

Belleville High School  
**Dual Enrollment Information**



---

Dual enrollment is an opportunity for Belleville High School students to enroll in undergraduate courses in college-level accredited institutions and earn college credits while taking high school classes at the same time.

- **Eligibility:**
  - Grades 10-12
  - Good standing and attendance at BHS
  - Self-directed and highly motivated
  - Qualifying placement test score
  
- **Eligible college classes:**
  - Not taught at BHS
  - Academically or career oriented
  - Transferable to 4 year universities
  
- **Cost:**
  - Van Buren Schools will cover tuition & books, up to the state allowed amount
  - If a student receives a D or E, they must repay all costs
  
- **When to sign up:**
  - For first semester classes, February of prior school year
  - For second semester classes, October of current school year
  
- **How to apply:**
  - See Dr. Nelson for required paperwork and contract
  - Apply online to Washtenaw Community College (many steps)
  
- **After you are registered at the college:**
  - Bring Dr. Nelson a copy of your college schedule
    - *Your class cannot be paid for without this*
  - AFTER attending the first day of class, email Dr. Nelson with the exact book title and ISBN number that you need. Follow up with her about directions to pick up your book.
  
- **After you take the class at the college:**
  - Request the official college transcript to be sent to the Belleville High School Guidance Office.

*Please contact Dr. Nelson for more information: [janelson@vanburenschools.net](mailto:janelson@vanburenschools.net)*





# DUAL ENROLLMENT

Belleville High School



## WHAT IS IT?

- Taking college classes during high school
- Earn college credit
- Up to 12 college credits total
- A PRIVILEGE, which comes with responsibility



## ELIGIBILITY

- 10th/11th/12th grader
- Good standing & attendance at BHS
- Self-Directed
- Highly Motivated
- Responsible
- Qualifying Placement Scores
  - Multiple options/see college website
- Have own transportation for in-person classes



## QUALIFYING PLACEMENT OPTIONS FOR WCC

Choose 1:

college readiness minimum requirements for reading and writing:

- 3.0 GPA | If you are currently in 12th grade and have a cumulative GPA of 3.0, submit your high school transcript
- SAT | Reading, 21 Writing, 24 or PSAT | 10 | Reading, 23 Writing, 25
  - Submit your pdf score report of your SAT or PSAT 10 or PSAT 11 scores
- Writing Sample | The Writing Placement test is used to calculate academic levels for reading and writing and may be completed on any device.
  - Submit your **WRITING PLACEMENT TEST** through Blackboard to establish your reading/writing skill levels.
- Accuplacer | Reading, 253 Writing, 250
  - You may sign up to take the Accuplacer test by clicking on the link [under your test](#). Your submitted request will automatically be sent to [testing@wccnet.edu](mailto:testing@wccnet.edu). A proctor will send you instructions and a link to sign up. Please note: You must have internet, PC or laptop with a webcam and microphone. Accuplacer does not work on Chromebook or tablet.



## EXPECTATIONS

- Maintain good grades at BHS
- Attend all college classes
- Behave when in school on off-hours
  - No roaming halls, etc.
- Check in once a week with Dr. Nelson weekly



## SCHEDULING

- 1 less class at BHS
- Dr. Nelson will work with you to pick classes
- College classes do not follow the BHS calendar
  - You are expected to attend all college classes



## ELIGIBLE COLLEGE CLASSES

- Not offered/available for student at BHS
- Be transferable to a 4-year university (EMU/U of M/etc)
- Academically or career oriented
- Do NOT conflict with your BHS class times



## COST

- Van Buren Public Schools covers tuition and books
  - Up to allotted state amount
- Students must earn grade of C or better
  - Students must repay all costs if they earn a D or E



## WHEN TO SIGN UP

- You must sign up EARLY
- College Fall (1st) Semester
  - February of prior school year
- College Winter (2nd) Semester
  - October of current school year



## HOW TO APPLY

- See Dr. Nelson for required paperwork & Contract
- Apply online to Washtenaw Community College



## ENROLLMENT PROCESS - WCC

After Dr. Nelson Approves Your Class:

- Parental Consent Form
- Principal Consent Form
- Apply online [www.wccnet.edu/apply](http://www.wccnet.edu/apply)
- Create WCC Gateway Account
- Complete Admission Checklist
  - Online orientation
  - Submit Consent Forms
  - Attend a Connect Session
- Register for Class



## AFTER YOU ENROLL AT WCC

- Give Dr. Nelson a copy of your registration/college schedule
  - The class cannot be paid for without this
- Find out exact books you need
- After attending first day of class to confirm what books you need, email Dr. Nelson book info:
  - Exact book title
  - ISBN number
- Follow up with Dr. Nelson about book pick up directions



## AFTER YOU COMPLETE THE CLASS

- Request the official college transcript to be sent to Belleville High School Guidance Office
- Give a copy of your transcript to Dr. Nelson & your counselor



## DR. NELSON'S CONTACT INFO

- Located in the guidance office at BHS
- [janelson@vanbureschools.net](mailto:janelson@vanbureschools.net)
- 734-697-9133 (ext 2144)

Belleville High School  
**Dual Enrollment Contract**



REQUIREMENTS/EXPECTATIONS	Student Initials	Parent Initials
<b><u>Deadlines:</u></b> It is your responsibility to submit required paperwork to BHS, apply to the college, and register for your class 30 days prior to the start of the college semester (regardless of the colleges' deadlines).		
<b><u>Eligible Institutions:</u></b> Our main partnership is with Washtenaw Community College. If you choose to enroll at a different college, it is your responsibility to learn all requirements and submit appropriate paperwork. You must also provide BHS with a transcript of your final grade.		
<b><u>Choosing a Course:</u></b> You must check with Dr. Nelson before scheduling a course. She will help make sure the course is transferable to other institutions and meets the dual enrollment requirements of BHS.		
<b><u>BHS Schedule:</u></b> You will take one less class at BHS as well as 1 three or four credit class at the college. It is your responsibility to work with your counselor to make sure you will meet all graduation requirements.		
<b><u>Liaison Check-Ins:</u></b> At least once a week, you will check in with your dual enrollment liaison, Dr. Nelson, to let her know how you are doing in the class. If you are struggling, she will help direct you to on-campus resources that can support you. It is not your liaison's job to assist you with your homework.		
<b><u>Scheduling:</u></b> Make sure to schedule a class that does not conflict with any of your BHS classes. Missing class at BHS to go to a college class is not allowed.		
<b><u>After-School Activities:</u></b> Consult schedules for your after-school activities (band, sports, theater, etc.) These are not reasons for missing your college class.		
<b><u>Vacations:</u></b> Consult the BHS calendar and that of your college. Spring Break is at different times. You cannot miss classes. Please do not schedule trips.		
<b><u>Costs:</u></b> BHS will cover the cost of your dual enrollment course, course fees and materials, up to the state allotment. If you do not earn a C- or better in your college course, you will be required to reimburse the school for all dual enrollment costs (tuition, books, etc.)		
<b><u>Drops:</u></b> If you choose to drop your college class, you are responsible for all fees that BHS previously paid on your behalf. You will also be put into a full schedule at BHS		

and you will be responsible for making up all work in that class back to the beginning of the semester.		
<b>Grades:</b> It is expected that you maintain good grades in all of your BHS classes while dual enrolled and that you will earn a C- or better in your college course. Your college grades are also reported on your high school transcript. Failed college courses will result in a loss of high school credits that may need to be made up in order to graduate.		
<b>Transportation:</b> You are responsible for all transportation to and from your college course.		
<b>Down Time:</b> If you have down time during the school day at BHS, you must be in an approved area. You may not sit in or wander the hallways. If you have hours off at the end of the school day, you may leave early.		
<b>Special Services:</b> If you qualify for special services, it is up to you to make contact with the college in order to receive support.		

*By signing below, I acknowledge the above and will abide by the listed requirements.*

Student's Printed Name: \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

Dr. Jaime Nelson,  
 College & Career Coordinator \_\_\_\_\_ Date: \_\_\_\_\_  
 janelson@vanburenschools.net

