

Parchment High School

Dual Enrollment

Policies and Procedures



Dear Parents,

Parchment High School is excited to offer dual enrollment options for junior and senior students in coordination with Kalamazoo Valley Community College and Western Michigan University. Dual enrollment is meant for students who are ready for college level rigor and wish to pursue coursework not offered by PHS.

New dual enrolled students are often surprised by the rigor of their college courses. Please remember that this is NOT high school, this is college and high school students are treated the same as traditional college students. This includes privacy of information regarding students grades. Dual enrolled students have the right to privacy with their educational information. The college will not release grade information or academic progress to parents, they will only release it to students. This is often an adjustment for high school families.

Please read the information included in this handbook. If your student wishes to move forward with the dual enrollment process, please complete the application and submit it to the high school counselor. Feel free to contact Mrs. Edds with questions at 269.488.1107 or via email at bedds@parchment.k12.mi.us.

Steps for Dual Enrollment

- ❑ **Apply to the KVCC or WMU as a dual-enrollment student.**
The money that the district pays for dual enrollment will cover the complete cost of tuition at KVCC, but may not cover the complete cost of a class at WMU. If you choose to dual-enroll at WMU, any extra cost above what the district covers is the family's responsibility.
- ❑ **Keep your acceptance letter.**
It contains your ID number and log-in information that is important when registering for classes online.
- ❑ **Take any placement tests that are required.**
If you have not taken the SAT (and received your scores), you must take the AccuPlacer test at KVCC or at PHS.
- ❑ **View the KVCC or WMU course book online and pick a class that you are interested in taking.**
Any class taken for dual-enrollment must be one that is not offered at Parchment High School, or one that goes above and beyond what Parchment High School offers.
- ❑ **Present the course description of the course you wish to take to Mrs. Edds to be approved by administration.**
- ❑ **If your course is approved, get online and register for the course.**
Mrs. Edds will help you with this process to get you acquainted with the enrollment system.
- ❑ **Mrs. Edds will send a payment authorization to KVCC or WMU.**
They will then bill Parchment for the class rather than billing you.
- ❑ **A few weeks before class starts, obtain your books and your student ID from campus.**
It is your responsibility to go to campus and get these things before school starts.

Eligibility

Students are eligible to dual enroll in 11th and 12th grades. They must have met minimum standards on the PSAT 8/9 or PSAT 10, as listed below.

PSAT 8/9	Evidence-Based Reading and Writing	460
	Math	510
PSAT 10	Evidence Based Reading and Writing	460
	Math	510

Students must also take the AccuPlacer test through KVCC to meet minimum scores for the course they want to take. Each course has its own AccuPlacer minimums, which can be found on the KVCC website. The AccuPlacer is offered at PHS and at KVCC.

Scheduling and Credit

Students who dual enroll typically take three classes at PHS and 1-2 classes at KVCC. Students may take a maximum of 10 dual enrolled courses throughout their high school career. These two schedules work best for dual enrolled students:

- ❑ Take an 8:00 AM KVCC class and return by 10:03 for afternoon PHS classes
- ❑ Take morning PHS classes, leave at 11:07 and take afternoon KVCC classes

Because KVCC is on a semester schedule and PHS is on a trimester schedule, it is important that dual enrolled students are aware that they are committing to the full year. Mid-year drops are not allowed because we are right in the middle of our second trimester.

Dual enrolled credit appears on the student's high school transcript as CR (credit, meaning they passed the class) or NC (no credit, meaning they failed the class). Their letter grade does not go on the high school transcript, but it DOES go on their college transcript. It's important for students to know that the grades they earn in dual enrolled courses do start calculating into their college GPA.

Payment

Parchment School District will cover the cost of tuition for up to two classes per semester at KVCC. Unfortunately, the amount of money the district has to cover dual enrollment will not cover the complete cost of one course at WMU, so students wishing to dual enroll at WMU will have an out of pocket balance to pay. Students are responsible for covering the cost of books

and transportation. If a student fails a dual enrolled course, the cost of the course must be paid back to Parchment School District.

Courses

Eligible courses for dual enrollment include courses that are not offered by Parchment High School, that are academic in nature. The courses below are easily transferrable to most colleges, however this is not an exhaustive list of options. Students may want to meet with a KVCC counselor to discuss transferability before selecting a course.

Communications:

COM 101: Public Speaking

COM 103: Interpersonal Communication

English:

ENG 110: College Writing I

ENG 111: College Writing II

Humanities:

HUM 101 Modern Culture and the Arts

HUM 150: Popular Culture Studies

HUM 225 Arts in the Community

Foreign Language:

Students may take any foreign language that PHS does not offer (Spanish).

Philosophy:

PHI 100: Great Ideas: In Search/Humanities

PHI 106: Critical Thinking

PHI 201: Introduction to Philosophy

PHI 203: Introduction to Logic

Social Science:

ECO 110: Eco/Contemporary Social Issues

PSY 150: Introductory Psychology

SOC 102: Principles of Sociology

SOC 103: Contemporary Social Problems

*Some courses have prerequisites. Be sure to look at prerequisites or other requirements online at www.kvcc.edu

*If you are interested in taking courses not on this list, please give course descriptions to Mrs. Edds for approval. Courses taken at KVCC may not duplicate any courses offered by PHS.

Next Steps After Enrollment

After you have enrolled in your course, KEEP a printed copy of your schedule for future reference. You must bring that schedule to the campus bookstore to obtain your book and get your student ID before classes start. Students are encouraged to participate in KVCC orientation during the summer to familiarize themselves with the campus. You may schedule orientation online at www.kvcc.edu/orientation. Also get in the habit of checking your college email account. Your college and your professors will communicate with you through this email.

Parchment High School
Dual Enrollment Application

Name: _____ Grade: _____

At which college are you hoping to dual enroll? ___KVCC ___WMU

Have you applied to your college of choice? ___Yes ___No

Which course(s) are you hoping to take? (please list your ideas)

I am hoping for the following schedule:

___ PHS classes in the AM (1st-3rd block), college classes in the PM

___ College classes in the AM (8:00), returning to PHS by 10:03 for PM classes

Please sign to signify your understanding of the following:

- I understand that I must reimburse the district for the cost of any failed courses.
- I understand that I am responsible for the cost of books and transportation.
- I understand that my student has educational right to privacy at the college level and professors will not communicate directly with parents without student permission.

Parent Signature _____

Student Signature _____