

# CLINTON HIGH SCHOOL

## DUAL ENROLLMENT REGISTRATION PROCEDURE

### Eligibility:

1. 3.0 G.P.A. or higher
2. Obtained a qualifying composite score on the one of the following assessments:  
Act – 21, PLAN – 18, PSAT – 360, SAT – 500
3. Good attendance/passing all CHS classes

### Course Selection:

- Students should check course catalog on-line:
  - Jackson Community College: <https://online.jccmi.edu/go/webadvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=1875245222>
  - Siena Heights: [https://mysiena.sienaheights.edu/ics/Course\\_Availability.jnz](https://mysiena.sienaheights.edu/ics/Course_Availability.jnz)
  - Adrian College: <http://adrian.edu/students-staff/> (Select appropriate semester schedule)
  - Washtenaw Community College: <http://www.wccnet.edu/academics/schedule/>
- Course selected cannot be a religious or hobby course
- Course must be at minimum 2 credits
- Select a course that runs during no more than two class periods or after school
  - Example (8-9:00 AM or 1:30-3:00 PM)
- Review pre-requisites
- Choose 100 level courses

### Considerations:

- Meet with Mrs. Kutzley to discuss options (Dual Enrollment vs. AP)
- Review course equivalencies to determine if/how course will transfer to college you plan to attend. <https://www.michigantransfernetnetwork.org/TranInst.asp>
- Dual enrollment courses are on a 4 point G.P.A. scale.
- Dual enrollment courses begins your college G.P.A., this can positively or negatively impact your future depending on your effort and the outcome of the course.
- Transportation is the responsibility of the student/family
- Colleges have various academic calendars and students must attend courses regardless of the differences

### Final Steps:

- Complete the appropriate dual enrollment form for the college you plan to attend. (available in the counseling office)
- Application and Statement of Understanding (See reverse side) must be turned into the counseling office by **May 15<sup>th</sup>, 2016 for fall semester 2016.**

Any questions regarding the dual enrollment process can be directed toward Mrs. Kutzley, [Heidi.Kutzley@clinton.k12.mi.us](mailto:Heidi.Kutzley@clinton.k12.mi.us) or (517)456-7250

**CLINTON HIGH SCHOOL  
DUAL ENROLLMENT STATEMENT OF UNDERSTANDING**

**I \_\_\_\_\_ understand the Dual Enrollment Statement of Understanding and agree to the following:**

1. I have been advised that classes in Fine Arts, Religion or Physical Education are not eligible courses for dual enrollment funding through Clinton Community Schools as defined by Michigan legislation.
2. I have satisfied all of the CHS course and credit requirements appropriate for my grade and I am on track for graduation.
3. I will provide my own transportation.
4. I understand that Clinton Community Schools is responsible for tuition and eligible registration fees up to approximately \$527 per course. I am responsible for any remaining charges.
5. I will follow the Clinton High School and the college's academic calendar which are often not the same.
6. I am not permitted to register for college Dual Enrollment courses until I meet with my counselor.
7. If I make **any** changes to my approved college classes without the signed consent of the high school administration or counselor. I will be personally responsible for ALL tuition and fees.
8. If I **fail** to successfully complete my Dual Enrollment course, I must repay Clinton Community Schools all charges paid by the district.

**The student chooses to receive (select one):**

College Credit       High School Credit       High School & College Credit

**Student's Current Grade: (Circle one)**    9      10      11      12

**Dual Enrollment Placement Hour:**      1      2      3      4      5      6      7

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**