



# **Climax-Scotts High School**

## **Dual Enrollment**

### **Policies and Procedures**

Dear Parents and Students,

Climax-Scotts Community Schools is excited to offer dual enrollment options for junior and senior students in coordination with Kellogg Community College and Kalamazoo Valley Community College. Dual enrollment is meant for students who are ready for college level rigor and wish to pursue coursework not offered at our high school.

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 Miss Lisa with questions at 269.746.2311 or via email at [lisa.tuinstra@csschools.net](mailto:lisa.tuinstra@csschools.net)

## Steps for Dual Enrollment

☐ **Apply to the KVCC or KCC as a dual-enrollment student.**

The money that the district pays for each course is dictated by the state. It will cover most courses at KVCC (for Kalamazoo County residents) or KCC (Calhoun County residents), but may not cover additional material, lab, or out of county fees\*. 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.

☐ **Take any placement tests that are required.**

You must take the SAT (and received your scores) or you must take the AccuPlacer test.

☐ **Meet with a college advisor and develop a college course plan that aligns with your chosen career pathway**

Any class taken for dual-enrollment must be one that is not offered at Climax-Scotts High School, or one that goes above and beyond what Climax-Scotts High School offers. Please see the enclosed list of pre-approved and recommended courses.

☐ **Present the course plan to CSHS counselor along with the Course Application (each semester) and Memorandum of Understanding (1 per school year)**

☐ **Register for the course(s) you are approved to take**

A college representative can help you with this process to get you acquainted with the enrollment system. If you do not bring the required documents listed above your course(s) will NOT be authorized and you will be dropped from the course(s).

☐ **Counselor will send a payment authorization to KVCC or KCC.**

They will then bill Climax-Scotts for the amount authorized. Any additional fees or costs will then be billed to you. You must have the Memorandum of Understanding and Course Application signed for payment to be authorized.

☐ **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. If the student plans to submit the textbooks for reimbursement they must be rented, if available.

\*Students may elect to go to the community college that is not in their county but out of county tuition will be charged which exceeds the state allotted funds. The student's parents will be billed for the difference.

## 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:

<b>PSAT 8/9</b>	
Evidence Based Reading and Writing	460
Math	510
<b>PSAT 10</b>	
Evidence Based Reading and Writing	460
Math	510
<b>SAT</b>	
Evidence Based Reading and Writing	480
Math	530

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

Students must also have and maintain at least a 3.0 GPA.

## Scheduling and Credit

Students who dual enroll typically take three classes at CSHS and 1-2 classes at KVCC or KCC. Students may take a maximum of 10 dual enrolled courses throughout their high school career. This does not apply to EMC students. These two schedules work best for dual enrolled students:

Take morning college classes and return by 11:10 for afternoon CSHS classes

Take morning CSHS classes, leave at 12:00 and take afternoon college classes

College course grades appear on the student's high school transcript as the student's letter grade in their college course. Their letter grade **does** go on the **high school transcript** as well as their college transcript. It's important for students to know that the grades they earn in dual enrolled courses calculate into their high school and college GPA.

If a student chooses to withdraw from a course the student must pick up classes at CSHS to fill the gap in their schedule. In addition, if the student withdraws after the deadline it is the student and student's parent's/guardian's responsibility to pay the school back for the course.

Please consider attending the community college in the county in which you live in. If you choose to go out of county the district will be paying out of county tuition. This means that you will likely have to absorb some of the cost of the course or courses because the tuition exceeds the state allotted funds per pupil per course.

## Payment

Climax-Scotts School District will cover the cost of tuition for up to 10 courses over the student's 9-12<sup>th</sup> grade enrollment. This does not apply to EMC students. Unfortunately, the amount of money the district is allotted by the state to cover dual enrollment does not cover the cost of lab fees, out of district costs, or additional materials costs. Students are responsible for covering the cost of books upfront and transportation. **If a student fails a dual enrolled course or withdraws past the deadline, the cost of the course must be paid back to Climax-Scotts School District.** Students may seek reimbursement for textbooks from the district at the end of the course. If the student is seeking reimbursement the student is required to **rent** textbooks if a rental is available. Please see the instructions for textbook reimbursement in this packet (pages 10-12) for additional instructions.

Transportation and any costs associated with transportation (parking, parking tickets, fuel, etc.) are the sole responsibility of the student and parent(s)/guardian(s). The district will not be responsible for any transportation coordination or arrangements that students choose to make.

## Courses

Eligible courses for dual enrollment include courses that are not offered by Climax-Scotts High School and are academic in nature. Students MUST meet with a college advisor before signing up for dual enrolled courses and provide the CSHS counselor with documented proof of an educational plan.

KVCC and KCC have general minimum benchmarks. Many courses have prerequisites or benchmark scores that are above the minimum benchmarks listed. Be sure to look at prerequisites or other requirements online at the college websites and discuss this with your high school or college counselor. Courses taken at KVCC/KCC may not duplicate any courses offered by CSHS.

Students must take a course that is academic in nature and normally applies towards the satisfaction of a postsecondary degree. The course cannot be one normally taken as an activity, hobby, craft, or recreational course. The course cannot be in physical education, theology, divinity, or religious education.

## Next Steps After Enrollment

After you have enrolled in your course(s), 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/KCC orientation during the summer to familiarize themselves with the campus. Also get in the habit of checking your college email account. Your college and your professors will communicate with you through this email.



## Climax-Scotts Community Schools

### Dual Enrollment/EMC Course Application

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Semester: ☐ Fall ☐ Winter/Spring ☐ Summer Year: \_\_\_\_\_

Earning credit for: ☐ High School ☐ College ☐ Both

Program: ☐ Dual Enrollment ☐ Early Middle College

Which college are you attending? ☐ KVCC ☐ KCC KVCC/KCC ID: \_\_\_\_\_

Do you live in the county of the college you are applying to? ☐ Yes ☐ No

Please attach documentation of meeting with an advisor and your course plan.

Students must meet with an advisor at least once per school year to determine course plans.

5 Digit CRN	Subject	Course Number	Course Title	Contact Hours	Credit Hours

Please sign to signify your understanding of the following:

- ☐ I understand that I must reimburse the district for the cost of any failed or dropped courses.
- ☐ I understand that I am responsible for the cost of books\*, transportation, and other costs outlined in the handbook.
- ☐ 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.
- ☐ I have read the handbook and agree to abide by the information contained within it
- ☐ I understand that I must provide the school with the Memorandum of Understanding and a course plan each semester before the school will authorize payment for any college courses.
- ☐ I understand that the student **must rent a textbook** (when available) to receive any reimbursement if funds are available.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*Book reimbursement funds are potentially available at the end of the semester



## Climax-Scotts Community Schools Dual Enrollment Memorandum of Understanding

Dear Student and Parent/Guardian:

Below, please find the laws governing the financial obligation of the student/family of Dual Enrolled students/families, imposed in the event the student does not complete the course or receives a failing grade in his/her Dual Enrolled Course(s).

### **MCL Section 388.514 (Section 9)**

(9) For an eligible student who is enrolled in a school district and who enrolls in an eligible course under this act, if the student does not complete the eligible course or, if the student enrolls in an eligible course for postsecondary credit only and the student does not successfully complete the eligible course, as determined by the eligible postsecondary institution, and if the school district has paid money for the course on behalf of the student, all of the following apply:

(a) The eligible postsecondary institution shall forward to the school district any funds that are refundable due to non-completion of the course. The school district shall then forward to the eligible student any refunded money in excess of the amount paid by the school district for the course on behalf of the eligible student.

(b) The eligible student shall repay to the school district any funds that were expended by the school district for the course that are not refunded to the school district by the eligible postsecondary institution. If the eligible student does not repay this money, the school district may impose sanctions against the eligible student as determined by school district policy. This subdivision does not apply to an eligible student who does not complete the course due to a family or medical emergency, as determined by the eligible postsecondary institution.<sup>1</sup>

By signing below, I acknowledge that I have read the Climax-Scotts Dual Enrollment/Early Middle College handbook and laws governing my financial obligation regarding enrollment in college courses and agree to them including but not limited to:

- **I/We will be expected to reimburse the District any tuition/fees paid for the course if I/we choose to drop the course(s), or if the student fails the course(s).**
- **I/We also understand that it is my/our responsibility to notify the school immediately upon dropping any course,** and will meet with the counselor to determine an appropriate course(s) to replace the college course.
- **I/We understand the school will pay up to state amount allotted per college course, any additional fees will be billed to and be the responsibility of student's parent/guardian.**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

<sup>1</sup> <https://bit.ly/2LeHcdW>

## Kalamazoo Valley Community College Courses

### Dual Enrollment Courses Approved:

Course	Name	Credit Hours
BIO 100	Fundamentals of Biology*	4
BUS 101	Business Principles/Practices	3
BUS 105	Principles of Marketing	3
BUS 115	Small Business Management	3
CHM 100	Fundamentals of Chemistry*	4
COM 101	Public Speaking	3
COM 113	Interpersonal Communication	3
ECO 110	Eco/Contemporary Social Issues	3
ENG 110	College Writing I	3
ENG 111	College Writing II	3
HCR 116	Medical Terminology	1
HUM 101	Arts and Culture	4
HUM 150	Popular Culture Studies	3
PHI 100	Great Ideas: In Search/Human	3
PHI 201	Introduction/Philosophy**	3
PHI 203	Introduction to Logic**	3
PHY 100	Fundamentals of Physics*	4
PSI 100	Introduction to Political Science	3
PSI 101	American Government	3
PSY 150	Introduction to Psychology**	3
SOC 102	Principles of Sociology	3
WPE 125	Contemporary Health Issues	3

\*Require high school teacher approval

\*\*Higher benchmarks scores required



**Dual Enrollment requires at least a 3.0 GPA and the following placement test scores:**

### Next Generation Accuplacer Minimum Scores:

Writing: 260

Math: 220

Reading: 248

### SAT Minimum Scores:

Writing & Language: 25

Reading: 22

Math: 25.5

## Kellogg Community College Courses

### Dual Enrollment Courses Approved:

Course	Name	Credit Hours
ANTH 200	Introduction to Anthropology	3
BIOL 101	Biological Science*	4
BUAD 101	Introduction to Business	3
BUAD 115	Global Business	3
BUEN 100	Introduction to Entrepreneurship	1
BUEN 101	Entrepreneurship-Developing a Business Plan	2
CHEM 100	Fundamentals of Chemistry*	4
COMM 101	Foundations of Interpersonal Communication	3
COMM 111	Business and Technical Communication	3
COMM 207	Public Speaking	3
CRJU 101	Introduction to Criminal Justice	3
ENGL 151	Freshman Composition	3
ENG 152	Freshman Composition	3
JOUR 111	Mass Media Environment	3
PHIL 201	Introduction to Philosophy	3
PHIL 202	Introduction to Ethics	3
PHYS 111	College Physics I*	4
POSC 201	American Government (Federal)	3
POSC 202	American Government (State and Local)	3
PSYC 201	Introduction to Psychology	3
SCIE 100	Environmental Science*	3
SERV 100	Introduction to Service Learning	1
SERV 200	Service Learning	3
SOCI 201	Introduction to Sociology	3
SOCI 202	Social Problems	3

\*Require high school teacher approval

\*\*Higher benchmarks scores required

**Dual Enrollment requires at least a 3.0 GPA and the following placement test scores:**

### Next Generation Accuplacer Minimum Scores:

Writing: 250

Math: 237 (Quantitative Reasoning, Algebra, & Statistics)

Reading: 244

### SAT Minimum Scores:

Writing & Language: 26

Reading: 25

Math: 23





## Applying to RMTC (Kellogg Community College)

Apply to Kellogg Community College as a dual enrolled student at [www.kellogg.edu/apply](http://www.kellogg.edu/apply) (select dual enrollment in this application)

Visit the [Industrial Trades Admissions Webpage](#)

Student does orientation anytime during open lab hours:

- Note: If welding, student must make appointment/arrangements for orientation by emailing [welding@kellogg.edu](mailto:welding@kellogg.edu) Any other programs can be done on a walk in basis during open lab hours as shown on the lab schedules located at [www.kellogg.edu/industrial](http://www.kellogg.edu/industrial)
- During orientation, student tells instructor how many credits they need to start with minimum, so the instructor can then show students what classes to take.
  - Every CSHS hour counted towards RMTC equates to 1-2 credit hours at KCC
- Work with the Industrial Trades Advisors and program staff to determine what modules you will need to take. You need to fill out the [Industrial Trades Registration Form](#) and return 1 copy to the CSHS counseling office and the original form needs to be used to register for classes.
- Once CSHS counselor approves of course plan and fills out PST student may register for classes.
  - Student must return pages 5 and 6 of the Dual Enrollment packet to CSHS counselor before registering for classes
  - If student does not have PST approval from the CSHS counselor student will be dropped from the course within 24 hours of registration.
    - Counselor is not responsible for expediting the process due to student's lack of submission of appropriate paperwork.



## Climax-Scotts Community Schools

### Textbook Reimbursement Form

Name of Student: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

I am requesting reimbursement for the cost of my textbooks for the following semester.

\_\_\_\_ Fall      \_\_\_\_ Winter      of the year 20 \_\_\_\_

Please make check payable to:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Please attach original purchase receipts AND sell back receipts or rental confirmation\*

Return to the Climax-Scotts Superintendent's Office (372 South Main Street, Climax, MI 49034) by the last Friday in January (Fall Semester) or the last Friday in May (Winter Semester). Check processing takes approximately 2-3 weeks. If any forms or information is missing a refund may be delayed or denied.

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#### Internal Use Only

Date Received \_\_\_\_\_

\$	Allowable amount per class	BU/A: 11130113000-3710 Tuition-Dual Enrollment	
	X number of Classes		
\$	=total allowable expense	\$	Total amount of original purchase receipt
\$	-less tuition Paid by C-S	\$	-less total amount sold back receipts
\$	= remaining funds available for reimbursement	\$	=amount eligible for book reimbursement

\$ \_\_\_\_\_ Reimbursement amount is the lesser of the two totals.

Calculated by: \_\_\_\_\_ Approved by: \_\_\_\_\_



**Climax-Scotts Community Schools**  
**Textbook Rental Verification Form**

**Student:** \_\_\_\_\_

**Date of Submission:** \_\_\_\_\_

**To the Student:**

Print your name at the top of this form then list the titles of all textbooks that you rented.

**Textbook Rental Company:** \_\_\_\_\_

Course Textbook is Required For	Textbook Title	Cost
Total Amount Requested for Reimbursement		

**To the Student:**

Please return this form along with the Textbook Reimbursement Form and a printed Textbook Rental Receipt to the Superintendent's Office (372 South Main Street, Climax, MI 49034).



## Climax-Scotts Community Schools

### Bookstore Buyback Form

Student: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

#### **To the Student:**

Print your name at the top of this form then list the titles of all textbooks for buyback below. *A bookstore employee MUST complete the second section of this form if books are NOT able to be sold back.*

Book Title	Purchase Price	Buy Back Amount	Difference
Total Amount Requested for Reimbursement			

#### **To the Bookstore:**

If you did not buy a book back, please briefly explain why. Enter college name, then sign and date below.

Book 1: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

Book 2: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_

I am an employee of the bookstore at \_\_\_\_\_ (name of college).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **To the Student:**

Please return this Bookstore Buyback Form (must be signed by a bookstore employee if books were not able to be sold back) and the Original Sell Back Receipt from when you sold back your textbooks with your Textbook Reimbursement Form and Original Purchase Receipt to the Superintendent's Office (372 South Main Street, Climax, MI 49034).

## Textbook Reimbursement Process

### If textbooks are available to rent you MUST RENT!

Obtain Textbooks:

KVCC: <https://bookstore.kvcc.edu/textbooks>

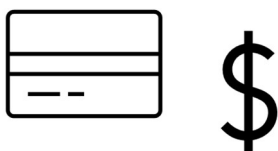
KCC: <https://bookstore.kellogg.edu/selecttermdept>

Find the list of books needed for your classes. Determine if there are any that are not available to rent. If you can't rent you must go in person to the bookstore and pick them up.

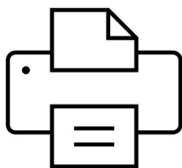


#### Rental

1. Pay for rental



2. Print receipt



3. Submit Receipt + Page 10 + Page 11

#### Purchase

**(only if rental is not available)**

1. Purchase books



Keep Receipt

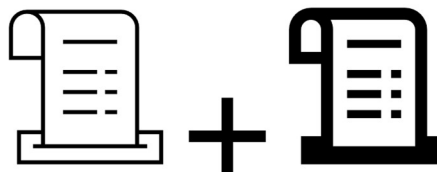
2. Book Buyback (End of Semester)-Sell Books



Keep Receipt

If store will not buy books back have bookstore employee fill out bottom of page 12

3. Submit Page 10 + Page 12 + Purchase Receipt + Sell Back Receipt



Please submit forms to the **Superintendent's Office** (372 South Main Street, Climax, MI 49034) by the last Friday in January (Fall Semester) or the last Friday in May (Winter Semester).