

HISD Dual Enrollment Guidebook

*2020-2021
HISD Dual
Enrollment
Cohorts*

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Welcome

We would like to take the opportunity to welcome you to our dual enrollment family. This is an opportunity of a lifetime. Congratulations on this decision. Mid is very lucky to be welcoming you.

We are here to support you as you begin your college career and navigate college courses as a high school student here at the Huron Area Technical Center. Please know that both Mrs. Smith and Mrs. Hessling are here to help you with any questions along the way, guide you in this process, and assist you where necessary.

Certainly, you will meet new people, engage in rigorous coursework, feel the rewards of completing tasks, and learn the skills of time management and communication. These experiences will help you in all facets of life.

We wish you the best of luck on this journey and welcome you to the HATC family!

Sincerely,

Sandi Smith

*Mrs. Sandi Smith
Dual Coordinator
HATC Student Services*

Theresa Hessling

*Mrs. Theresa Hessling
Dual Administrator
HATC Assistant Principal*

Contact Information

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Course Outline

Dual enrollment is structured for students to complete as “cohorts”.

Students are expected to begin and continue within this cohort with the course sequence scheduled.

The course sequence is designed to follow the Michigan Transfer Agreement (MTA). This is used to best facilitate the transfer of credits to four-year universities.

OUTLINE OF DUAL ENROLLMENT PROGRAM @HATC
Updated 6/2020

FIRST YEAR COHORT CLASSES

Fall Semester	Course Name	Credits
ENG 111	Freshman English Composition	3 credits
MAT 105	College Intermediate Algebra	3 credits
MAT 107	College Algebra	3 credits or
MAT 124	Pre-Calculus	5 credits
PSY 101	Introduction to General Psychology	3 credits or
COM101	Fundamentals of Communication	3 credits
Winter Semester		
ENG 112	Introduction to Literature	3 credits
MAT 212	Introduction to Probability and Statistics	3 credits
COM 101	Fundamentals of Communication	3 credits or
PSY101	Introduction to General Psychology	3 credits
SECOND YEAR COHORT CLASSES		
Fall Semester		
ENG 222	Expository Writing and Research	3 credits
MAT 107	College Algebra	3 credits or
MAT 124	Pre-Calculus	5 credits
BIO 101	College Biology	4 credits
Winter Semester		
MAT 126	Calculus	5 credits or
SOC 101	Principles of Sociology	3 credits or
GEL101	Geology	4 credits or
PSC101	Astronomy	4 credits
HIS 101	Issues in Western Civilization	3 credits
POL 201	Introduction to American Gov't	3 credits

(Schedule may change due to instructor availability or other unforeseen circumstances)

Placement

Mid uses multiple measures to determine placement into math and English courses. SAT scores may not be obtainable for some students as they have yet to test. Scores are suggestions for placement. No student will be placed solely on SAT scores. Review of all measures will determine appropriate placement.

Placement decisions are determined by using one or more of the following:

- Cumulative GPA
- Grades in English Classes
- Grades in Math Classes
- SAT Scores
- Responses on the English Self-Guided Placement Survey

Students must place into English 111 and minimum Math 105 to participate in the cohort.

Course Delivery

Students must understand that these are college level classes taught by college instructors with college level expectations.

The course syllabus is **vital** to the student and their success in the class.

Mid Michigan College strives to have all classes directly taught in person by MMC instructors. In some instances, online or distant learning classes are the only option.

Subject to change depending on adjunct availability.

English:

English Self-Guided Placement Survey

Students who have English SAT score:
Overall High School GPA and
480 or higher for SAT EBRW

Students without SAT score:
GPA of 3.0 or higher and
Grade of B- or better in
English courses.

Math:

Students who have Math SAT score:
Overall High School GPA
Math SAT Score 530 or
higher

Students without SAT score:
GPA of 3.0 or higher and Grade
of B- or better in Algebra I or II
will determine placement.

In person:

- ENG111
- ENG112
- COM101
- MAT105
- HIS101
- POL201
- DRF120
- DRF210

Online:

- MAT107
- MAT124
- MAT212
- MAT126
- GEL101
- PSC101
- SOC101
- ALH100

Course Delivery cont.

Distance Learning (Zoom):

- ENG222
- PSY101

Hybrid:

- BIO101 - Lecture online/Lab in person
- MAT107 – In person lecture and online split (1 day each)

Cohort Deviations

Second year students or first year seniors may be able to swap out courses that are more relevant to the career that they are planning on pursuing.

A student needs to request this opportunity by talking to Mrs. Smith.

Cohort classes must have met the minimum number of students enrolled to be able to offer this option.

NOTE:

Any deviations from the cohort will result in the student purchasing their own book(s) for the course.

Here are some examples of courses that students have taken in place or in addition to the ones in the cohort:

- CIS100: Intro to Information Systems
- BUS151: Intro to Business Issues
- ECON201: Principles of Econ (Macro)
- ECON202: Principles of Econ (Micro)
- ACC201: Financial Accounting
- HIS102: Issues in West Civ II
- HED115: Stress Management
- PSY205: Abnormal Psychology
- PSY212: Developmental Psychology
- ALH100: Medical Terminology
- SSC200: Soc Sci & Cont America
- SCI200: Sci, Tech & Society

or any of the following Concurrent Enrollment Courses offered at HATC, which are taught within the HATC CTE program

- DRF120 Intro to AutoCAD
- DRF210: Intro to Solidworks
- AIM113: Intro to CNC
- AIM116: Intro to CNC Programming

Textbooks

Mid Michigan College uses Open Educational Resources (OER) Books when available. These are digital books that can be found in the Moodle shell free of charge to students.

The HISD does have a few copies of the OER books on hand for students who may prefer having an actual book. These are issued on a first-come, first-serve basis.

Textbooks that are not provided in digital content have been purchased by the HISD and are loaned to students taking the cohort courses.

Students will be issued books numbered by label and asked to sign the textbook agreement (see right) when obtaining.

These books are expected to be returned at the end of the semester in acceptable condition.

Failure to do so will result in the student being charged for that book.

Students are allowed to highlight or make marks in the textbooks that will aid in their learning. It is asked that this be kept to a minimum and not prevent future students from being able to use the book.

Huron Intermediate School District Textbook Terms:

1. I understand that I am borrowing (not purchasing) the books from the Huron Intermediate School District for use in the Mid Michigan College dual enrollment cohort classes. Books may be new or used and conditions may vary. If there is a condition question, the issue must be resolved before leaving the HATC. **I ACCEPT THE CONDITION OF THE ITEM(S)** upon exiting the HATC.
2. I understand that I must return the borrowed item(s) to the HATC, where the item was borrowed, no later than the last day of the current semester.
3. I understand my return must include all CDs, study guides, workbooks, and other component parts of the books. If the rental return is not complete, the return will not be accepted and I will pay the Non-Return Fee.
4. I understand I must return the borrowed item(s) in good salable condition. Limited highlighting and writing are acceptable. The book is not in “salable” condition, for example, if it is damaged by liquids (rain, snow, coffee, juice, etc.), fire (scorched), chemical spills, tooth marks (rodents, pets, etc.), or spine damage, or if there are any missing component parts. I am responsible for risk of loss from any cause, including theft or lost items. If the item is not in “salable” condition, the return is not accepted and I will pay the Non-Return Fee.
5. I understand, if I fail to return the borrowed item(s) by the Return Due Date, I will not be allowed to register or participate in next semester classes and grades will not be released to local schools

Communication

Student success is dependent on communication.

Students are college students and treated as one. Some MMC instructors may not even know that the student is still in high school. Communication with MMC instructors needs to go through the student, not parent.

- Advocate for yourself
- Ask Questions
- Stay organized
- Seek help right away

Absences - communicate with Mrs. Smith and MMC instructors PRIOR to class. Make sure it is absolutely necessary and a legitimate reason to be absent. Know how it could impact your grade. Make plans with your instructor on how you are going to make up the missed work if allowed.

Grades - grades will be updated in Skyward every other week. They may be used by locals for athletic eligibility. Stay informed about your current progress.

Instructor Office Hours - know when they are and utilize them to communicate. Oftentimes, communication can eliminate and/or decrease issues significantly. These times are a great way to obtain extra help or clarification on assignments.

Remind - This is the messaging platform that will be used to foster communication outside of the HATC between the student and Mrs. Smith. Important information regarding MMC classes, mentoring messages and helpful links for the transition to college after graduation will be posted. Reporting an absence should be done through the HATC office, but notification is also appreciated on Remind or in person.

MMC Portal

Students will be setting up their MMC portal. This portal houses information some of which include Moodle, grades, e-mail and MidWeb (Profile information, class schedule and transcript). The MMC Portal is to a college student as Skyward is to a high school student.

E-mail

@midmich.edu

Students are expected to check their MMC e-mail daily. This is the way your instructor will communicate with you and for security reasons is the preferred method to use with the instructor outside of class.

Moodle

Students are expected to check Moodle. Course content and additional resources may be posted by an instructor. A student may also be able to track their grades through their Moodle, if utilized by the instructor.

Local School Policies - read it PRIOR to starting so that you understand your local school's dual enrollment policy, which we follow.

Attendance

College classes are 16 weeks.

Attendance is taken daily.

It is expected that students will attend all scheduled classes.

Students are expected to attend every day even if the class is online or the instructor states that normal class will not be in session. A student will be marked absent if they are not present.

Understand that the college course calendar may not match up with the local school calendar.

Senior Open Campus is a privilege that some schools allow their seniors. Please note that if you choose to leave your college class to participate in this privilege, you acknowledge your grade could be affected due to missing lecture and/or quizzes given.

- Missing class can result in grades being lowered. Check the course syllabus for attendance policy.
- The instructors for dual understand that you are a high school student and there will be certain times that an event or activity will come up that means you have to miss some time. It is expected that you will communicate this with your instructor at least a week in advance. Course attendance policies may still apply to these situations.
- Students are expected to have their parent/guardian call the HATC office if the student is absent for any reason. HATC has a 24-hour attendance hotline, 989-269-3405, to use for convenience.
- Notify Mrs. Smith through Remind or in person if you must be absent. Two day advanced noticed is appreciated.

Grades

Transferability – Grade of C or better is recommended.

Transcripts - grades will appear on both the high school and college transcripts.

Failure of a course may mean reimbursement of the monies spent from your local school. Please know your school's dual enrollment policy.

You should be aware that any grades you earn at Mid carry forward. These classes are the beginning of your college career.

Athletic Eligibility - grades are shared with local schools every other week and may be used for athletic eligibility at the local school.

Students understand that grades are shared with the Mrs. Smith and their local school. Progress reports are provided weekly and are used to monitor how students are progressing. This safety net allows interventions to happen before it may be too late.

Students will be expected to sign a release authorizing Mid Michigan College to provide grades to the dual enrollment coordinator who will then share with the student's respective school district through Skyward.

Grades cont.

Withdrawing from a class – Colleges allow students to withdraw from a class, but this option is **not** recommended for our dual students as it will affect graduation requirements. Additionally, the student may be required to pay back the tuition to the local school. Withdrawing may also affect future financial aid.

SAP (Satisfactory Academic Progress): Students must be responsible for their learning and maintain good grades (C or better) in order not to be placed on academic probation.

Graduation Requirements

All classes will be counted for both college and high school credit unless you and your counselor/Principal advise us differently. These credits will be used towards graduation requirements. Check your local policy!

A math course is needed in the student's senior year. One must be taken at the local school if it has been approved for the student to not enroll in a college math course the second year through dual. It is the student's responsibility to check with their local district to make sure this requirement is covered.

Senioritis is real! Be sure to finish strong!



Transferability

MTA – Michigan Transfer Agreement

It is highly recommended that students contact those colleges that they have interest in to inquire how MMC credits will transfer. It is strongly encouraged that students speak with the admission representative or college advisor at that institution prior to attending. It is a good practice to obtain that individual's contact information or save documentation regarding your conversation just in case they leave the position.

All classes are meant to transfer based on the Michigan Transfer Agreement (MTA). Reference this when you speak with an advisor.

The HATC has created a document that shows how these classes transfer and will be shared with students and parents but should not be used as verification. Talk to an admissions representative and get it in writing to ensure all transfer to the college of interest.

Transferability cont.

Save your syllabus!!!

Do not take “No” for your final answer. Reach out to the dual enrollment staff at the HATC or your mentor at Mid Michigan College if your post-secondary school states it does not transfer. There may be something that can be done

Classes transfer differently even within the college that you attend. Program of study has an impact on how these credits transfer over.

The receiving institution gets the final say.

Financial Aid (Costs)

Currently all costs are covered between the local district and the Huron ISD.

Failing Class - if a class is failed, local schools may require repayment. Know the local school’s policy.

Withdrawing Class - know your local school’s policy for tuition repayment

SAP – see Satisfactory Academic Progress



Transportation

Students are expected to ride the transportation provided by their local school.

Driving waivers (see right side) are ONLY for those times that school transportation is not provided, which is rare.

The waiver at the right will be signed and kept at the HATC. Content of this document has been provided to the right as a reminder of what was signed.

Be sure to ride your school’s provided bus. Driving to the HATC is not allowed without a preapproved and signed driving permit as well as a valid reason (i.e doctor’s appointment, etc.)



Huron Area Technical Center Waiver & Release

The undersigned, _____,
are the parent(s)/guardian of _____, a student enrolled in the Mid Michigan dual enrollment classes at the Huron Area Technical Center.

The parents and student hereby represent and agree as follows:

_____desires to take one or more classes which are located outside the school at which she/he is enrolled and therefore must travel from the school to the outside location where the classes are held.

- **We understand that our child will ride school-sponsored transportation when provided. Certain situations may arise when school transportation is not available.** This waiver is only for those times that school sponsored transportation is not available to and from the outside location.

Transportation cont.

Ride sharing requires documentation from both sets of parents: The driver obtains a driving permit and the rider obtains a riding permit.

Obtain a driving or riding pass from Mrs. Smith or Mrs. Hessling at least 2 days in advance. Get all the necessary signatures and return to the office.

It is extremely important that you sign in and out with Mrs. Gordon on the day that you drive.

If you miss your local's school bus, go to your local principal and he/she will contact the HATC to discuss options.



- We understand that our child will follow HATC policy and request a driving permit, in advance, if school sponsored transportation is available, but she/he has to drive due to an appointment or school function.
- If the transportation to be used is a motor vehicle to be driven by our child, we hereby represent that our child is a licensed driver and the vehicle is covered by all insurance coverage required by law.
- We further agree that **no other student will ride with our child** without written authorization from each student's parents, a copy of which shall be provided to the school.

By this waiver and release, we waive any and all claims which we might otherwise have, either directly or on behalf of others, against the District, its agents or employees, as a result of our child's failure to use the transportation provided by the District to and from outside classes, and release the District, its agents and employees, from any liability arising out of any injury to our child as a result of our child not utilizing the transportation provided by the District and using alternative transportation instead.

Expectations

Students must understand that these are college level classes with college level expectations taught by college instructors.

You will be asked to sign off on the expectation form that will be kept at the HATC. Content of this document has been provided to the right as your copy of what you signed.

Utilize these reminders to ensure success:

- Follow the HATC handbook
- Attitude of Gratitude
- Solid Work Ethic
- Positive Attitude
- Time Management Skills
- Integrity
- Academic Honesty
- Communication
- Avoid Plagiarism
- Academic Dishonesty: Extreme consequences for not doing your own work.

HISD/Mid Michigan College Dual Program Expectations

I understand that students will attend **all** scheduled classes, except when too ill to attend school. **This includes days when MMC class meets but the local school is not in session.**

I understand that students will follow the Huron Area Technical Center (HATC) Student Handbook while attending classes on the HATC premises and will be treated as a HATC student.

I agree that the student and/or their parent are responsible for the payment of costs involved for textbooks for these Mid Michigan College classes if textbooks are not returned in acceptable condition. I agree that if the student is allowed to deviate from the cohort schedule, they will be responsible for the cost of the book for the class.

I am familiar with my local school dual enrollment policy and will adhere to those guidelines set by my local school as well as those set by the Huron Intermediate School District.

I agree to release all student information from Mid Michigan College to the Huron Area Technical Center, their local school district and parents/guardians.

Technology

Students will be provided a specific laptop for use at the HATC while taking dual enrollment courses.

These assigned laptops will need to be checked out each day upon arrival and returned in working condition to the proper location prior to departure from the HATC each day.

Wi-Fi is available for students to access. Students are expected to access web content that is acceptable and utilize for educational purposes only. Social media is strictly prohibited.

Students are able to use their own personal or local school issued device if preferred. Please note that these are not connected to the HISD and therefore unable to access network printers. Guest Wi-Fi is available for these devices.

Printers are available for students to use each day for school-related assignments that need to be printed.

Students may be able to check laptops out if needed by talking with Mrs. Smith and obtaining the proper permission and documentation.

Cell phones are for educational use only (i.e. laptop, Remind, etc.). Otherwise, they are to be put away and silenced while at the HATC. It is against the HATC handbook to utilize phones/computers for streaming of video, gaming, or other non-educational uses.

Students will be provided a HATC student account for HATC Skyward access and to login to laptops.

Students will be required to sign an acceptable use agreement prior to being able to utilize technology.



Tutoring

Mid Michigan College Library & Learning Services supports your academic success. Their services include tutoring, research strategies, and one-on-one assistance with writing, math, and science.

Mid Michigan College Math and Writing Center can be accessed remotely. Some options are available online. Check out: Midmich.edu/lls

Instructor Office Hours - your instructors are here to assist you. Contact them during their office hours for additional help (see syllabus for days/times).

An on-site tutor is available to students every day of the week by appointment.

Students are not required to seek time with an on-site tutor UNLESS they are falling below the required C in a class.

Students are held accountable thereafter to make sure they are meeting with a tutor.

Benefits of dual enrolling!

- ✓ *Save money on college expenses.*
- ✓ *Provide awareness and appreciation of college expectations.*
- ✓ *Equips students to be better college students overall.*
- ✓ *Learn time management and communication skills.*
- ✓ *See if college is a good fit.*
- ✓ *Meet new people.*
- ✓ *Get a jump-start on earning college credits.*
- ✓ *Earn credits that will transfer to other colleges.*

What is your Why?

Bird's eye tips to get you off to a strong start.



- Stay organized, use a planner
- Never miss a class
- Read the assigned readings
- Check out suggested additional resources
- Bounce ideas off others
- Ask for help
- Be responsible and active.
- Stay in control of your life
- Don't fall behind in your studies
- Know/learn how to study

Mid Michigan College & Huron ISD Dual Enrollment 2020-21 Calendar of Events

<u>2020 Fall Semester</u>	
Tuesday, August 11, 2020	Mandatory Meeting for Student & Parent(s)
Saturday, August 29, 2020	Online Courses Begin: Moodle Shell Opens
Monday, August 31, 2020	Dual Classes begin at Huron Area Technical Center
Thursday, September 3, 2020	Last Day for Schedule Adjustments
Friday, September 4, 2020	No School – Huron ISD Closed
Monday, September 7, 2020	No School – Huron ISD Closed
Friday, October 2, 2020	Last day to Drop for 100% refund
TBD	Winter Registration Begins
Friday, November 13, 2020	County Wide Professional Development
Wednesday, November 25, 2020	Huron ISD ½ day - No MMC Classes
Thursday, November 26, 2020	No School Thanksgiving Break
Friday, November 27, 2020	No School Thanksgiving Break
Friday, December 11, 2020	Last Day to Withdraw - For some schools this is not an option without receiving an “F” for the class on your transcript. Do not get in this situation! Talk to Mrs. Smith if absolutely needed and check with your local school.
Friday, December 18, 2020	MMC Fall Classes End
Friday, December 18, 2020	Huron ISD Borrowed Books Returned
December 23-24, 2020	2020 Fall Grades Posted
<u>2021 Winter Semester</u>	
Saturday, January 09, 2021	MMC Moodle Shell Open for Winter Semester
Friday, January 15, 2021	Last Day for Schedule Adjustments
Monday, February 15, 2021	Huron ISD Closed - Presidents’ Weekend
Monday, March 29 – Friday, April 2	Huron ISD Spring break – No MMC classes
April 30, 2021	Last Day to Withdraw - For some schools this is not an option without receiving an “F” for the class on your transcript. Do not get in this situation! Talk to Mrs. Smith if absolutely needed and check with your local school.
Friday, May 7, 2021	MMC Winter Classes End
Friday, May 7, 2021	Huron ISD Borrowed Books Returned
Friday, May 14, 2021	2021 Winter Grades Posted

****This calendar is tentative and subject to change****

Notes:

The page features a large, dark blue diagonal shape that starts from the bottom-left corner and extends towards the top-right corner. Below this shape, the page is filled with horizontal lines, providing a space for handwritten notes.