

Dual/Concurrent Enrollment

Handbook



Welcome to Mid!

Dual enrolling in a college course means that you are considered to be a college student. Instructors might not even be aware that you're still in high school. For all intents and purposes, the College has the same expectations for you as it does for any other student that it serves.

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

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

However, failure and poor performance in your Mid courses 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 clarifies various definitions, policies, and resources so that you can make informed choices for your college career.

If you have questions, discuss them with your high school counselor or **Mid Mentor** by emailing dual@midmich.edu.

Set up your Laker Login and Mid Mich Email.

It is vital that you check your Mid Mich Email.

We will begin sending you important information about your next steps immediately.

Visit midmich.edu/mymid, click **Laker Login Set Up**, and follow the prompts. You will need your Mid Student ID Number, which is included here in your packet.

Add myMid to your phone's Home Screen

How-to | Launch a web browser on your phone and type in midmich.edu/mymid.

Tap the **Share** button or browser menu, tap the **Add to Home Screen** button, tap **Add**, and you're set!



If you have questions beyond the contents of this handbook, or if you need further clarification, feel free to discuss those with your high school counselor or your **Mid Mentor** directly at dual@midmich.edu.



Kasey Olivares
Mid Mentor

Breanna Johnson
Mid Mentor

INVESTING IN YOU personally

Mid really cares about your success and about you as an individual.

That's why we commit to a personalized approach that provides you with an ally and advocate for success during your time at Mid. Once you apply you will be assigned a **Mid Mentor**. Your Mid Mentor is your single-point-of-contact and can assist you with everything, from academic advising to registering for classes. **Contact your Mid Mentor to get answers to your questions!**

MEET YOUR MID MENTOR

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Mt. Pleasant Campus

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Phone (989) 317-9220

Text (989) 264-1998

MEET YOUR MID MENTOR

Breanna Johnson

Harrison Campus

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dual@midmich.edu
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What's the difference?

Dual Enrollment vs Early College

Both of these programs allow you to earn college credit while in high school, but there are differences that are important to understand. *Not all high schools offer an Early Middle College, check with your district.*

Dual Enrollment

Dual students are high school students (public, private, or home-school) who enroll in college courses at a degree-granting postsecondary institution.

Concurrent Enrollment specifically refers to a subset of Mid Michigan College courses taught at a high school by college-approved high school teachers.

Mid is accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP) for the courses the College offers at local high schools. NACEP works to ensure that college courses taught by high school teachers are as rigorous as courses offered on the sponsoring college's campus. This accreditation ensures that Mid courses adhere to the highest standards so students experience a seamless transition to college after high school.

- Save big on transferable college credits, and learn important college-level expectations while completing up to 10 approved college courses while you're in high school.
- Explore career-related coursework or focus on general education courses that fit your educational goals.

Early Middle College

Early Middle College is a five-year high school option designed to allow a student to earn a high school diploma and substantial college credit through an additional fifth year of study.

- Plan ahead and commit to a 5-year combination high school and college. Earn your high school diploma and 60+ credits towards a two-year degree.
- Structured course sequencing based on a specific program of study.
- Year five is spent at Mid as a full-time college student (12-15 credits). At the end of year five, you can earn your high school diploma and associate degree (or 60+transferable credits).

Why Choose Mid?

- **Families save money on college costs!** School districts often pay the tuition and fees for dual enrollees.
- **Mid's credits go with you!** No matter where you want to end up, Mid courses can be a part of your journey. We help you select courses that will work for your goals.
- **Mid puts students first!** Your assigned Mid Mentor provides personalized assistance. We care about your success and about you as an individual. That's why we are committed to a personalized approach that provides you with an ally and advocate for your success.

Student Services & Resources

Library & Learning Services (LLS) offer a wide variety of collaborative services designed to enable student success here at Mid. With locations on each campus, the LLS provides assistance and learning support by utilizing a wide range of resources and qualified staff. Contact the LLS today!
midmich.edu/lls

Library Services

The College has two library locations. You can visit the first floor *Charles A. Amble Library* on the Harrison Campus or Mt. Pleasant Campus library in the *Center for Liberal Arts and Business*.

There are also online services for students who want remote assistance. Call the library directly 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 on both campuses. If you're having a hard time with math, come see us today—no appointments necessary!

The Math Labs are located on each campus.

<i>Harrison Campus</i>	<i>Mt. Pleasant Campus</i>
Library	CLAB 180
(989) 386-6677	(989) 773-6622 x226

Tutoring & Supplemental Instruction

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

Tutoring is available on each campus.

<i>Harrison Campus</i>	<i>Mt. Pleasant Campus</i>
Library	CLAB 168
(989) 386-6638	(989) 773-6622 x287

Writing and Reading Center

The *Writing and Reading Center* is available to assist with everything from 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 Mid. 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 are also available.

Computer Labs

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

Harrison Campus | HA 251 | Library/LLS HA 128
Mt. Pleasant | CSS 140 | CLAB 317

Fitness Center and Student Center

Harrison Campus HA 133
Mt. Pleasant Campus, CLAB 314

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 pathways, programs, transfer options, and career exploration. You can set up an appointment at (989) 317-9217 or dual@midmich.edu.

Career Center

Our *Career Center* assists students with determining a career path that meets their interests, academic abilities, personal values, lifestyle, and the current job market. You can also search for a job, or internship to develop career skills. To schedule an appointment and begin exploring career opportunities, call (989) 317-4613 or email careercenter@midmich.edu.

Dual Enrollment Orientations

Each summer Mid offers several *orientation sessions*. Attending one of these sessions, while not mandatory, ensures that your dual enrollment experience gets off to a successful start. Information about orientation is mailed to the home address on file to all new dual enrollees.



Academic Information & Definitions

GPA

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. **If you earn less than a “C” in one of your courses, it is unlikely to transfer to another institution.**

How do I transfer my transcript to another college or university?

To request an eTranscript visit [The National Clearinghouse](#) website. The National Student Clearinghouse charges \$2.90 for an electronic transcript sent to a participating NSC institution, or \$3.90 to send to any email address (including your own) that you specify.

To request a free printed transcript, complete Mid’s [Transcript Request Form](#).

Failing a Course

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

Dropping a Course

With high school counselor approval, students may drop a course by the fifth Friday of the semester to receive a full 100% refund. Students are required to consult their high school counselor for all schedule changes and to ensure they are within the drop deadline. Courses dropped during this period will not appear on the student’s transcript, no credit will be awarded, and the course will not impact their college GPA. Additionally, dropping a course within the deadline means no charges will be incurred, and it will not affect future financial aid eligibility.

Withdrawing from a Course

With approval from their high school counselor, students may withdraw from a course after the 100% drop deadline but before the final week of the semester. While withdrawing means no credit is earned, the student is still responsible for the course cost. Most schools do not cover the cost of a dual enrollment course if the student does not earn credit. A withdrawal will result in a ‘W’ on the student’s transcript; however, it will not affect their college GPA. If a student is at risk of failing a course, withdrawing may be a better option. Important: ALL schedule changes must be approved by the student’s high school counselor.

How do I withdraw from a course?

You must inform your high school counselor of your intentions to withdraw. Your high school counselor communicates with Mid about which courses to drop you from.

What if I don’t withdraw from a course?

Your transcript reflects the letter grade (and attached numeric point value) you earned in the course.

What grade do I receive if I withdraw?

If you withdraw within the early withdrawal window, the course does not appear on your transcript. If you withdraw late, you will receive a “W” on your transcript, which indicates that you took a course 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 Mid Michigan College, **you must meet at least a 2.0 GPA and a 67% course completion ratio.**

The grades you receive in the courses 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 college you are planning on attending if you have any questions.

If you have a questions about Mid’s SAP policy, contact your Mid Mentor or email dual@midmich.edu.

Policies & Procedures

Course Participation

Every instructor has their own course participation requirements. Sometimes, your grade can be negatively affected by not participating in course sessions. The syllabus you receive during the first week should outline the instructor's expectations and grading standards. Instructors are required to report you as non-participating if you do not participate in the course within the first two weeks. Although dual students are not removed from courses for non-participation, you will be contacted, and your high school counselor notified.

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 their 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.

Survey Participation

At the conclusion of each course, all students have an opportunity to complete an end-of-course evaluation that provides feedback to the College.

In addition to end-of-course surveys, each year Mid surveys dual/concurrent enrollment students who are one (1) year out of high school and four (4) years out of high school. The survey takes just a few minutes to complete, and your feedback helps us document your experience and improve dual enrollment courses for future students.

All survey results are reported only for groups of students; your individual responses are not shared. We ensure that your information remains private and secure, and we greatly appreciate your participation.

Keep your contact information current so we can connect with you for future surveys! To update your contact information, visit **Self-Service** or email dual@midmich.edu.

College Catalog

Dual enrolled students must follow all College policies and procedures. Students are encouraged to familiarize themselves with the College Catalog which is available at midmich.edu/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.

Review Mid's Academic Honesty Policy on Mid's website, visit midmich.edu/academic-honesty.



Share your story...



midmich.edu/share



midmich.edu/dual
dual@midmich.edu

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