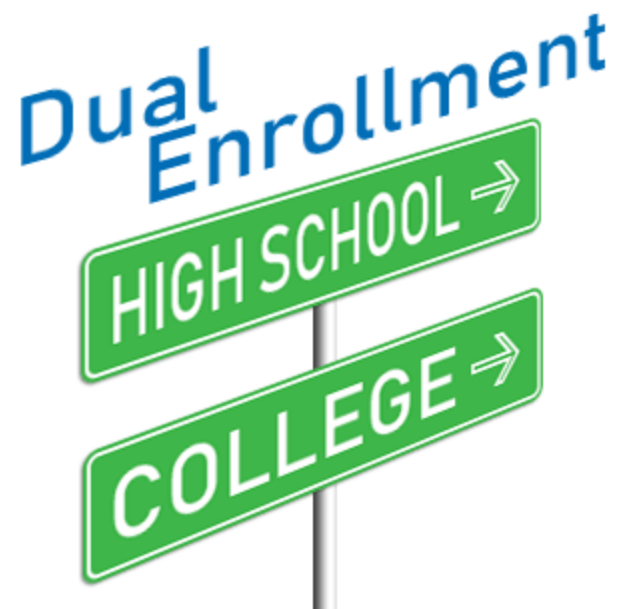


Hillman Community Schools Dual Enrollment and Early College Manual



Dual Enrollment and Early College Opportunities

Eligibility

- Eligible Student - 388.513(1)(f)
 - o. A student enrolled in at least one high school class in a school district, public school academy, or state-approved nonpublic school in Michigan.
 - o. Excludes foreign exchange pupils enrolled under a cultural exchange program (J-1 Visa).
 - o. Students must have at least one parent or legal guardian that is a resident of Michigan (unless the student is experiencing homelessness).
- Eligible Postsecondary Institution - 388.513(1)(e)
 - o. A state university, community college, or independent nonprofit degree-granting college or university that is located in this state and that chooses to comply with the Postsecondary Enrollment Options Act.
- Eligible Course - 388.513(1)(d)
 - o. Course offered by an eligible postsecondary institution for postsecondary credit.
 - o. Not offered by an eligible student's high school (or is not available to the student due to an unavoidable scheduling conflict).
 - Academic in nature:
 - o. Normally applies toward satisfaction of [postsecondary] degree requirements.
 - o. Not ordinarily taken as an activity course.
 - o. Not a hobby, craft, or recreational course.
 - o. In a subject area other than physical education, theology, divinity, or religious education.

- For subject areas assessed on a readiness assessment or the Michigan Merit Examination, eligible courses are limited to those subject areas for which the student has achieved a qualifying score.
 - Not required for computer science or foreign language courses.
 - A district may elect to support a student's enrollment in a subject area where the student has not yet achieved a qualifying score if it has been determined to be in the best educational interest of the student.

- o. DUAL ENROLLMENT Course limits:
 - Up to 10 courses overall can be covered under the Postsecondary Enrollment Options Act. For a student that first dual enrolls in:
 - 9th grade - not more than two courses per year in 9th, 10th, and 11th grade, and not more than four courses in grade 12
 - 10th grade - not more than two courses in 10th grade, and not more than four courses in 11th and 12th grade
 - 11th or 12th grade - not more than six courses per year
 - ***These limits do not apply when a written agreement exists between a public school district and a postsecondary institution, or if the district has elected to support a student's enrollment beyond what is required in PA 160 of 1996.
 - ****Students who begin to take Dual Enrollment courses in their 9th & 10th grade year may have to take extra high school classes in order to complete High School graduation requirements as approved by the Board of Education.

Eligible Charges - 388.513(1)(c)

- o. Charges covered under the Postsecondary Enrollment Options Act include:
 - Tuition, mandatory course fees, and registration fees required by the postsecondary institution for enrollment in a course.
 - Any late fees charged by a postsecondary institution as a result of the State or a school district not making the required payment in time (according to this Act).
- o Transportation fees, parking costs, textbooks, and activity fees are not eligible charges.

- o. For a district that receives funding through state aid, the district is not required to provide more tuition support under this act than what is received by the district through state aid for the student for the school year.

Academic Credit - 388.517

- Postsecondary courses may be taken for high school credit, postsecondary credit, or both. A student makes this decision at time of enrollment. When more than one course is being taken, a student may make different credit designations for each course.
- Students attending a state-approved nonpublic school may take courses that are considered "essential" for postsecondary credit only. Courses considered "nonessential electives" may be taken for high school credit, postsecondary credit, or both.
- Eligible courses paid for under the Postsecondary Enrollment Options Act may not be audited by the student.
- School districts shall grant academic credit and count that credit toward graduation and subject area requirements of the school district when applicable and when a student has designated a dual enrollment course for high school credit or both high school credit and postsecondary credit. School districts may determine how much high school credit shall be awarded for a course, and how that credit will be applied to a student's transcript (letter grade, pass/fail, etc.).

Hillman Community School Students are eligible for dual enrollment if the following criteria are met:

1. Reached 9th grade and has not graduated from high school
2. Agreed to provide verification of regular attendance in the post-secondary course(s)
3. Enrolled at Hillman H.S. and completed the dual enrollment eligibility process
4. Earned a qualifying score in a related area on the PSAT, EXPLORE, PLAN, ACT, SAT, Compass and Accuplacer or MME
5. The course is academic as determined by Hillman Community Schools

6. The course is offered by a post-secondary institution during the Hillman Community School District's regular school year
 7. The course will apply toward satisfaction of a post-secondary program
 8. The course is other than a hobby, craft, recreational, physical education, theology, divinity, or religious education course
 9. Students have an option of taking a Dual Enrollment class for credit or a letter grade. The student must declare before they begin the class which grading system they choose.
- *Administration has the final say in any decision made for eligibility*

All dual enrollment candidates need to follow these guidelines

1. All students are responsible for their own transportation.
2. All students are responsible for developing their total schedules such that the college course will not interfere with or take time from their high school courses.
3. Hillman Community School students may take appropriate college courses for both high school and college credit for which they may not meet the M.M.C. criteria *if* they pay for all costs.
4. If a dual enrollment course is dropped after the drop period, the student may have to reimburse Hillman Community Schools for the course tuition.
5. A dropped college course must be *officially* dropped by both the college and Hillman High School. Failure to do so will result in receiving a failing grade instead of a drop.
6. All textbooks are the responsibility of the dual enrolled student.
Reimbursement after the class: Student needs to bring textbook or code and receipt to Mrs. Nichols. An expense sheet is filled out and sent to the board for approval.

Minimum Dual Enrollment Qualifying Scores

There are no state approved scores for Accuplacer. Accuplacer qualifying scores are typically specific to an Institution of Higher Education (IHE). In cases where Accuplacer scores will be used, it is best to contact the IHE to see what scores they accept.

Early College Opportunities

A student may apply in the spring of their sophomore year for the Early College Program. A student who decides to be a part of the Early College Program is committing to a 5th year of High School. An Early College student will complete their senior math requirement in their 5th year. The 10 course limit for Dual Enrollment students does not apply to Early College students. A student must complete one of the following options to be an Early College Graduate:

Graduation as an Early College student can be granted in one of the following ways:

1. Earning an Associates Degree
2. Earning a professional certificate (LPN, Welding, etc)
3. Earning 60 college credits
4. Earning the right to begin a certified apprenticeship
5. Earning a MEMCA certificate - a MEMCA certificate requires completion of MMC curriculum, completing the approved EMC curriculum, 15 college credits, and one of the following: 100 hours of verified community service, 40 hours of verified career exploration (job shadowing, clinicals, internship, etc), or a combination of the two that equals 70+ hours.

*Students who participate in the Early College Program do not graduate until the end of their 5th year. Therefore, class rankings, scholarship applications, college applications, etc are completed in the 5th year.

**Students who participate in the Early College Program may participate in senior activities such as prom in their 4th year, with the exception of graduation. Early college students may walk with their cohort receiving an empty diploma case until the completion of their 5th year. If a student would like to participate in the graduation in their 5th year; they must contact the class advisor for that cohort for preparation. If a student chooses not to participate in their 5th year; their diploma can be picked up in the high school office.

Steps for Dual Enrollment

STEP 1: Apply

- Alpena Community College

STEP 2: Take a free placement test called the Accuplacer offered at Hillman High School. While it is open-enrollment to apply, the college needs to have scores on file to best place the student in college classes. Students may submit SAT scores or ACT scores with the Accuplacer.

STEP 3: Schedule an appointment with a college counselor to discuss college plans/programs and be advised about college classes each semester. Be sure to mention that you are a Hillman Community School student to ensure that you meet with the appropriate counselor.

STEP 4: Register for classes (please see dual enrollment team for questions or assistance)

STEP 5: Complete the college's tuition authorization form

STEP 6: Attend the college orientation. Get your college student ID and purchase books.



Hillman Community Schools Early College Application

Students and their parent/guardian are strongly encouraged to attend an Early College Informational Meeting.

March- Priority Deadline- provides maximum support in the college-going process

April /June- applicants will be guided through the process

July/August- applications will be accepted: Students will prepare to start college in the fall

~ Hillman Community Schools Early College is a five-year high school program, combining the best of the high school and an early college experience.

~ Students in the Hillman Early College Program make a gradual transition from traditional high school to full time college students over the course of three years. They begin the transition by blending high school courses and college courses in 11th grade and continue to increase the blend until they are full time college students in year 13.

~ The end result is for students to graduate at the end of their fifth year of high school with a high school diploma and an occupational certificate, an associate degree, or up to 60+ transferable college credits with a MEMCA (Michigan Early Middle College Association) certificate.

~ Hillman Early College partners with Alpena Community College to offer a **planned program** to students.

~ The cost of tuition and fees is paid for by Hillman Community Schools.

1. Students who are considering the Early College Program should be willing, motivated, and up for the challenge to perform successfully in coursework at both the high school and college level.
2. Applications are accepted during the 10th grade year only.

3. In order to participate, students **MUST** make an application into the **Early College Program** before the start of their junior year.

Hillman Community Schools

26042 M-32 : High School
(989)-742-4538

Mission

Inspiring each student to reach their maximum potential through a collaborative, rigorous and student-focused education.

Vision

Successful life-long learners who are ready for college, career, and life in an ever-changing world.

Hillman Community Schools Early College (HECP) Application

Page 1

Core Values
Achievement – We will reach our goals!
Excellence – We give our best!
Integrity – We do the right thing!

Student Name: _____ Date of Birth: _____

Student Cell Phone: _____ Student Email: _____

Current Grade: _____ Current Cumulative Grade Point Average: _____

Primary Home Address: _____

Have either of your parents earned a college degree? Yes No

Do you qualify for free or reduced lunch? Yes No

Parent/Guardian #1: _____ Email: _____

Parent/ Guardian #2: _____ Email: _____

Early College Program Intentions:

_____ Associate Degree (62 credits)

_____ 60+ Transferable College Credits

_____ Occupational Certificate (30 credits)

_____ MEMCA Technical Certificate (15+ credit hours with career/community service hours)

Career Field of Interest: _____

If you marked "Associate Degree" above and plan to transfer to another University, please indicate which University you hope/intend to transfer to:

Student Signature

Print Name

Date

Parent Signature

Print Name

Date

Hillman Community Schools Early College (HECP) Application Page 2

Student Name: _____

As a parents/guardian and student participates in the Hillman Community School Early College Program, we are indicating that we understand and agree to the terms and conditions listed below by initialing each statement.

<i>Hillman Community Schools Early College Program Expectations and Requirements</i>	<i>Parent Initials</i>	<i>Student Initials</i>
We understand that the Hillman Community School Early College Program (HECP) is an option for all eligible high school students and that students must apply prior to their junior year in order to be considered.		
We understand/agree that enrollment in HECP involves being enrolled in high school for a total of 5 years (grades 9-13). We understand that HECP students will not be eligible for high school diploma until the completion of grade 13.		
We understand that HECP students must attend and pass all required high school classes and program-approved college courses through the end of grade 13.		
We understand the HECP students must maintain full time status as a student in order to remain eligible for continuation in the Hillman Community Schools Early COLlege Program.		
We understand that HECP students are expected to complete at least one of the following, in addition to the high school diploma, by the end of grade 13: AN associate degree, 60+ transferable credits, an occupational certificate, or a MEMCA certificate.		
We understand that if a student does not earn 60+ transferable credits, an occupational certificate, or an associate degree, the student is expected to fulfill the requirements of the MEMCA Certificate. This includes Michigan Merit Curriculum, minimum of 15 transferable college credits and either 40 hours of a non-paid work internship/career exploration activity, or 100 hours of verified community service (or a combination of the two for 70+ hours).		
We understand that Hillman Community Schools Early College students are required to successfully complete a math-related course in grade 13.		

We understand that the cost of college tuition and fees for approved HECP courses will be paid up to an allocated amount per class as determined by Hillman Community Schools. We also understand that any cost above the allocated amount will be the responsibility of the student and/or parent.		
We understand that remedial college courses most activity courses, and religious courses do not qualify for tuition support through dual enrollment.		

Hillman Community Schools Early College (HECP) Application

Page 3

We understand that we will be responsible to repay the school district any tuition costs that were expended by the school district for failure to successfully complete a district paid post secondary course. We understand that we will be responsible to reimburse the district for the non-completed courses prior to the start of the next semester.		
We understand that HECP students are expected to meet with a college/university academic advisor each semester and are responsible for enrolling in approved courses towards the degree program in accordance with the procedures established by the district.		
We understand that some courses offered on a college campus may involve content not typically taught or considered appropriate in high schools. Students may encounter adult or controversial subject matter. In addition, we also understand that HECP students may be exposed to college aged and adult students during the course of their participation on the college campus.		
We understand that placement testing will be required in order to determine appropriate college course placement and that it is the students' responsibility to participate in the testing at the high school.		
We understand that students will likely have to take one or more of their college classes outside of their high school day. We understand that transportation is the responsibility of the student/parent.		
We understand that HECP students must follow and adhere to both the high school academic calendar and the college calendar (may differ for spring break and holidays)		
We understand that HECP students are expected to actively participate in College and Career Readiness-Gr. 10 and Early College Capstone-Gr. 13 through formal coursework		
We understand that HECP students are expected to maintain regular contact with an assigned mentor through grade 13.		
We understand that HECP students are enrollees of Hillman Community Schools through grade 13 and the lws, policies, and graduation requirements still apply.		
We understand that HECP students are not eligible for any college scholarships, federal financial aid, or any other grants while receiving tuition assistance from HECP.		
We understand the Federal Education Right to Privacy Act (FERPA) restricts the amount		

<p>of information parents can access regarding the student's academic progress at the college level. College attendance and grades will not be readily available to parents to access. We understand it is the student's responsibility, not the parents, to consult with the instructor regarding assignments, tests, grades.</p>		
<p>We understand that failure to comply with any of the HECF expectations and requirements may result in early dismissal from the program.</p>		