

# Dual Enrollment Handbook



Montcalm Community College

[montcalm.edu/dual-enroll](http://montcalm.edu/dual-enroll)

# Overview of the Program

## How does it work?

Through the Dual Enrollment program at Montcalm Community College students can enroll in up to 10 college classes throughout their high school career. These college classes grant college credit and may also satisfy a core or elective high school graduation requirement.

**ENGL 100**  
Freshman English 1

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**3 MCC**  
Credits

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**Junior English**  
Requirement

Check with your counselor to confirm that your school will accept your dual enrollment courses to satisfy your high school requirements.

## Who is eligible for Dual Enrollment?

Students who are:

- ✓ Enrolled in at least one high school course
- ✓ Have not been in high school for more than four years
- ✓ Meet score requirements on high school testing

### TEST SCORE TARGETS

#### PSAT

Writing & language:	26
Reading:	25
Math:	25

#### SAT (sub scores)

Writing & Language:	25
Reading:	25
Math:	26

#### ACCUPLACER

Writing:	256
Reading:	249
Quantitative Reasoning:	260

## What classes can you take?

Any credit-granting courses offered at MCC, except *physical education, theology, divinity, or religious education courses*. It must also be a course not offered by the school district or a course that is offered but is not available to the student because of a scheduling conflict, as determined by the board of the school district.

Advanced Placement (AP) classes may be taken instead of the corresponding MCC class. For example, AP Language may grant a student credit for ENGL 100.

# Overview of the Program

## How many classes may you take?

Up to **10 total** classes. These limits can be exceeded with written permission from your high school.

Grade entering the program	Breakdown of number of classes allowed
Freshman	not more than two courses per year in 9th, 10th, and 11th grade, and not more than four courses in 12th grade
Sophomore	not more than two courses in 10th grade, and not more than four courses in 11th and 12th grade
Junior	not more than six courses per year
Senior	not more than six courses per year

## What classes should you take?

If MCC classes are offered in your high school, they have been strategically selected as good options for students. If you wish to eventually transfer to a university for a bachelor's degree, using our **Liberal Studies Certificate** as your guide for selecting classes will ensure the greatest likelihood that the classes will transfer.

## Can you get into a class that is full?

Contact the MCC Admissions Representative if you are interested in joining a class that is full. If possible, we will add you to the class.

## Course selection

To select the best courses for you, work with your high school counselor to build an appropriate schedule. Often dual enrolled classes are offered on your high school campus, but you can also take them at any MCC campus or online, if approved by your high school.

The Dual Enrollment program does not take place over the summer term, but students can enroll in summer classes on their own. Contact the MCC Admissions Representative for assistance.

## The costs

High schools provide tuition assistance for Dual Enrollment classes up to an approved dollar amount per course. The tuition allotment is the same regardless of the course. Please meet with your high school counselor for more information.

Please be aware that if you are not successful in your course, you may be required to pay back your high school for the costs.

## Snow days and class cancellations

If you are taking a class at a high school campus and that high school closes the building, your college class will be canceled. If the high school has an in-service or early release day when students are not attending but the building is open, you are still required to attend your college class. If you take a college class outside of your high school, you are required to attend all scheduled class periods, regardless of the schedule taking place at your high school.

If MCC has a snow day or the instructor cancels class, you are not required to attend class that day. In the event of any cancellation or missed class, always check your Canvas site for instructions from your instructor.

# Steps to Getting Involved

## These steps can be found online at [montcalm.edu/dual-enrollment-guide](http://montcalm.edu/dual-enrollment-guide)

### Step One: Talk to your high school counselor

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The dual enrollment program is a partnership with the high school and we work very closely with the high school counselors to plan a student's participation with the program.

### Step Two: Apply for admission

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Fill out the Dual Enrollment application available at [montcalm.edu/Dual-Enroll](http://montcalm.edu/Dual-Enroll). Once you have applied, you will receive an acceptance email with your Student ID number and MCC email address within 24 hours business hours. Your acceptance letter will arrive in approximately three to five days.

### Step Three: Access your MCC account

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Visit [montcalm.edu/login](http://montcalm.edu/login) to complete and submit a **First Time Password Request**. Once your password is set, visit [montcalm.edu/login](http://montcalm.edu/login) and **Login Here**. Your MCC email address is your username. For assistance, call the IT Help Desk at 989-328-1246.

### Step Four: Complete the online Dual Enrollment orientation

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Visit [login.montcalm.edu](http://login.montcalm.edu) to log into your MCC account. Open the Canvas app and complete course DE 101–Dual Enrollment Orientation. This entire orientation must be completed before registration can be enabled on your account.

### Step Five: PSAT/ SAT score report or ACCUPLACER testing

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**ACCUPLACER** - This test gauges students' abilities in reading, writing, and math. If you need to take this test, contact the MCC Student Success Center at 989-328-1264 or email at [studentsuccess@montcalm.edu](mailto:studentsuccess@montcalm.edu) to schedule an appointment.

**PSAT/SAT** - You could skip all or some sections of the ACCUPLACER if you achieve certain scores on the PSAT or SAT (see scores on page 2). Please download your official PSAT or SAT full score report from [collegeboard.org](http://collegeboard.org) and send the pdf as an attachment to [admissions@montcalm.edu](mailto:admissions@montcalm.edu).

### Step Six: Fill out a Dual Enrollment Authorization Form

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The Dual Enrollment Authorization form serves as a contract between the student and parents, the high school and MCC. The electronic form is located at [montcalm.edu/Dual-Enroll](http://montcalm.edu/Dual-Enroll). The form will automatically be emailed to your high school counselor for approval. MCC will register you for classes based off of approved forms.

### Step Seven: Check Your Course Schedule

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Login to [my.montcalm.edu](http://my.montcalm.edu). On the Student Home page scroll down to My Course Schedule. Make sure your course schedule matches the classes you selected for the semester.

# Steps to Getting Involved

## Step Eight: Purchase books

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Most MCC classes will require a textbook. The MCC Bookstore has all the essentials you need to attend classes.

### Online

Visit [montcalm.bncollege.com](http://montcalm.bncollege.com) and select **Textbooks - Find Textbooks**. Be sure to enter your class information exactly as it is in your course schedule. When checking out, select **Financial Aid** to use your high school allotted funds. Be sure to always add a credit card in case your high school allotment does not cover the total cost of your order.

### At the Bookstore (MCC Sydney Campus)

You can make an appointment by calling (989) 328-1278. Be sure to bring along the following items:

- Current class schedule
- MCC student ID (visit Student Services to have one made)
- Some form of payment

While some high schools provide Dual Enrollment students with funds for books, it is not always sufficient to cover the full cost. Always come prepared with some form of payment.

## Step Nine: Pay attention to your student account

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Your high school's tuition allotment will be added to your account after classes start. After the high school's tuition allotment has been applied to your account any remaining balance for tuition is the responsibility of the student/parent to pay. A statement outlining the balance due will be sent home around week six of the semester. The balance must be paid by the designated due date (approximately seven weeks later) or your final semester grades will be withheld from your high school. You can view your student account at [my.montcalm.edu](http://my.montcalm.edu) under the **Finances** tab.

# Academics in College

If you are participating in the Dual Enrollment program, you are an official college student, just like any other student at MCC. The grades you receive in these classes will be on your college transcripts.

## Helpful advice for a new college student

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- attend every class session for the entire time
- actively participate and ask questions
- be prepared for tests and quizzes
- read the textbook
- do your homework
- turn in assignments on time
- take notes in class
- talk to your instructor after class or during office hours
- ask for help when you need it

## What if I am not doing well in my college class?

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If you are struggling in a college class, please reach out to your high school counselor and the MCC Admissions Representative so we can help you. Academic coaching is available for free to all students for every class offered at MCC. The Student Success Center, the Writing Center, or the Math Center offer free services online and on MCC's Sidney campus. Visit [montcalm.edu/student-resources](http://montcalm.edu/student-resources).

## Can I turn in an assignment late?

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It depends on your instructor's policy on accepting late assignments. Check the course syllabus.

## Will my instructor have an attendance policy?

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Check your course syllabus for the attendance policy and communicate with your instructor if you are going to be absent. There is a strong correlation between class attendance and grades. Information presented in class is important.

## What if I have a function at the high school I just cannot miss?

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For any class, be sure to check the course syllabus for the instructor's policy on missing classes. Contact the instructor in advance to let him or her know that you have a conflict that will affect your attendance and ask them if and how you can make up the work you will be missing.

# Dropping & Withdrawing

If you decide you no longer wish to take a course you are registered for, you can **drop** the course until the semester drop date published on MCC's Academic Calendar at [www.montcalm.edu/academic-calendar](http://www.montcalm.edu/academic-calendar). After that date, you will need to complete the **withdraw** process.

## How do I drop a course?

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To drop a course, you must consult your high school counselor and the MCC Admissions Representative to remove the course from your schedule. This must be done before the published drop date.

## How do I withdraw from a course?

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Before withdrawing, you first consult your high school counselor regarding your intention. You will be required to submit a **Withdrawal Form**, signed by your instructor, to MCC's Student Services office. If you fail to withdraw from a course properly, you will receive an "E" on your transcript for the course, which will affect your permanent academic record.

## What grade will I receive if I withdraw?

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You will receive a "W" grade if you withdraw. This will not affect your college GPA, but could affect your high school graduation requirements.

## Is there a deadline to withdraw?

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Yes. Check the course syllabus in each course for your instructor's withdrawal policy. This date may vary from class to class.

## What happens to my tuition allotment if I drop or withdraw?

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If you **drop** a course, the tuition paid will be returned to your high school. Please note that if you used some of those funds to purchase textbooks you may receive a bill in the mail.

If you **withdraw** from a course, you will be responsible for the cost of the course.

# After Graduation

If you would like to attend classes as a traditional MCC student after graduation, you do not need to reapply. You simply need to fill out a **change of program form** in the Student Services office. Contact the MCC's Admissions Representative to assist with this transition.

If you are interested in transferring your MCC courses, remember the key to a successful transfer is to know where you will transfer, your degree goal, and what that college suggests you take at MCC. Please work directly with the future institution to make sure the classes you take through Dual Enrollment not only transfer but are also helpful toward your long-term goal.

## Resources and Contact Information

### **Emily Dimet, Admissions Representative**

Call or Text: (989) 352-3518

Email: [emily.dimet@montcalm.edu](mailto:emily.dimet@montcalm.edu)

### **IT Help Desk (Password retrieval help)**

Call: (989) 328-1246

Email: [servicedesk@montcalm.edu](mailto:servicedesk@montcalm.edu)

### **Student Success Center**

Call: (989) 328-1264

Email: [studentsuccess@montcalm.edu](mailto:studentsuccess@montcalm.edu)

Visit: [montcalm.edu/student-success-senter](http://montcalm.edu/student-success-senter)

### **Writing Center**

Call: (989) 328-1261

Email: [writingcenter@montcalm.edu](mailto:writingcenter@montcalm.edu)

Visit: [montcalm.edu/writing-center](http://montcalm.edu/writing-center)

### **Student Services/Admissions**

Call: (989) 328-1277

Email: [admissions@montcalm.edu](mailto:admissions@montcalm.edu)



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