH-1000	HUMN-1150	<input type="checkbox"/>	<input type="checkbox"/>
Course Start Date:	8/19/24	9/19/24	<input type="checkbox"/>	<input type="checkbox"/>
Course meeting days & times:	online	Th 6-9:55	<input type="checkbox"/>	<input type="checkbox"/>
Number of credit/contact hours:	4	3	<input type="checkbox"/>	<input type="checkbox"/>
Class Location or VIR:	online	Remote	<input type="checkbox"/>	<input type="checkbox"/>
Course Title:	Pre-Arabic	Elem. Italian	<input type="checkbox"/> C2	<input type="checkbox"/> A2
Course Name:	ARAB-1460	ITAL-1460	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Start Date:	8/19/24	9/16/24	<input type="checkbox"/>	<input type="checkbox"/>
Course meeting days & times:	M/W 6-7:55	online	<input type="checkbox"/>	<input type="checkbox"/>
Number of credit/contact hours:	4	4	<input type="checkbox"/>	<input type="checkbox"/>
Class Location or VIR:	South	online	<input type="checkbox"/>	<input type="checkbox"/>
Course Title:	Princ. of Soc.	Marriage + Fam.	<input type="checkbox"/> C3	<input type="checkbox"/> A3
Course Name:	SOCR-1010	SOCR-2450	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Start Date:	8/19/24	9/17/24	<input type="checkbox"/>	<input type="checkbox"/>
Course meeting days & times:	online	T 5-8:55	<input type="checkbox"/>	<input type="checkbox"/>
Number of credit/contact hours:	4	3	<input type="checkbox"/>	<input type="checkbox"/>
Class Location or VIR:	online	Remote	<input type="checkbox"/>	<input type="checkbox"/>

WINTER COURSE SELECTIONS (AS LISTED IN THE COURSE CATALOG):

Course Title:	Course #1	Alternate #1	Student must choose one of the following	
Envir. Science	ENVS-1050	Intro to Phys. Geo	<input type="checkbox"/> C1	<input type="checkbox"/> A1
Course Name:	ENVS-1050	GEOG-1140	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Start Date:	1/7/25	1/6/25	<input type="checkbox"/>	<input type="checkbox"/>
Course meeting days & times:	T/Th 4-5:55	M/W 6-7:55	<input type="checkbox"/>	<input type="checkbox"/>
Number of credit/contact hours:	4	4	<input type="checkbox"/>	<input type="checkbox"/>
Class Location or VIR:	South	hybrid-South	<input type="checkbox"/>	<input type="checkbox"/>
Course Title:	Intro to Phil.	Intro to Ethics	<input type="checkbox"/> C2	<input type="checkbox"/> A2
Course Name:	PHIL-2010	PHIL-2100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Start Date:	1/7/25	1/6/25	<input type="checkbox"/>	<input type="checkbox"/>
Course meeting days & times:	T 6-8:55	M 6-8:55	<input type="checkbox"/>	<input type="checkbox"/>
Number of credit/contact hours:	3	3	<input type="checkbox"/>	<input type="checkbox"/>
Class Location or VIR:	Center	Center	<input type="checkbox"/>	<input type="checkbox"/>
Course Title:	Course #3	Alternate #3	<input type="checkbox"/> C3	<input type="checkbox"/> A3
Course Name:			<input type="checkbox"/>	<input type="checkbox"/>
Course Start Date:			<input type="checkbox"/>	<input type="checkbox"/>
Course meeting days & times:			<input type="checkbox"/>	<input type="checkbox"/>
Number of credit/contact hours:			<input type="checkbox"/>	<input type="checkbox"/>
Class Location or VIR:			<input type="checkbox"/>	<input type="checkbox"/>

Tuition, mandatory course fees and materials, and registration fees will be billed to Warren Consolidated Schools, by the Postsecondary Institution up to the amount indicated below (see *tuition and payment information sheet in Dual Enrollment Information packet for more information*).

The maximum Warren Consolidated Schools will pay toward these courses(s):			
1 Course	\$ 762.50	3 Courses	\$2287.50
2 Courses	\$1525.00		

MCC Tuition By Credit/Contact Hours* Including Registration, Student Service and Technology & Facilities Fees			
3 credit/contact hours	\$393.00	8 credit/contact hours	\$948.00
4 credit/contact hours	\$504.00	9 credit/contact hours	\$1,059.00
5 credit/contact hours	\$615.00	10 credit/contact hours	\$1,170.00
6 credit/contact hours	\$726.00	11 credit/contact hours	\$1,281.00
7 credit/contact hours	\$837.00	12 credit/contact hours	\$1,392.00

* Most courses are 3-4 credit/contact hours. SEE: **COURSES WITH ADDITIONAL CONTACT HOURS.**

For example: If you take two courses that are 3, and 4 credits/contact hours, your total for the 7 credit/contact hours only is \$742. On top of this, you will be charged a registration fee of \$50, a student service fee of \$10, and a technology fee equal to \$5 x 7 (credit/contact hours) = \$35. In this example, the total before books, materials, and other course fees is \$837. For two courses, the district will pay \$1525. Therefore, you will have \$688 available for mandatory books, materials, and course/lab fees. **Any amount over this is the student/parent responsibility.**

Upon approval, a letter to the Postsecondary institution shall be provided to the student by the building principal/administrator authorizing the student's dual enrollment under the Postsecondary Enrollment Options Act, Act 160 of 1996.

IMPORTANT

I, **Holly Reese** agree to regularly attend the above named courses, into which I enroll. I will provide evidence of enrollment upon registration, and evidence of completion at the end of the course.

It is the student's responsibility to bring in their college report card to their high school counselor, in order to receive credit.

If a student drops a college class, they will immediately inform their high school counselor and enroll in additional high school classes. If a student fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for charges incurred by the District, per Board policy number 2271.

Holly Reese 4/18/24 **Randy Reese** 4/18/24

Upon submission of this form through Document Depot, and obtaining the three approvals below, a payment authorization form will be completed and submitted to Macomb Community College by the Office of Curriculum and Instruction.

REQUIRED SIGNATURES:

Counselor's Signature _____ Date _____

Principal's Signature _____ Date _____

Executive Director of Curriculum Signature _____ Date _____

STEP 3

(NEW DE APPLICANTS ONLY)

▶ **Complete an application for Macomb Community College.**

▶ [Click here to create an admission account.](#)

* IF YOU NEED HELP WITH THIS PROCESS,
PLEASE REACH OUT TO **JAMES LUNDIE**.

lundiej659@macomb.edu

586-349-8719

Important Reminders

- 1.) ALL DE CLASSES MUST BE APPROVED BY ADMINISTRATION BEFORE REGISTERING FOR CLASSES AT MCC. (YOUR COUNSELOR WILL EMAIL YOU ONCE YOUR REQUEST FORM (STEP 2) HAS BEEN APPROVED).
- 2.) YOUR DE CLASSES SHOULD BE SCHEDULED OUTSIDE THE ACADEMIC DAY (7:15AM – 2:15PM) PER DISTRICT POLICY.
- 3.) YOU MUST PROVIDE YOUR OWN TRANSPORTATION TO MCC.
- 4.) YOU MUST LEAVE SHHS CAMPUS ONCE YOUR SHHS CLASSES HAVE ENDED FOR THE DAY.
- 5.) IF YOU FAIL A DE CLASS, YOUR FAMILY MUST PAY THE DISTRICT BACK THE MONEY FOR THAT CLASS.
- 6) DE REQUEST FORMS (STEP 2) MUST BE COMPLETED EVERY YEAR BY:
 - May 1st (Fall)
 - October 1st (Winter)

Q & A

What questions do
you have for us?

[More information on the DE process can be found on the SHHS Counseling website](#)