



SHS Dual Enrollment Agreement



In order to participate in dual enrollment, all Schoolcraft High School students must sign and review this form.

In accordance with the Postsecondary Enrollment Options Act (PSEO) (Public Act 160 of 1996) and the Career and Technical Preparation Act (Public Act 258 of 2000), Schoolcraft High School provides general information about the PSEO and college equivalent classes to all students. Please note that recent legislation has amended the PSEO to expand dual enrollment options for high school students in the State of Michigan. The language now allows students to begin taking dual enrollment classes as early as Grade 9. Students at SHS are assisted in finding courses, completing applications, and looking up credit transfer information on the **Michigan Transfer Network** (please see information on reverse).

Schoolcraft High School fully participates in dual enrollment with any accredited college or university. SHS will pay the student's tuition, fees, and required materials up to 1/12 of a foundation grant per course.

Students are also notified of their duties and obligations as a dually enrolled student, as follows:

- Students must have taken and received a qualifying score on at least one of the following tests in order to take dual enrollment courses: MME, ACT, SAT, Compass, Accuplacer, EXPLORE, PLAN, or PSAT.
- Students are not allowed to dual enroll in a course that overlaps two class periods, without permission from the counseling office.
- Students must account for travel time in figuring the semester schedule.
- Students are responsible for their own transportation.
- Students who fail to successfully complete their dual enrollment course will be assessed a fine equal to the cost of the course.
- Any supplies required for dual enrollment courses are the student's responsibility, along with any textbooks, tuition or fees beyond the amount of 1/12 of the foundation grant (per course) as outlined above.

All dual enrollment courses will appear on the student's transcript with accompanying grades. Final grades will be included in the semester GPA, cumulative GPA, and class ranking.

Students dual enrolling may have the costs of required textbooks paid for by Schoolcraft High School provided that the total amount of tuition, fees and books does not exceed the statutory cap per course.

- **Students should first check with the media center to see if the textbook is already available.**
 - If the book is available, the student will check the book out of the library
 - Upon completion of the course, textbooks must be returned to Schoolcraft High School. If textbooks are not returned, the student account will be charged for the replacement cost.
 - Student is responsible for any damages to the textbook in the same manner as any other textbook borrowed from the library
- **If the textbook is not available, the student is responsible for purchasing the textbook.**
 - If a student wishes to be reimbursed for a textbook, the student must bring the textbook, the initial receipt, their transcript showing successful completion of the class, and the attached *Dual Enrollment Textbook Reimbursement* form to the media center within 30 days of the completion of the course.

Students are responsible for following the course syllabus in all aspects. This includes, but is not limited to, attendance, work completion, maintenance of passing grades, and logging into online courses. Failure to do so could result in the student being dropped from the course by the institution without prior notice. Students will receive an “E” on their SHS transcript should this occur. The institution has independent authority in this decision.

Dual enrollment courses are **college courses** and are regulated by the accrediting college or university; **this includes the timing of scheduled breaks**. Students are responsible for attending courses and completing coursework when courses are scheduled and run by the college, even if they conflict with local-district breaks.

Students are responsible for knowing if the credits will transfer to any other institution. While SHS counselor may assist the student in the use of the Michigan Transfer Network, it is ultimately the student’s responsibility to verify the information with the institutions in question.

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Michigan Transfer Network

The Michigan Transfer Network is a product of the Michigan Association of College Registrars & Admissions Officers. The MACRAO Transfer Agreement is designed to facilitate transfer from community colleges to baccalaureate colleges and universities. It provides for transferability of up to 30 semester credits to meet many (and in some cases all) of the general education requirements at participating Michigan four-year colleges and universities.

The Michigan Transfer Network allows students, advisers, and the general public to view transfer course equivalencies between many Michigan colleges and universities.

To utilize the Michigan Transfer Network, begin at the following website: <http://www.michigantransfernetnetwork.org>

You may search by institution receiving or by institution transferring from.

Example: Select Search by Transferring (From) Institution. Enter Kellogg Community College into the Transferring Institution field. Enter Psychology into the Subject field. Enter Western Michigan University into Receiving Institution field. Hit search. You will see the Kellogg Community College courses on the left and its equivalent at Western Michigan University on the right.

The equivalencies are going to be different from institution to institution. It is important to verify the information at each institution.

It is important to note that not all Michigan institutions participate in the MACRAO agreement and the agreement is limited to institutions within the state of Michigan. Some Michigan Institutions have more stringent rules on transferring credit than others.



SCHOOLCRAFT COMMUNITY SCHOOLS

SCHOOLCRAFT HIGH SCHOOL

Dual Enrollment Declaration Form

NAME COLLEGE/UNIVERSITY IN WHICH ENROLLED

DATE V# Date of Birth

PSEO Dual Enrolled

Early Middle College Student

I have read and agree to follow all provisions of the Schoolcraft High School Dual Enrollment Agreement.

As a student who will be dual enrolled, you must designate whether this course(s) will be for high school credit, college credit, or both. Please designate this information on the Tuition Authorization Form.

Fill in the appropriate information for your dual enrollment class(s).

5-Digit CRN #	Subject	Course #	Course Title	Days/Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*I understand there may be charges incurred by my student that are not covered by Schoolcraft Schools and will be my responsibility to pay. If my student drops a class after the drop/add period, they will receive an E on their high school transcript and be required to reimburse the district for all related costs.

Student Signature

Date

Parent Signature

Date

LEARNING TODAY... LEADING TOMORROW.

Postsecondary Enrollment Options (PSEO)

Tuition and Transcript Authorization

Student		
Valley number V	Last name	First name

Eligible Courses								
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Summer Year: _____					Program: <input type="checkbox"/> Early College <input type="checkbox"/> Dual enrolled			
5-digit CRN	Subject	Course Number	Course Title	Contact Hours	Credit Hours	Earn Credit for:		
						KVCC	High School	Both
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Prerequisite courses and SAT or Accuplacer placement test score levels are enforced as listed in course descriptions. Your choice for earning credit is final once the course begins. Courses taken under the PSEO act may not be audited.

High School	
Name	Schoolcraft High School
Send invoice to:	
Attention	Kendra Drewyor
Address	551 East Lyons Street Schoolcraft, MI 49087
Telephone	269-488-7386
E-mail	drewyor@schoolcraftcs.org
<input type="checkbox"/> Bill Michigan Department of Education (<i>nonpublic school</i>)	

Payment Authorization	
The high school will pay Kalamazoo Valley for the cost of tuition and fees for eligible courses, or any remaining balance not paid by the Michigan Department of Education for nonpublic schools.	
Principal/Counselor's signature	Date

Early College
dcoates@kvcc.edu
269.488.4509 p
269.488.4458 f

Financial Services
accountsreceivable@kvcc.edu
269.488.4162 p
269.488.4555 f
Note: Send completed forms here.

Admissions, Registration & Records
arr@kvcc.edu
269.488.4281 p
269.488.4161 f

Enrollment Management
enrollment@kvcc.edu
269.488.4303