**HANOVER-HORTON HIGH SCHOOL DUAL ENROLLMENT**

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Letter grades earned in dual enrolled college classes will be calculated into the cumulative grade point average. Check with the counseling department for further information.

***Eligible Students:***

To be eligible for a dual enrollment class a student must meet the following criteria:

 The student must meet the required minimum hours required by the state for full funding of the state foundation grant for each semester and have a GPA of 3.0.

 To qualify, freshman, sophomore and junior students must have earned proficiency status in ALL subject areas of the PSAT test. Seniors who have passed portions of the Michigan Merit Exam (MME) with performance scores of 1 or 2 have an opportunity for dual enrollment. If students are not proficient in all subject areas of the test, they will be limited to courses in the proficient subject area only. See your counselor to determine your qualification status.

***Eligible Courses:***

Students are able to receive tuition and fee support for classes at eligible post-secondary institutions (state universities, community colleges, or independent nonprofit degree-granting colleges or universities located within Michigan) subject to the following:

 The course is not offered by Hanover-Horton Schools.

 The course is offered by Hanover-Horton Schools but is not available to the student because of a scheduling conflict beyond the student’s control.

 The course shall not be in the area of hobby craft, recreation, physical education, theology, divinity, or religious education.

 The course is a course the post-secondary institution normally applies towards satisfaction of degree requirements.

 The post-secondary course attendance does not conflict with the days, hours, and minutes required by Hanover-Horton classes. Max of 10 courses can be taken in gr 9-12.

***Credit*:**

Eligible students may enroll in post-secondary courses for high school credit or post-secondary credit or both. Appropriate forms and approvals must be completed with the high school office. Dual enrollment does not satisfy core graduation requirements; these courses are considered elective on the transcript.

It is the responsibility of students to check with their university of interest to make sure credits transfer in, how courses transfer in and to make sure dual enrollment does not conflict with their admission criteria.

**Note**: Not all courses transfer to colleges/universities or meet NCAA standards, please consult with the postsecondary schools before enrolling in the course.

***Tuition and Fee Support:***

The Hanover-Horton School District will be responsible for the following fee payments for approved courses.

 Tuition, mandatory course fees, material fees and registration fees required by the post-secondary institution, and any late fees that result from the school’s failure to make a required payment up to the annual allotted amount, usually around $557 per class; OR

 The state portion of the student’s foundation allowance, adjusted to the proportion of the semester they attend the post-secondary institution rather than Hanover-Horton High School.

Text books, transportation, parking, online course fees and activity fees are not covered by the school.

Students that drop out of or fail a class will be responsible to reimburse the school district for the cost of the course. Students taking an online course that has additional technology fees, will be responsible for those fees.

***Process:***

1. Interested students wishing to participate in a dual enrollment opportunity MUST attend the mandatory spring meeting. The counselor will work with the student and his/her parents or guardians:

 To determine that the student meets the student eligibility criteria.

 To determine that the institution chosen meets the eligibility criteria.

 To determine that the course of interest meets the course eligibility criteria.

 To counsel whether the course should be taken for high school credit, post-secondary credit, or both.

 To identify the benefits, risks, and possible consequences of enrolling in a post-secondary course. The counselor will also encourage the student to seek additional counseling at the post-secondary institution.

 To explain the eligible charges that would be paid by the Hanover-Horton School District.

 To discuss the consequences of failing or not completing a post-secondary course.

 To discuss the academic and social responsibilities that must be assumed by the eligible student and his/her parent or guardian.

2. Hanover-Horton High School will provide the student with a letter/form indicating eligibility for dual enrollment.

3. The student registers for the chosen class at the post-secondary institution using the letter/form indicating eligibility, and verifies having received the above counseling. Within a reasonable time after registration, the post-secondary institution will send a notice to the student and Hanover-Horton Schools indicating the course or courses and hours of enrollment. The notice to the student will also notify the student of tuition, fees, books, materials, and other related charges. Students are responsible for getting their textbooks.

4. The post-secondary institution will send a bill to Hanover-Horton High School for approved courses after the drop/add period has passed for those students who have provided them with the written proof of eligibility and payment at registration. If the Hanover-Horton School District is not responsible for the entire amount of the eligible charges, Hanover-Horton will bill the student for the remaining balance.

5. Students are responsible for communicating with the college about withdrawing or dropping a class. Students choosing to drop a dual enrolled class from their HH schedule need to do so through our counseling department prior to HH schedule deadlines and the college tuition reimbursement deadlines. Notification to the appropriate college office is a responsibility of the student and failure to notify the appropriate office at the college by the deadline could result in a student responsibility to reimburse the high school. Per the student handbook, withdrawals will show up as an “E” on the high school transcript. Failing classes could impact future financial aid – see the College’s policy of Satisfactory Academic Process and Financial aid.

6. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school’s regular academic year and must be enrolled in at least one high school class.

The Hanover-Horton School District may require reasonable verification of attendance in the post-secondary course(s). In the event that a student does not complete a course, the post-secondary institution is required to return to Hanover-Horton Schools any money that is refundable. Students need to remember that they are taking a college class and that this grade/credit will follow them everywhere on their transcript. Therefore, students are expected to behave and perform at the college level.

We have read and understand the information presented in this document.

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Parent Signature Date Student Signature

**Quick Facts for Dual Enrollment**

1. Eligibility
	1. You must have college readiness qualifying scores on either the PLAN, ACT, PSAT or SAT test **and** maintain a solid academic history during high school courses to enroll in dual enrollment
2. Books
	1. **YOU** pay for the cost of books unless the credits are for high school only. Almost every student marks to earn both HS and college credits.
3. Out of Pocket Expense
	1. You may have some **out of pocket expenses** due to the nature of the class, including class or online fees that are above what the school can pay for. The school can only pay $536 per course towards tuition and fees. Anything over that amount is the responsibility of the student/parent. You check with college for exact costs.
4. Credits & Grades on HS Transcript
	1. The grade you earn for the college class is the grade you also get on the HS transcript. The credit counts for 0.5 credits just like an elective class here at H-H. It does factor into your GPA. Dual enrollment classes do not count for required classes for graduation.
	2. A student cannot take more than 10 classes during their HS career. The class limits are as follows: 9th grade is 2+2+2+4, 10th grade is 2+4+4, 11th/12th grade is no more than 6 per year.
5. Class Attendance –Attendance at college is **MANDATORY**. This has to be a high priority if you choose to enroll.
6. HS vs College Calendar
	1. Exam dates for college may be different that HHHS exams. The second semester for college begins the first part of January and the classes will need to fit your current HS schedule until the first semester is complete. HH spring break is different from college spring break. You are expected to attend college classes during HH spring break.
7. HS vs. College Daily Schedule
	1. You may have to leave school for a mid-day class then come back to school to get to your pm HS classes.
8. Registration Process and Drops
	1. The registration process and drops are done by YOU and go through the COLLEGE. The high school does not do anything with drop/add courses or registration except sign the form.
9. Michigan Transfer Network vs. Registrar’s Office
	1. If you want to know for sure how credits will transfer to future colleges, contact the registrar’s office from the future college. The Michigan Transfer Network will give a good idea, but the ultimate answer lies with the future institution. It is the student/parent responsibility to find out how/if courses transfer to future colleges.
10. Deadline to Register - The deadline to register varies for each college and each semester. YOU are responsible for knowing deadlines. However, the deadline to have forms completed at HH is the last day of school before summer break for Fall semester and before Christmas break for Winter/spring semester. You need to have your forms turned in to your institution by their deadline. The best option would be to get the form in as early as possible so you can get enrolled into a class before it fills up. If the class is full, then you need to find another section or another class to take.

**To find open classes:**

**Jackson College**

Go to [www.jccmi.edu](http://www.jccmi.edu)

1. Click “e-services” at the top
2. Click “guests”
3. Click “search for sections”
4. Put in term and select location (main campus or online)
5. Submit

**Spring Arbor**

See list provided by college or

1. <https://www.arbor.edu/resources/offices/registration-and-records/course-offerings/>
2. Click “Search for courses”
3. Select : Undergraduate and the correct term and location
4. Click “show all sections”

**Baker College**

<https://my.baker.edu/ics>

Click on “Class Schedule” box. Select “Undergraduate Program”, the term and “JK” for Jackson.

**Albion College**

 **(Classes are held on Albion’s Campus. Online classes are not available)**

[www.albion.edu](http://www.albion.edu)

1. Click “academics”
2. Click “registrar”
3. Click “course schedules” and select term

**Qualifying Scores needed to Dual Enroll**

**EXPLORE/PLAN/ACT Math 22**

 **Reading 22**

 **Science 23**

 **English 18**

**PSAT Evidence Based Reading and Writing (ERW) 500**

 **Math 530**

**SAT Evidence Based Reading and Writing (ERW) 500**

 **Math 530**

**Dual Enrollment Scheduling**

A student may not take more than 10 courses as dual enrollment. The course limit breakdown depends on what year a student begins dual enrollment courses and is as follows:

* Freshman/Grade 9 = no more than 2 courses per year for freshman, sophomore, and junior years; max 4 courses in senior year.
* Sophomore/Grade 10 = max 2 courses sophomore year; 4 courses per year for junior year and senior years.
* Junior/Grade 11 or Senior/Grade 12 = max 6 courses per year.

In your schedule:

If you take 1 college class, you will have 1 open hour at HH. You will have 6 HH classes.

If you take 2 college classes, you will have 3 open hours at HH. You will have 4 HH classes.

If you take 3 college classes, you will have 4 open hours at HH. You will have 3 HH classes.

Each class equals .5 credit on HH transcript.

Hanover-Horton Daily Schedule

1st hour 7:40-8:30

2nd hour 8:35-9:25

3rd hour 9:30-10:19

4th hour 10:24-11:13

5th hour 11:18-12:30

 A lunch 11:18-11:36

 C lunch 12:12-12:30

6th hour 12:35-1:24

7th hour 1:29-2:18

**Spring Arbor Dual Enrollment Criteria**

* junior or senior
* Have a GPA of at least 3.2, an ACT score of at least 21 or an SAT score of at least 1060
* Designate a school official or parent as a mentor
* An early-enrolled student may only take a course if space is available after Spring Arbor University students have registered.

You must send your transcript with your dual enrollment form

**Jackson College Tuition & Fees 2018-2019**

**Tuition and fees are subject to change by the Board of Trustees.** **Total costs are determined by tuition based on the number of billing contact hours, the Student fees, and any course fees. It is the responsibility of Parents and students to contact JC for exact costs of classes. This information was taken off JC’s website. A guide for costs per course can be found at** [**https://www.jccmi.edu/?s=course+cost**](https://www.jccmi.edu/?s=course+cost)**. Every year tuition and fees are increased.**

**Tuition Per Contact Hour 2018-2019:**

|  |  |
| --- | --- |
| This covers the actual cost of instruction. Tuition is paid by billing contact hour. Most classes carry from one to five billing contacts. |  |
| High School Dual Enrollment – Jackson County $125 per billing contact hour |  |

**Student Fee:**

Covers costs associated with registration and grade reports. This fee is paid by all students each registration period.

$30.00 per billing contact

**Course Fee:**

Course fees are listed in the Schedule of Classes. These fees cover costs of consumable materials directly related to or used for the course, such as computer paper and science lab materials. **This fee varies on a per class basis.**

**Online Course Fees:**

The Course Fee for online courses are based on total billing contact hours for each course. For example, an online course with 3 billing hours would carry one course fee of $142.00.

|  |  |
| --- | --- |
| **Online Course Fee Schedule**$77.00 | 1 billing contact hour course |
| $110.00 | 2 billing contact hour course |
| $142.00 | 3 billing contact hour course |
| $158.00 | 3.5 billing contact hour course |
| $176.00 | 4 or more billing contact hour course |

**Example:** A 3 credit online course that has 3 billing contact hours would cost approximately:

 3 credits X $125.00 tuition cost

+ 3 credits X $30 student fee

+ 3 credits = $142 online fee

**$ 607 + any applicable course fees, if any, which can be found on the course schedule on the website**

Minus $557 which is the 2018-19 state allowance the school can apply to the cost = $50 + books (student pays)

**This information is an estimate of costs from past bills. It is the responsibility of parent and student to confirm with the college the exact tuition and fees per class. Tuition and fees tend to increase every year.**

**Estimated Dual Enrollment Fees Based on Jackson College Billings for 2018-19**

**(HHHS pays $557 per course, which varies by year)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Number billing |  | Class  |  | Student  |  |  |  |  |  | Amount |
| Class |  | Contact Hours |  |  Fees |  | Services Fees |  | Tuition |  | Total |  | Pd by Parent |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| PSY 140 |  | 4 |  | 0 |  | 120 |  | 500.00 |  | 620.00 |  | 63.00 |
| Intro to Psychology |  |  |  |  |  |  |  |  |  |  |  |
| in class |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| PSY 140 |  | 4 |  | 176 |  | 120 |  | 500.00 |  | 796.00 |  | 239.00 |
| Intro to Psychology |  |  |  |  |  |  |  |  |  |  |  |
| online |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Eng. 131 |  | 3 |  | 66 |  | 132 |  | 458.40 |  | 656.40 |  | 110.40 |
| Writing Experience 1 |  |  |  |  |  |  |  |  |  |  |  |
| in class |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| SOC 231 |  | 3 |  | 0 |  | 90.00 |  | 375.00 |  | 465.00 |  | 0 |
| Principles of Sociology |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  | Amount |

**Baker College** **Tuition and Fees 2018-2019**

The cost per class varies depending on the department and credit hours.  For a list go to <https://www.baker.edu/admissions-and-aid/tuition-and-aid/tuition>. Cost per credit hour ranges from $300 to $475. Costs increase each year. **Check with Baker College for exact costs.**

**Spring Arbor Tuition and Fees 2017-2018**

Spring Arbor University Dual Enrollment program costs have been aligned with the State of Michigan Dual Enrollment Calculation Worksheet available on the MDE website to limit out of pocket expense to students.  If the school you attend is approved for funding from the State, you may receive no out of pocket expense (except for book costs or course fees).  Dual enrolling students are permitted to take up to 9 credit hours per semester at the dual enrollment rate.  Any credits taken over this limit with be charged at the regular enrolled student rate.  The cost of dual enrollment tuition is subject to change each year based on the State of Michigan’s Dual Enrollment Budget amounts. **Check with Spring Arbor College for exact costs.**

**JC Dual-Enrollment Classes**

**NOT available for students to take:**

ACC 231- Principals of Accounting – if we offer it that year

ART 103, 152, 201

BIO 110-Introductory Biology

BIO 161-General Biology

BIO 220-Microbiology

BIO 253-Human Anatomy & Physiology

BIO 258 Field Ecology

BUA 100-Contemporary Business

BUA 111 Personal Finance

BUA 250 Business Law - if we offer it that year

CEM 131-Fundamentals of Chemistry

CIS 045-Web Page Design 1

CIS 095-Computer Literacy

CIS 101-Introduction to Computer Systems

CIS 112-Microsoft Office Professional Intro.

COM 231-Communication Fundamentals

EGR 153-Engineering Drawing

EGR 261- Engineering Mechanics 1

ENG 080-Reading Essentials

ENG 085-College Reading

ENG 090-Introduction to Writing

ENG 210-Introduction to Film

ENG 261 – Creative Writing

HIS 120-Ancient History

HPF 160– Wellness

HPF 161- Personalized Fitness

HPF 186- Weight Training and Conditioning

HPF 182- Light Walking

HPF 268- Advanced Weight Training

MTH 020- Pre-Algebra

MTH 039-Beginning Algebra

MTH 131-Intermediate Algebra

MTH 141-Pre-Calculus

MTH 151-Calculus 1

MUS 124 – Advanced Voice Class

MUS 129-Community Concert Band

MUS 137-Jazz Ensemble

PHY 131-Conceptual Physics

PHY 151 – Astronomy - if we offer it that year

PLS 141-American National Government

THR 102, 116 – Theater 2019-2020