

MASON HIGH SCHOOL REQUIRED DUAL ENROLLMENT PAPERWORK

What is Dual Enrollment?

Dual Enrollment allows your student to simultaneously enroll in both Mason High School and a local college/university or an online college/university.

Who is eligible for Dual Enrollment classes?

This is determined using the following criteria:

1. PLAN/PSAT/MME/EXPLORE/ACT scores must align with those in the dual enrollment section of the MHS handbook.
2. Must be in good standing for graduation.
3. Must be in good standing with attendance.
4. Student completes all required paperwork for MHS.
5. Student successfully enrolls in desired college/university. This includes taking any placement tests required by the college (ex: LCC's Accuplacer tests).

**See Table below for qualifying scores.

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
EXPLORE	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PLAN	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	22
	Science	Science	23
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME*	ELA	ELA	2100
	Mathematics	Mathematics	2100
	Science	Science	2100
	Social Studies	Social Studies	2100
PSAT 8/9	Critical Reading	Evidence-Based Reading and Writing	460
	Mathematics	Mathematics	510
PSAT 10	Critical Reading	Evidence-Based Reading and Writing	460
	Mathematics	Mathematics	510
PSAT/NMSQU 11 **	Critical Reading	Evidence-Based Reading and Writing	460
	Mathematics	Mathematics	510
SAT**	Critical Reading	Evidence-Based Reading and Writing	480
	Mathematics	Mathematics	530
ACCUPLACER***	Reading Comprehension	Reading	Check with IHE
	Sentence Skills	Writing	Check with IHE
	Mathematics	Mathematics	Check with IHE

How many Dual Enrollment courses can my student take?

Students in grades 9-12 may take up to ten postsecondary courses. However, the number of courses they can take in a given school year – and receive tuition assistance for- depends on when your student first takes a Dual Enrollment course. State guidelines are as follows:

- *If your student first takes a Dual enrollment course during the 9th Grade:* Your student can take up to 2 courses during the 9th, 10th, and 11th grade. During the 12th grade, your student can take up to 4 Dual Enrollment courses.
- *If your student first takes a Dual Enrollment course during 10th grade:* Your student can take up to 2 courses during the 10th grade. During the 11th and 12th grade, your student can take up to 4 Dual Enrollment courses per academic year.
- *If your student first takes a Dual Enrollment course during the 11th or 12th grade:* Your student can take up to 6 Dual Enrollment courses during each of these academic years, not to exceed 10 Dual Enrollment courses total.

Do Dual Enrollment courses also count for college credit?

Yes. Your student's Dual Enrollment course will count towards postsecondary credit as long as he or she receives a passing grade.

What types of courses are eligible for Dual Enrollment?

1. Courses not offered by MHS
2. Courses offered at MHS but not available to your student because of an unavoidable scheduling conflict.
3. The following courses do not qualify for Dual Enrollment or tuition support:
 - a. Hobby, craft, or recreational courses
 - b. Physical Education courses
 - c. Theology, divinity, or religious education courses.
4. Courses must be 3, 4, or 5 credits.

** Have your student see their school counselor if they have questions about what constitutes a qualifying class.

How much does the District pay for Dual Enrollment courses?

For the 2014-15 school year, MHS will pay up to \$702 (for tuition and fees) for each eligible postsecondary course taken by your student. This dollar amount may vary each school year and is calculated by the State of Michigan.

Important notes:

Textbooks: If your student is taking a postsecondary Dual Enrollment course, the \$702 can include textbooks required for the course. At the end of the semester, return the book and the original receipt to the counseling office for reimbursement. At that time the textbook becomes property of MHS.

Eligible fees include:

- Mandatory Course Fees
- Technology Fees
- Materials Fees
- Registration Fees
- Late fees charged by the postsecondary institution

Ineligible fees include:

- Transportation
- Parking Costs
- Most Activity Fees

Student Grades and Repayment: If your student *does not* receive a passing grade in the Dual Enrolled course, you are required by MHS to repay the district the full amount paid to the postsecondary institution. In addition, the grade will appear on your student's high school transcript.

LANSING COMMUNITY COLLEGE HIGH SCHOOL TRADITIONAL DUAL ENROLLMENT TIP SHEET

Apply to Lansing Community College

1. Learn about LCC High School Dual Enrollment <https://www.lcc.edu/registrar/dual/> and discuss with your parent/legal guardian and your high school counselor.
2. Determine if credit will be granted for the class(es) you wish to enroll in and how much of the total cost will be covered by your school. You are financially responsible for any amount not covered by the high school.
3. Apply to LCC at www.lcc.edu
 - a. For "**Application Type**", from the drop down menu select "**High School Student (Age14+)**"
 - b. For "**Admission Term**", from the drop down menu select the **first** semester you plan to attend LCC
 - c. Once you submit the application, you will be assigned a student number. If you provided an email in your application, within 24 hours you will receive an email that contains your student number. An acceptance letter will be sent to you via U.S. Mail within 2 weeks.
 - d. **NOTE:** If you have previously applied to LCC, do not reapply. For assistance logging in, contact the LCC Help Desk at (517)483-5221.
 - e. Activate your account [LCC Account Activation and Management](#).
 - Use your Banner ID - <ID> - and birth date or the last 4 numbers of your SSN when prompted. Once you have activated your account, you can log into "myLCC Sign In" from the home page www.lcc.edu
 - f. Assess your math and English skills https://lcc.edu/assessment/on_campus/cot.aspx
 - g. Placement levels **must** be obtained and prerequisites met before you may register.
 - h. Discuss with your counselor whether there is a required orientation for high school students.

Complete High School Dual Enrollment paperwork

High School Dual Enrollment forms may be found here: <https://www.lcc.edu/registrar/dual/>

The Dual Enrollment form must be filled out completely the first semester attending LCC. Include both the fall and spring semester in the upper right corner so the form only needs to be completed once for the specific school year.

- a. Page 1 of the form **must** be completed for each semester of attendance. The High School Recommendation is not required for subsequent semesters of attendance. Submit forms to lcc-hsdualenrollment@lcc.edu

If you will be under age 16 **prior** to the start of the semester, the Dual Enrollment Approval Form: 14 or 15 Year Old must be fully completed including the course(s) in which you wish to enroll.

- a. You must have earned the necessary scores on the placement tests, SAT, or ACT for the course(s) you wish to take before LCC can consider your request.

Register for classes

You **must** register yourself. Step-by-step registration instructions are on page 2. You can visit the StarZone or an off campus learning center if you need assistance.

If your high school did not pay the full amount of your tuition and fees from a previous semester, a balance due hold will be placed on your account. You are responsible to pay **your share before** you can register.

Financial Aid is not available for high school students.

Issues

LCC may follow a different academic calendar than your high school. Students are expected to attend LCC courses when LCC is in session. Check the LCC website for specific dates.

Prior to the start of LCC courses, you should log into your LCC Banner account.

The day before classes begin, you should log into Desire2Learn and become familiar with it. Course information will be available on the first day of the semester.

To find textbook information, in your Banner account, click on Student and then the Bookstore Information box.

eb Registration Instructions: Banner Student System

Begin at lcc.edu and click on "myLCC Sign In" (top of page)

Log in using your username and password

- a. If you have not yet activated your account, go to [LCC Account Activation and Management](#)

Once logged into myLCC click the Banner link at the top of the page

Note: Do not use your browser's "back" button from this point forward; instead use links on the page such as "Return to previous menu" or others to navigate through the system.

Click "Student"

Click "Registration"

Click "Pre-Registration Tasks" and click on any link to view specific information

Click "Continue to Registration Tasks" at bottom of page

Click on "Add or Drop Classes"

Click "Select Term" and submit

- a. If the Student Financial Responsibility Agreement appears (*if you are 18 years old*)
 - Read the Student Financial Responsibility Agreement
 - Enter your initials at the bottom of the page
 - Click "Accept – Proceed with Registration"
 - Click "Ok"
 - Be aware that this agreement will appear for future semesters and you will need to accept this agreement again before registering for classes

Begin selecting course(s)

- a. If you know the 5-digit CRN for the class you would like to register for, enter the CRN number and click "Submit Changes" to register for that class
- b. If you do not know the CRN, click the "Class Search" button to look for the CRN
 - Select a "Subject" and click "Course Search"
 - Identify course and click "View Sections"
 - Register for the desired CRN by checking the select box on the left, then scroll down and click "Register"
 - Repeat until satisfied with your schedule
- c. If the section is full, and you want to see if there is a wait list, write down the CRN and return to "Add or Drop Classes" under "Registration Tasks"
 - Enter the CRN in the box on the bottom and click "Submit Changes"
 - You will receive a "Registration Add Error"
 - If the "Wait List" option is available for this class, there will be an "Action Box"
 - Under the "Action Box", click on the drop down arrow and select "Wait List" and "Submit Changes" on the bottom
 - Monitor your LCC email daily for notification if a seat becomes available. You will have 24 hours from the time LCC sends you an email to add yourself into the class.

Click on "Registration Tasks" on bottom when finished registering

- a. To confirm and print your schedule, click on "View My Class Schedule"
- b. Click "Return to Previous"
- c. Click "View My Tuition and Fees" to see the full cost of the course(s). You are responsible for any portion not covered by your high school.

Click "Sign Out" in the upper right corner to end your session

For registration assistance, visit the Star Zone in the Gannon Building, visit a Satellite Campus, or call 517-483-1200 option 2. For technical assistance, call the LCC Help Desk at 517-483-5221.

MASON HIGH SCHOOL DUAL ENROLLMENT APPLICATION

Student Name: _____

Student Birth Date: _____

Student Email Address: _____

Student Phone: _____

Graduation Year: _____

MUST FILL OUT APPLICATION EACH SEMESTER

FALL SEMESTER

Name of First Class:
Number of Credits:
Course Code:
Name of Second Class:
Number of Credits:
Course Code:
Name of Third Class:
Number of Credits:
Course Code:

SPRING SEMESTER

Name of First Class:
Number of Credits:
Course Code:
Name of Second Class:
Number of Credits:
Course Code:
Name of Third Class:
Number of Credits:
Course Code:

Number of college classes: _____

Number of MHS classes: _____

Total (must equal 5): _____

****Parent/Legal Guardian Approval:** I understand that my son/daughter is participating in an adult educational environment and I hereby assume responsibility and hold the college and MHS harmless for any adverse consequences of that participation. I approve enrollment in the above noted courses.

Student Grades and Repayment: If your student *does not* receive a passing grade in the Dual Enrolled course, you are required by MHS to repay the district the full amount paid to the postsecondary institution. In addition, the grade *will* appear on your student's high school transcript.

Parent Signature _____ Date _____

For office use only: Application received _____ Emailed application _____	Emailed Billing Authorization _____ Submitted Final Payment _____
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Registrar's Office
 411 N Grand Ave
 Lansing, MI 48933
 Phone: 517-483-1200; Email: LCC-HSDualEnrollment@lcc.edu

HIGH SCHOOL DUAL ENROLLMENT APPROVAL FORM

Student Information

Last Name	
First Name	
Banner ID or Username	
Date of Birth	
Name of School (write "home school" if home schooled)	
Anticipated High School Graduation Date	

Approved Semesters (you may select more than one at a time)	Check all that applies	Year
Fall (begins August)		
Spring (begins January)		
Summer (begins May)		

High School Recommendation (REQUIRED) *Not applicable for Home School Students

I recommend enrollment of this student at Lansing Community College for the approved semester(s) indicated above. I will notify the Registrar's Office if approval is revoked. I have conferred with the student and parent/guardian and believe enrollment is in the best interest of the student. I affirm that the student will have completed the eighth grade by the first day of classes at Lansing Community College.

Name of School Principal (please print)	
Signature of School Principal	
Date	

Parent/Legal Guardian Approval (REQUIRED)

I, the undersigned, approve the above named student to enroll at Lansing Community College. I confirm that my son or daughter will have completed the 8th grade by the first day of the semester. **Furthermore, I will assume financial responsibility for any and all costs associated with attendance at Lansing Community College, if not covered by any other means.** I waive any claim against Lansing Community College for injury, loss or damage whatsoever, caused by any person rendering any services of the program caused by outsiders. I understand that my son or daughter is participating in an adult educational environment, and I hereby assume responsibility and hold Lansing Community College harmless for any adverse consequences of that participation. I understand that enrollment is contingent upon an available open seat in the course(s) selected.

Print Parent/Legal Guardian Name	
Daytime phone	
Address (if different than student)	
Email	
Signature of Parent/Legal Guardian	
Date	

Note to Parents and Students: The form must be submitted to the Registrar's Office to be eligible to enroll in classes. Students who register prior to submitting this form are subject to being dropped from their courses and incurring a balance. This form may be completed for multiple semesters of dual enrollment, up to one full academic year (Fall thru Summer) as long as it corresponds to the student's status for those semesters. Approval is required for each semester until the student has completed their senior year of high school.