

Galesburg-Augusta High School
Application for Dual Enrollment
Due Date: Friday, April 19, 2019

Student Name: _____

Grade (19-20): _____

By signing below, I agree to the following:

- I am applying for dual enrollment for the 19-20 school year.
- I understand the eligibility requirements for qualifying test scores and qualifying courses.
- I agree to arrange my own transportation and understand that I am responsible for attending and completing any course for which I enroll.
- I understand that Galesburg-Augusta High School will pay tuition and mandatory course fees, including technology fees, material fees (**including textbooks**), registration fees, and any late fees charged by the postsecondary institution, **if the amount of foundational allowance for the course is great enough to cover the expense.** Eligible charges do not include transportation, parking, or most activity fees.
- **I understand that I am responsible for paying costs not covered by G-A.**
 - **Any outstanding costs must be paid before a student begins a subsequent dual enrollment course and/or to be eligible to walk at graduation.**

***Please note that if a pupil fails to complete/does not earn a passing grade in a district paid postsecondary course, (s)he is responsible for the fees/tuition not refunded by the postsecondary institution.**

Student Signature

Date

Parent/Guardian Signature

Date

Eligible Students

1. _____ Must be enrolled in both the district and post-secondary institution during the district's regular academic year and be enrolled in at least one course at the high school.
2. _____ Have taken and achieved a qualifying score on the SAT or KVCC placement tests in the subject area of the eligible course a student would like to take.

Eligible Courses

1. _____ A course offered by an eligible postsecondary institution that is not offered by the school district or a course offered by the school district but is determined by the High School Principal to not be available to the eligible student because of a scheduling conflict beyond the student's control.
2. _____ Courses that are NOT hobby, craft, recreational, or in the areas of physical education, theology, divinity, or religious education.

Verified by: _____
Counselor's Signature

Date

Principal's Signature

Date

Dual Enrollment FAQ

1. What is dual enrollment?

Dual enrollment is an accelerated path to and through college that can save you time and money. Dual enrollment allows high school students the opportunity to take college coursework, where college credit may be earned and possibly transfer to the college they choose to attend after graduation.

2. What are the benefits of dual enrollment?

High School Students who complete even a single college class are:

1. More likely to graduate from high school.
2. Significantly more likely to attend college, persist in college, and complete an Associate's degree or higher.
3. Less likely to take remedial courses in college.

3. What is the cost?

Under the Postsecondary Enrollment Act, Galesburg-Augusta High School will pay tuition and mandatory course fees, including technology fees, material fees (**including textbooks**), registration fees, and any late fees charged by the postsecondary institution, **if the amount of foundational allowance for the course is great enough to cover the expense**. Eligible charges do not include transportation, parking costs, or most activity fees. If a student does not complete a district/school paid postsecondary course (s)he is responsible for fees/tuition not refunded by the postsecondary institution. The foundational allowance for 2018-2019 was **\$557.21 per course, however, this amount changes year-to-year**.

4. Do I qualify?

In order to qualify for dual enrollment, students must be enrolled at Galesburg-Augusta High School and Kalamazoo Valley Community College (KVCC) during the regular academic year and be enrolled in at least one course at the high school. The student must also have achieved a qualifying score on the SAT or KVCC placement tests in the subject area of the eligible course a student would like to take (**see attached "Placement Score Equivalencies Chart"**).

5. How many courses can I take?

Students in grades 9-12 may take **up to ten total** postsecondary courses through dual enrollment. There is also a **maximum per grade level** depending on when students begin taking courses through dual enrollment.

6. What courses can I take?

Eligible courses are those **not offered by the school district** and are NOT hobby, craft, recreational, in the areas of physical education, theology, divinity, or religious education. Begin to look over the KVCC course catalog and course offerings. The high school counselor and/or college adviser can also assist in deciding on a course. It is important to consider what college you will be attending upon graduation to ensure that the KVCC course can be transferred.

7. How do dual enrollment courses work with my schedule and credits?

Beginning with the class of 2021, a 1-2 credit KVCC course will be equivalent to 0.5 G-A credits (one hour on G-A schedule) and a 3-4 credit KVCC course will be equivalent to 1.0 G-A credits (two hours on G-A schedule). For students in a graduating class prior to 2021, a 1-2 credit KVCC course will be equivalent to 0.25 G-A credits and a 3-4 credit KVCC course will be equivalent to 0.5 G-A credits. The KVCC course will be listed on your G-A schedule as one or more of your 7 hours and during this time you will not be required to be on the G-A campus. Your KVCC course can be taken in the evening, on the weekend, or at any time that does not conflict with your scheduled on-campus G-A classes.

8. How does my grade transfer?

The grade that you earn for your KVCC course will be recorded on your college transcript and will also be computed into your grades at G-A. KVCC issues a point value which is then calculated using G-A's grading system. For example, if you earn a 3.5 in your KVCC class, you will earn a B+ on your G-A transcript. Beginning with the class of 2021, students will need to submit a request to the principal to have a course "weighted" if it is deemed to be worthy of an Honor point.

9. How do I get started?

You will need to submit the "Application for Dual Enrollment" to the Guidance Office by **Friday, April 19, 2019** to be eligible for consideration for dual enrollment in the Fall of 2019. You will then follow the steps on the "High School Student Checklist" (**see attached**). Your PSEO form must be submitted to the Guidance Office once you have registered for your course(s). **You will need to follow the same steps again for registration in October if you will be taking additional classes during the 2nd semester.**

10. How do I get my books paid for?

Ms. Lake will notify you of the remainder of the foundational allowance that can be used for books. Once you receive this information, stop in to the book store at the **KVCC Texas Township campus** and let them know you are a dual enrollment student at G-A. You will be given a book voucher which you can then use at the KVCC book store. If you find a cheaper version online, notify the Guidance Office and we can order the book for you. **You will still be responsible for any cost above-and-beyond the foundational allowance.**

We are very excited for this opportunity for G-A High School Students. Please contact the Guidance Office with any questions!

Resources:

Online application: www.kvcc.edu/apply

Course catalog: <https://www.kvcc.edu/academics/schedcat/catchoose.php>

High School Student ENROLLMENT CHECKLIST

- Admission** - Complete an application online. You should begin this process by the first of April for fall semester classes or October for winter semester classes. You will receive your acceptance letter in the mail within one week. Applicants under the age of 14 will need to seek approval for admission from the Director of Admissions, Registration and Records. Please call 269.488.4281 for underage applicant procedures.

- High School Approval** - Consult with your high school representative to determine your Early College or Dual Enrollment qualifications under the Postsecondary Enrollment Options Act (PSEO).

- Assessment** - Course prerequisites are enforced at Kalamazoo Valley which requires assessment of your placement level prior to registering for classes. There are three ways you can satisfy this requirement:
 - **SAT/ACT scores** - Kalamazoo Valley accepts ACT scores and the new SAT scores from tests taken March 2016 or after. Submit your scores to Student Success Services.
 - **Placement Test** - complete the free placement test given on a walk-in basis in our Testing Centers.
 - **College Courses** - have completed a college level English and/or math class at another institution with a grade of 2.0/C or better, or have earned a bachelor's degree or higher as identified on the Kalamazoo Valley application.

- Consultation** – Meet with a Kalamazoo Valley counselor to plan your college pathway to success. Call the Student Service Center to schedule an appointment.

- Registration** - Register for classes online in My Valley or by coming on campus during posted registration hours. Registration begins in March for summer, in April for fall, and October for winter and continues through the start of classes. Students attending college for the first time must be registered prior to the first week of class.
 If you will be registering for a class with seats reserved for high school students, you will need to be identified as a PSEO student either by submission of a PSEO form for Dual Enrolled students or notice to Kalamazoo Valley by the high school of acceptance into the Early College program. Please allow two business days for processing from the time of notification before attempting to register for reserved seats.

- Payment (PSEO Form)** – A completed PSEO Tuition and Transcript Authorization form must be submitted to the Financial Services office prior to the payment deadline. The PSEO form must show the classes you are approved and registered for to retain your classes. The form is available online or from your high school.

- Student ID** - Stop by the Student Service Center when the semester begins to pick up a Student ID card needed to use many services. At the Arcadia Commons Campus, it is required for parking validation and door access.

CONTACT INFORMATION

| Service Office | Texas Township Campus | *Arcadia Commons Campus | E-mail |
|--------------------------------------|-----------------------|-------------------------|---------------------|
| Admissions, Registration and Records | 269.488.4281 | 269.373.7800 | arr@kvcc.edu |
| Enrollment Management | 269.488.4303 | 269.373.7800 | enrollment@kvcc.edu |
| Financial Aid | 269.488.4340 | 269.373.7800 | finaid@kvcc.edu |
| Pay Station | 269.488.4162 | 269.373.7800 | paystation@kvcc.edu |
| Student Service Center | 269.488.4100 | 269.373.7800 | |
| Student Success Services | 269.488.4040 | 269.373.7834 | success@kvcc.edu |
| Testing Center | 269.488.4235 | 269.373.7836 | testcenter@kvcc.edu |

* Anna Whitten Hall serves all downtown locations including the Bronson Healthy Living campus.

04/05/18

Kalamazoo VALLEY™ community college

Placement Score Equivalencies Chart

To ensure your success and correct course placement, you must have test scores on file before registering for classes. Please refer to this chart to determine your course placement. For more information or to make an appointment, contact Student Success Services. On the Texas Township Campus, visit Room 9300 or call 269.488.4040. On the Arcadia Commons Campus, visit Room 109 in Anna Whiten Hall or call 269.373.7800. On the Bronson Healthy Living Campus, visit Room 211 or call 269.548.3300. If you see a counselor or advisor in the Office for Student Access, please call 269.488.4397.

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| Classic Accuplacer Scores | SAT Scores | Next Generation Accuplacer Scores | ACT Scores | Course Placement | Notes |
|---------------------------|-------------------------------|-----------------------------------|---------------------------|------------------|--|
| Sentence Skills | Writing & Language | Writing | English | | |
| 0-49 | 0-16 | 200-229 | 0-12 | See Notes | Your next step: Schedule New Student Orientation (269.488.4048). Prior to orientation, Student Success Services will contact you to discuss your placement scores and important next steps. |
| 50-75 | 17-21 | 230-246 | 13-14 | ENG 078, 079 | Minimum test scores required for reading and math. |
| 76-89 | 22-24 | 247-259 | 15-17 | ENG 098, 099 | ENG 099 requires a minimum reading score of 43 Accuplacer, 19 SAT, 235 Next Generation, 13 ACT; or successful completion of ENG 078 (with above noted reading scores or TRS 096) or ENG 079. |
| 85-89 + Reading 53+ | 23-24 + Reading 22+ | 254-259 + Reading 248+ | 16-17 + Reading 14+ | Decision Zone | If your overall GPA is 3.0 or higher, bring your high school transcript (end of junior year to within two years of graduation) for counselor or advisor evaluation. Decision Zone requirements must be finalized two weeks prior to the start of the semester. |
| 90-120 | 25-40 | 260-300 | 18-36 | ENG 110, 160 | ENG 110 requires a minimum reading score of 53 Accuplacer, 22 SAT, 248 Next Generation, 14 ACT; or successful completion of ENG 098 (with above noted reading scores or TRS 096) or ENG 099. |

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| Reading Comprehension | Reading | Reading | Reading | | |
|-----------------------|---------|---------|---------|------------------------|---|
| 0-33 | 0-17 | 200-225 | 0-11 | See Notes | Your next step: Schedule New Student Orientation (269.488.4048). Prior to orientation, Student Success Services will contact you to discuss your placement scores and important next steps. |
| 34-52 | 18-21 | 226-247 | 12-13 | TRS 096 and 104 or 105 | Minimum test scores required for writing and math. |
| 53-85 | 22-24 | 248-262 | 14-18 | TRS 102 | Recommended for health careers and science majors. Discuss with a counselor or advisor. |
| | | | | TRS 104 | Counselor/advisor discretion |

* Indicates minimum test scores enforced by Kalamazoo Valley Community College. Successful completion means receiving a minimum of 2.0 or higher. Kalamazoo Valley allows for one retest per semester, with approval. To retest, you will need to provide a retesting permission slip (from a counselor or advisor) and proof of remediation. It is recommended that you contact a counselor, advisor or Testing Center staff for practice materials prior to retesting. You can also visit www.accuplacer.org for practice materials. ALEKS retesting requires completion of three hours within the learning modules.

MATH

| Classic Accuplacer Scores | SAT Scores | Next Generation Accuplacer Scores | ACT Scores | ALEKS Scores | Course Placement | Notes |
|---------------------------|------------------------------------|-----------------------------------|----------------------------------|--------------|------------------------------------|---|
| Arithmetic | Math | Arithmetic | Math | Math | | |
| 0-23 | 0-15 | 200-203 | 0-12 | 0-3 | See Notes | Your next step: Schedule New Student Orientation (269.488.4048). Prior to orientation, Student Success Services will contact you to discuss your placement scores and important next steps. |
| 24-39 | 15.5-19 | 204-219 | 13-14 | 4-8 | MATH 1079 | Minimum test scores required for reading and writing. |
| 40-79 | 19.5-25 | 220-259 | 15-19 | 9-13 | MATH 094 | |
| 80-120 | 23.5-25 See Decision Zone Below | 260-300 | 18-19 See Decision Zone Below | 14-27 | MATH 096, 100, 105 or 106, BUS 102 | Discuss math options with a counselor or advisor. |

| Elementary Algebra | Math | Quantitative Reasoning & Statistics | Math | Math | | |
|--|------------------------------------|---|----------------------------------|---------------------------------|------------------------------------|--|
| 0-39 See arithmetic scores for placement. | 23.5-25 See Decision Zone Below | 200-219 See arithmetic scores for placement. | 18-19 See Decision Zone Below | 14-29 | Math 096, 100, 105 or 106, BUS 102 | |
| 35-39 + Reading 53+ | 23.5-25 + Reading 22+ | 215-219 + Reading 248+ | 18-19 + Reading 14+ | 28-29 + Reading See Notes | Decision Zone | If your overall GPA is 3.0 or higher, bring your high school transcript (end of Junior to within two years of graduation) for counselor or advisor evaluation. Decision Zone requirements must be finalized two weeks prior to the start of the semester. Consultation with math faculty required. |
| 40-84 | 25.5-27 | 220-264 | 20-21 | 30-45 | MATH 115, 116 | |
| 85-120 | 27.5-29 | 265-300 | 22-25 | 46-60 | MATH 120, 140, 150 | |
| | | | | | MATH 220 | |
| **** | 29.5-31 | | 26 | 61-75 | MATH 152, 156, 158 | |

| College Level Math | Math | Advanced Algebra Functions | Math | Math | | |
|--|---------|--|-------|--------|--------------------|--|
| 0-59 See elementary algebra scores for placement. | 27.5-29 | 200-239 See Quantitative Reasoning & Statistics scores for placement. | 22-25 | 45-60 | Math 120, 140, 150 | |
| 60-84 | 29.5-31 | 240-264 | 26 | 61-75 | MATH 152, 156, 158 | |
| 85-120 | 31.5-40 | 265-300 | 27-36 | 76-100 | MATH 160 | |

Registration Steps for Dual Enrollment Courses

- Open www.kvcc.edu and click on **Login** in the top right corner
- Click on **MyValley** tab on top of page and enter your username and password
- Once you have logged in, you will want to click on **your name** (first letter of your first name and full last name; Ex. John Smith = jsmith) which is now in the top right corner
- Click on **Banner Self Service** on the left
- Click on the **Student Service & Financial Aid** tab on the left
- Click on **Registration**
- Click on **Select Term**
- Select which **Term** you are interested in signing up for
- Click **Submit** and you will return to the main registration screen
- Click on **Add/Drop Classes**
 - If you know the course **CRN** you can just enter it now and select **Submit** to register
- Click on the **Class Search** button on the bottom of the page
- Select the **Subject** the class you are interested in is under. (Ex. If looking for College Writing select English)
- When the subject is selected click **Course Search** on the bottom
- When you find the class you are looking for, click the **View Sections** button on the right of the class
- When the class is selected, review the course's time, days and location to determine if that class works for you
 - If you click on the **Blue CRN** more details about the class will be displayed
- If the class works for you, click the box next to the section under select and click the **Register** button
- **You will now be registered for the class!**
 - If you need to refer back to the classes you have registered for, return to the **Student Services & Financial Aid** tab and click on **Register** then **Concise Student Schedule**
 - Here you can see all the times and days for the classes you have signed up for. Here you can refer back to and figure out what your class schedule will be for the semester
 - If you made a mistake with the class, on the menu that shows your registered classes, click the **Action** drop down menu and select **Drop** then **Submit** to drop a wrong class
- Repeat the steps above to schedule more classes
- When you are finished, **print 2 copies** of your **Concise Student Schedule**
 - Turn in one copy to your HS Counselor and keep a copy for yourself

Common Questions about Registering for Courses

Contact the Computer Lab, 269-488-4250 if:

- You cannot login to MyValley
- You have forgotten your username or password
- You have been locked out of the system

Contact the Admissions, Registration and Records, 269-488-4281 if:

- If you did not get your acceptance letter
- Need to submit or update test scores
- Have a change of address
- You have a hold on your account
- You have questions about not meeting a prerequisite
- You have any issues regarding registering for classes

Contact your High School counselor if:

- You have questions about scheduling conflicts
- You have questions about payment of courses
- You have questions about meeting test score requirements

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 | | | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Send invoice to:</td> <td style="width: 50%; border: none;">Send official transcript to: (if different)</td> </tr> <tr> <td style="border: none;">Attention</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Address</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Telephone</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">E-mail</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Bill Michigan Department of Education (<i>nonpublic school</i>)</td> <td style="border: none;">Student's UIC (<i>nonpublic school</i>)</td> </tr> </table> | | Send invoice to: | Send official transcript to: (if different) | Attention | | Address | | Telephone | | E-mail | | <input type="checkbox"/> Bill Michigan Department of Education (<i>nonpublic school</i>) | Student's UIC (<i>nonpublic school</i>) |
| Send invoice to: | Send official transcript to: (if different) | | | | | | | | | | | | |
| Attention | | | | | | | | | | | | | |
| Address | | | | | | | | | | | | | |
| Telephone | | | | | | | | | | | | | |
| E-mail | | | | | | | | | | | | | |
| <input type="checkbox"/> Bill Michigan Department of Education (<i>nonpublic school</i>) | Student's UIC (<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 |

| Transcript Authorization | |
|--|------|
| I authorize Kalamazoo Valley to send my official transcript to the above high school for transfer credit purposes. I also agree to have my transcript sent to the Kalamazoo Regional Educational Service Agency (KRESA), as necessary. | |
| Student'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

**GALESBURG-AUGUSTA HIGH SCHOOL
DUAL ENROLLMENT
WEIGHTED GRADE REQUEST**

Submit the following documents to request to have a dual enrollment course weighted:

- This form, complete with signatures
- Course description from college course catalog or online catalog

Deadline for this submission is **May 15** for fall semester DE Class(es) and **November 15** for spring semester DE class(es). If the due date falls on a non-school day, the due date becomes the next business day.

Note: Only complete applications with all requested documents will be considered.

Student Name _____ Date _____

COURSE FOR WHICH WEIGHTED GRADE IS BEING REQUESTED:

Semester _____ Year _____

Name of Class _____

Course Number (from catalog) _____

Postsecondary Institution _____

Time(s) Course Offered _____

Day(s) Course Offered _____

RATIONALE: Why do you feel this course merits a weighted grade?

How does this course relate to your postsecondary goals?

SIGNATURES:

Parent _____

Student _____

College Adviser _____

