

DUAL ENROLLMENT HANDBOOK

2017-2018
Academic Year



Mid Michigan
Community College

midmich.edu/dual

Welcome to College.

Dual enrolling in a college class means that you are considered by MMCC to be a college student. Instructors might not ever be aware that you're still in high school. For all intents and purposes, the college will consider you the same way it considers any other student that it serves.

For this reason, it's important to understand some of the college principles and policies that will affect you and your future.

Most importantly, you should be aware that any grades you earn at MMCC will carry forward. The credits that you earn now can allow you a good head start toward your college degree, and you have the ability to begin generating a high GPA.

However, failure and poor performance in your MMCC classes have real and lasting consequences, which could damage your ability to attend certain colleges, receive financial aid, and/or be eligible to participate in collegiate athletics.

This handbook attempts to clarify various college definitions, policies, and resources so that you can make successful and informed choices for your college career.

If you do have questions beyond the contents of this handbook, or if you need further clarification about its points, feel free to discuss those with your high school counselor or **your Mid Mentor directly at (989) 317-9217, dual@midmich.edu.**

Meet your Mid Mentor



Lindsay Golden

lgolden@midmich.edu (989) 317-9217

I am passionate about dual enrollment and look forward to helping you achieve your personal goals at MMCC. I'm here to answer any questions you may have like choosing your courses, transferring your credits and much, much more.

Contact me today!

*I'm excited to get you started on your college career!
All my best, Lindsay*

Set up your MidMich Email and Online Account:

You must set up your MMCC online Portal account. Please complete the following steps:

- Go to midmich.edu
- Click on the "Portal" link in the upper right hand corner
- Click on the "Account setup" link in the upper right hand corner
- Read the information to set up your username and password
- Click on "login" in the upper right corner
- Click the "e-mail" link in the upper left corner to get your e-mail

This is your college e-mail and will be used for all college communication

Academic Information and Definitions:

Your GPA is a number between 0.0-4.0, which represents the average of your total graded points. An "A" represents a 4.0 and an "F" represents a 0.0.

Transcript:

Your college record that shows all of the classes you've attempted and the grades you've earned. It also lists your GPA by semester as well as your cumulative (total) GPA.

Transfer: Receiving credit at a college or university for a course taken at a different college or university.

Likely, if you earn less than a "C" in one of your MMCC

- courses, it will not transfer to another institution.

How do I transfer my transcript to another college

- **or university:** You will need to fill out a "*Request for Transcript*" form. You can find them online in Midweb, or give MMCC Enrollment a call to find out how to get one: (989) 773-6622 x241.

Failing a Class:

You've failed a class if you receive an "F." Most schools will not pay for a dual enrollment class in which a high school student does not receive credit. This includes both withdrawing from a class and failing it. A failing grade will be present on your transcript and could affect your future college eligibility and financial aid. If you feel you are in danger of failing, you should speak to your counselor and consider withdrawing from your class before the withdrawal deadline.

Withdrawing from a Course:

There are two types of withdrawals, early and late withdrawal.

Early Withdrawal:

You can only early withdraw from a class until the fifth Friday of the semester. Your counselor can let you know if you are still within the early withdrawal window.

If you withdraw early, you will not get credit for the class and the class will not appear on your transcript. It will not count as a part of your college GPA. Withdrawing this way means that no one will be billed for the class, and it will not count against

your future eligibility for financial aid.

Late Withdrawal:

- Withdrawing after early withdrawal but before the last week of class. You will not get credit for the class, and you will be billed for it. Most schools will not pay for a dual enrollment class in which a high school student does not receive credit. However, you will receive a 'W' on your transcript, and it will not count in your college GPA. If you would have failed the class, a late withdrawal is a better option.

How do I withdraw from a course?

You must inform your high school counselor of your intentions to withdraw. Your high school counselor will communicate with MMCC about which class(es) to drop you from.

What if I don't withdraw from a class?

Your transcript will reflect the letter grade (and attached numeric point value) you earned in the class.

What grade will I receive if I withdraw?

If you withdraw within the early withdrawal window, the class will not appear on your transcript. If you withdraw late, you will receive a "W" on your transcript, which will indicate that you took a class and did not complete it.

SAP (Satisfactory Academic Progress):

After you graduate from high school you may apply for federal aid to help cover your educational costs. To be eligible for federal aid at MMCC, you must meet at least a 2.0 GPA and a 67% course completion ratio.

The grades you receive in the classes you attempt as a dual enrolled student do count when determining your eligibility for financial aid. Every college has its own SAP policy so be sure to contact the Financial Aid Office of the college you are planning on attending if you have any questions.

If you have a questions about MMCC's SAP policy, you can contact your Mid Mentor at (989) 317-9217 or dual@midmich.edu.

Student Services at MMCC

The Library and Learning Services (LLS) department offers a wide variety of collaborative services designed to enable student success here at MMCC. With locations on each campus, the LLS provides assistance and learning experiences by utilizing a range of resources and qualified staff.

Library Services

The MMCC Charles A. Amble Library has two locations. You can visit us on the first floor of the Harrison Campus or on the Mt. Pleasant campus in the Center for Liberal Arts and Business . There are also online services for students who want remote assistance. Call the library at (989) 386-6618.

Math Lab

The Math Lab provides *free drop in assistance!* There are several tutors and staff members available during open hours in the LLS of both the Harrison and Mt. Pleasant Campus. If you're having a hard time with math, come see us today - no appointments, no charge!

The Math Labs are located:

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| Harrison Campus Library (989) 386-6677 | Mt. Pleasant Campus Room 180 (989) 773-6622 ext.226 |
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Writing and Reading Center

The Writing and Reading Center is available to assist with everything from the initial topic selection and brainstorming of a paper to final proofreading and editing. You can set up an appointment to meet with someone by calling (989) 386-6616. Online writing assistance is also available. Email write@midmich.edu to learn more.

Science Center

The Science Center, available on the Mt. Pleasant Campus, provides free drop in assistance for students enrolled in any science course at MMCC. It is a dynamic study space where students have access to peer tutors who can assist with the understanding of course content, and resources like models, textbooks, charts and diagrams.

Tutoring & Supplemental Instruction

Tutoring is available for all academic courses, and it offers valuable assistance in course content and study skills. Tutoring is normally done one-on-one, but group tutoring and online options are sometimes available.

To learn more about tutoring contact:

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| Harrison Campus Library (989) 386-6638 | Mt. Pleasant Campus Room 168 (989) 773-6622 ext. 287 |
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Computer Labs:

There are open computer labs on each campus that are available for student use.

Harrison, Room 288
Mt. Pleasant, Rooms 116 and 317

Fitness Center and Student Center:

The Harrison Campus has a Student Center free to all students. It offers tv, video games, computers, and a fitness and weight area.

Academic Advising:

If you want to speak with someone in detail about your future goals and which courses might work best for you in achieving those goals, your Mid Mentor is available to talk through MMCC programs, transfer options, and career exploration. You can set up an appointment by calling (989) 317-9217 or dual@midmich.edu.

Dual Enrollment Orientations

Each summer MMCC will offer several orientation sessions. Attending one of these sessions, while not mandatory, will ensure that your dual enrollment experience gets off to a successful start. Information about orientation will be mailed home to the address on file to all new dual enrollees.

Policies & Procedures

Attendance Policies:

Every instructor has their own policy about attending class. Sometimes, your grade will be negatively affected by not attending class. You will receive a syllabus during the first week, which should outline the instructor's expectations, policies, and grading standards.

Contacting Your Instructors:

It's good practice to contact your instructors directly with questions related to your assignments, your attendance, your grade, etc. Your syllabus should list the appropriate ways to contact your instructor as well as his/her office hours.

Instructor Issues:

On rare occasions, students may need to voice concerns about an instructor. If you would like to talk about instructor-related issues, contact your Mid Mentor at (989) 317-9217 or dual@midmich.edu.

College Catalog

Dual enrolled students are reminded that they need to follow all college policies and procedures. Students are encouraged to familiarize themselves with the College Catalog. You can view an online copy by clicking on the "Current Students" section of our homepage (midmich.edu) and then hovering over "Register For Classes." You will then see the link for the College Catalog.

Academic Honesty

Students have an obligation to abide by accepted standards of academic honesty which dictate that all scholastic work shall be original in nature.

MMCC POLICY ON ACADEMIC DISHONESTY AND PLAGIARISM

Academic Dishonesty: includes, but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. use of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff;
4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

Plagiarism: Plagiarism is using another's ideas as one's own. Plagiarism has two forms, unintentional and intentional. Unintentional plagiarism is usually the result of students being unfamiliar with the academic conventions of citation and documentation. Intentional plagiarism is the result of students knowingly submitting the work of others as their own. This includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. 159 All acts of plagiarism and academic dishonesty will first be dealt with by the instructor. Penalties may range from revision to failing the assignment or the course. Instructors must report all acts of intentional dishonesty or plagiarism, or any penalty resulting in a failure of the course, to the Associate Dean of Student and Academic Support Services. Repeated violations may result in further discipline, up to and including dismissal.

Mature Content Possibility: By enrolling in a college class, you understand that adult topics of a mature nature may arise in the college course, at both planned and unplanned times. Courses may discuss controversial topics from time to time. These discussions should be from an academic perspective but can still be uncomfortable for some students. If you are at all uncomfortable with the content of the class, you need to contact your high school guidance counselor immediately.

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