

# DUAL ENROLLMENT

How To Earn College Credit  
While In High School



# 1. Where do you start?

## Eligibility:

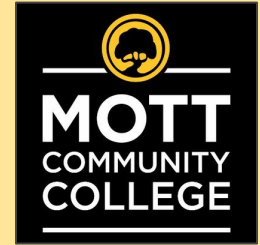
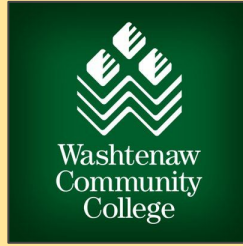
You must have college ready qualifying scores on the PSAT, SAT, or ACT.

TEST	READING SCORE	MATHEMATICS SCORE
PSAT	460	510
SAT	480	530
ACT	22	22

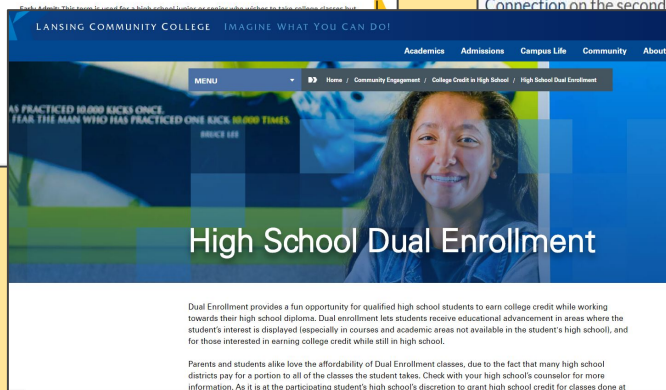
***What happens if you don't meet the minimum scores?*** You will either need to wait until you take another qualifying test or take the ACCUPLACER at the college.

## 2. Apply to the college of your choice.

Courses at  
community colleges  
& Cleary University  
usually end up being  
free, so consider  
those options first!



# 4. Search and follow the DE process for your college.



## Take College Classes While in High School

Home | Start | High School | [Take College Classes While in High School](#)

### High School

- [High school dual enrollment](#)
- [Credit for CTE Classes](#)
- [Middle College programs](#)

Questions? Visit the [Student Connection](#) on the second

Earn college credit while still in high school through dual enrollment! If you take just one WCC class each fall and winter semester while you're in high school, you could earn 18 credits! That's more than a full semester's worth of credits, giving you a great head start on college. You can take classes on the WCC main campus, an [extension center](#), through a partner high school or online.

As a dual-enrolled student, you are eligible to register for any course for which you meet the [prerequisites](#). All credits earned through dual enrollment will be part of your official WCC transcript.

[Browse our entire course offerings.](#)

## Enroll at WCC

Follow the steps on the [enrollment page](#). In addition, you will need to:

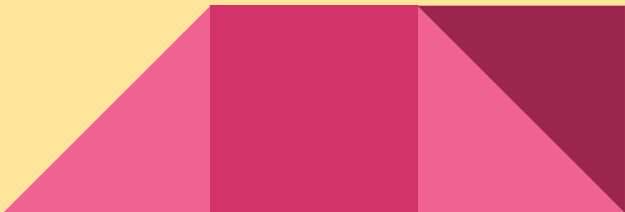
- ✓ Download and submit dual enrollment consent forms

### 3. Send your transcript through Parchment.



*Choose the “send now” option when ordering.*

## 5. Explore course options and choose your course(es).

- Only choose classes for the fall semester.
  - In person or online classes are available.
  - In person classes cannot interfere with your HHS school day or your extracurricular activities.
  - Juniors usually take one class per semester.
  - Seniors take between 1-3 classes per semester.
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# 6. Fill out the HHS Dual Enrollment Paperwork

## Dual Enrollment Eligibility Letter

Dear Student,

Effective April 1, 1996, Public Act 160 and Public Act 250 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following set of course of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may enroll in postsecondary courses. Students cannot enroll in a dual enrollment course after their fourth year of high school with the exception of an early college program.
2. Students can qualify for dual enrollment by taking a state assigned standardized test. See the attached handout.
3. Students must be enrolled in both Hartland High School and eligible postsecondary institution during our regular academic year. Students must be enrolled in at least one high school class and be carrying a combination of at least seven courses between the two institutions.
4. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education. If a postsecondary course is offered at the high school, the district may require that the high school course is taken in lieu of the requested postsecondary course.
5. School districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in the course. Eligible charges do not include transportation or parking costs or activity fees. Please review the contents of this letter with your parents. If you believe you are eligible for dual enrollment, qualify for tuition and fee support, and wish to participate, contact your school counselor.

Thank you,

The Hartland High School Counseling Department

## Hartland High School Dual Enrollment Verification of Eligibility Form

Student Name \_\_\_\_\_ SS# \_\_\_\_\_

The above student is currently attending Hartland High School and is eligible for dual enrollment. We understand that your institution will transmit a bill to our district detailing the tuition and fees for this student. Please be advised that Hartland Consolidated Schools will pay up to \$\_\_\_\_\_ for the courses listed below.

COURSES \_\_\_\_\_ COLLEGE/UNIVERSITY \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Counselor \_\_\_\_\_ Date \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_

Parent \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

Hartland High School  
C/O – Jason Reck, Assistant Principal  
10655 Dunham Rd.  
Hartland, MI 48353

\_\_\_\_\_  
Counselor Copy Administration Copy

## Hartland High School Dual Enrollment Form

Date \_\_\_\_\_ Student Name \_\_\_\_\_ ID # \_\_\_\_\_

### Guidelines for Dual Enrollment

- Review Hartland High School schedule with my high school counselor to ensure that dual enrollment will not conflict with my current schedule.
- Complete **Dual Enrollment Form and Verification of Eligibility Form** obtained from school counselor. Reminder: Students can only register for courses approved on the Verification of Eligibility Form.
- Student identifies and prints a description of the course they would like to take.
- Prior to registering for a course, students must contact the college's admission office to schedule a placement test. The college will not allow students to register without a placement test or a qualifying AP/ACT/SAT score.
- Check registration deadlines for the college you plan to attend.
- When registering for courses students should take a copy of their high school transcript to their institution. AP students may be able to avoid taking a placement test based on their AP grade/score. If you do not have your AP score, please print it from your college board account.
- To be scheduled as a dual enrollment student at Hartland High School, students MUST return a college schedule to their counselor before the start of each semester.
- To receive high school credit for college work students MUST submit a copy of their final grade to their counselor.
- I agree to pay any costs for tuition, fees, etc. that are above the cost paid by the district. Books become property of the high school after completion of the course. Students may choose to purchase their own book if they wish to keep the book.
- Students who withdraw from a college course may NOT add a replacement course.
- It is the responsibility of the student to troubleshoot any holds on admissions or registration; failure to begin complete your course will result in an F on the high school transcript. It is recommended that the student check their college portal email daily.
- If a student fails to successfully complete his/her course, the student MUST repay the school district any eligible charges expended by the school district that are not refunded by the institution. **Parent Initials**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

This is where you will let your counselor know where you want to take classes and which class(es) you are interested in taking. This is also our approval process.

## 7. Email your completed DE paperwork to your counselor and wait for approval.

Mrs. Lusk - A-C: [nicolelusk@hartlandschools.us](mailto:nicolelusk@hartlandschools.us)

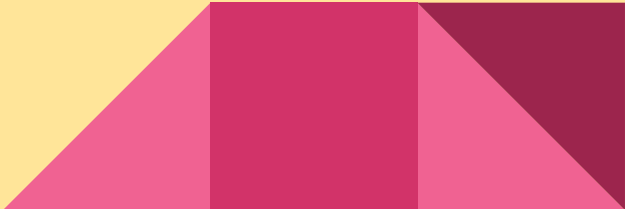
Mrs. Osterhout - D-Hh: [heatherosterhout@hartlandschools.us](mailto:heatherosterhout@hartlandschools.us)

Mr. Moore - Hi-Md: [lukemoore@hartlandschools.us](mailto:lukemoore@hartlandschools.us)

Mrs. Kenney - Me-Sb: [helenkenney@hartlandschools.us](mailto:helenkenney@hartlandschools.us)

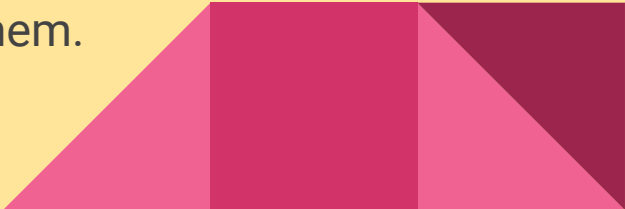
Mrs. Empie - Se-Z: [ericaempie@hartlandschools.us](mailto:ericaempie@hartlandschools.us)

***\*Please scan and email your forms so we receive them as a pdf instead of a picture.***





# Got Approved By HHS? You're Not Done Yet!

1. The college will send you a new email address for their school. That's where all your communication will come. **MAKE SURE YOU ARE CHECKING IT REGULARLY.**
  2. There will be additional things you have to do with the college (i.e. orientation, meet with an advisor, etc). They will have a checklist that you must complete in your online college account (portal).
  3. **Until you complete everything on their list you will not be able to register for classes.**
  4. Questions about their processes and your next steps have to be directed to the college. We do not have access to your account with them.
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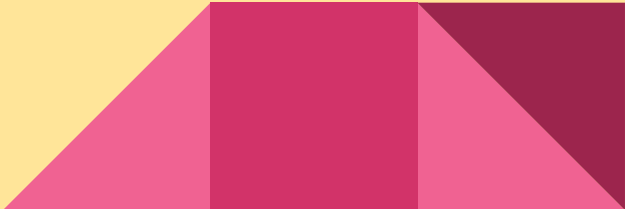
# You've Enrolled and Registered?

## (You're still not done.....keep going!)

- Send your enrollment verification to your counselor.
- It **MUST** show the classes you have enrolled in.
- Schedule a meeting or phone call to adjust your fall HHS class schedule.



# Make Sure To Remember:

1. You can only enroll in classes we've approved - no matter what the college advisor says.
  2. The amount of money we pay varies each year and depends on our state funding.
  3. Our funding usually covers a 3 credit class, often it covers some or all of the cost of your books.
  4. If you select a 4 credits class (or more) you will have to cover the cost difference.
  5. If you withdraw from a class you must replace with another dual enrollment class or a class at HHS - you have to have 7 classes each semester.
  6. ***If you fail your course or withdraw after the full refund deadline you are responsible for reimbursing the district.***
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# Transferring Credits to College

## Michigan Transfer Agreement

The Michigan Transfer Agreement (MTA) allows students to complete general education courses at participating colleges and universities in Michigan. Students may complete the MTA as part of an associate degree or as a stand-alone package at Michigan institutions. This is a good place to start when selecting courses.

\*These are also sometimes called Articulation Agreements.





# Questions?