

Dual/Concurrent Enrollment

Handbook



Welcome to Mid!

Dual enrolling in a college class means that you are considered 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 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 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 clarifies various definitions, policies, and resources so that you can make informed choices for your college career.

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**.

Set up myMid and your Mid email.

Add **myMid** to your phone's home screen for easy access to useful tools and important updates. Access your schedule, grades, campus events, class cancellation notifications, and much more!

It is vital that you check your Mid email. We will begin sending you important information about your next steps immediately. Visit **midmich.edu/mymid**, click **Account Setup**, and follow the prompts. You will need your Mid Student ID Number, which is included here in your packet.

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!





Karley Roy
Mid Mentor

Lindsay Golden
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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Harrison Campus

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MEET YOUR MID MENTOR

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What's the difference?

Dual/Concurrent Enrollment vs Early Middle 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 College program; check with your district.*

Dual/Concurrent Enrollment

High school students (public, private or home-school) who enroll in college courses at a degree-granting postsecondary institution. NACEP defines concurrent enrollment as the subset of dual enrollment courses taught by college-approved high school teachers in a secondary environment."

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

Early Middle College

Early College is a five-year high school program 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/college program. 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 conclusion, 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.

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.

Harrison Campus	Mt. Pleasant Campus
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.

Harrison Campus	Mt. Pleasant Campus
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, 251, or in the Library (LLS 128)
Mt. Pleasant, Doan 116, and CLAB 317

Fitness Center and Student Center

Harrison Campus 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.

Online Dual/Concurrent Enrollment Orientation

Orientation is offered via Moodle, Mid's online learning management system. Learning how to navigate Moodle now will set you up for future success! Completing orientation ensures that your dual enrollment experience gets off to a successful start. To get started visit midmich.edu/dualnextsteps



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?

You need to fill out a *Request for Transcript* form.

This can be done on our website at midmich.edu/transcripts or on MidWeb.

Failing a Class

You’ve failed a class if you receive an “F.” Most schools do 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 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 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 high school counselor can let you know if you are still within the early withdrawal window.

If you withdraw early, you do not get credit for the class and the class does not appear on your transcript. The course does not count as a part of your college GPA. Withdrawing this way means that no one is billed for the class, and it does not count against your future eligibility for financial aid.

Late Withdrawal

Withdrawing after early withdrawal but before the last week of class. You do not get credit for the class, but you are billed for it. Most schools do not pay for a dual enrollment class in which a high school student does not receive credit. However, you receive a ‘W’ on your transcript, but it does not count in your college GPA. If you are in danger of failing a 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 communicates with Mid about which class(es) to drop you from.

What if I don’t withdraw from a class?

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

What grade do I receive if I withdraw?

If you withdraw within the early withdrawal window, the class does not appear on your transcript. If you withdraw late, you will receive a “W” on your transcript, which indicates 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 Mid Michigan College, **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 college you are planning on attending if you have any questions.

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

Policies & Procedures

Attendance Policies

Every instructor has their own policy about attending class. Sometimes, your grade can be negatively affected by not attending class. The syllabus you receive during the first week, 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.

Survey Participation

At the conclusion of each course, all students have an opportunity to complete an end of course evaluation which provides feedback to Mid's academic division. Students are encouraged to complete these surveys.

Every year Mid administers surveys via email to students who are enrolled in concurrent enrollment courses. Students who are one (1) year out of high school and (4) years out of high school will receive this survey. It requires only five to ten minutes. This information is used for accreditation purposes and to improve concurrent enrollment courses for future students.

To update your account with a current email address, you can do so on your MidWeb account or emailing dual@midmich.edu. The results will be reported only for groups of students. Mid will ensure that information remains private and secure. We appreciate your participation.

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. 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.

MID MICHIGAN COLLEGE'S 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 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.

All acts of plagiarism and academic dishonesty are first 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 Registrar. Repeated violations may result in further discipline, up to and including dismissal. Students may appeal any grade affected by a charge of academic dishonesty or plagiarism through the Grade Grievance Procedure.

Mature Content Possibility By enrolling in a college class, you understand that adult topics of a mature nature may arise, 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 counselor immediately.

Share your story...



YouTube

midmich.edu/share



midmich.edu/dual

dual@midmich.edu