

DUAL (DIRECT) CREDIT

IMPORTANT INFORMATION

2019-2020

1. What is Early College?

Program	Location	Instructor	Student's Commitment
Dual (Direct) Credit	Student's high School or CTE offering in partnering locations	High school teacher credentialed by Lake Michigan College	Can take individual classes embedded in their high school class schedule
Dual Enrollment	College campus, site (tech centers), or online	Lake Michigan College faculty member	Can take individual classes in coordination with their high school schedule. Individual high school districts may have requirements on allowing students the opportunity to take dual enrollment.
Early Middle College	Combination of high school classes and college campus, site, or online	Both credentialed High School teacher and college faculty member	Requires completion of an application in 10 th grade and commitment of an additional year of high school; student is able to earn a certificate or associate degree along with their high school diploma.

Early College refers to any college courses taken by students while still in high school. Early College offers various types of courses offered at a variety of locations in the area, such as: on an LMC campus, at a high school, or at a local tech center. Lake Michigan College offers three major types of Early College opportunities: dual (direct) credit, dual enrollment, and early/middle college.

All Credits earned through any type of Early College opportunity are treated the same as regular college credit and are transcribed on an LMC college transcript. Many of these credits are also transferable to other colleges and universities.



2. Benefits of Early College

- Community college tuition rates are much lower than state university rates. Dual Credit students pay roughly 1/3 the tuition they would pay at a state university. For parents and students paying for college tuition this is a significant amount of savings.
- A student can start college with several credits, a semester, or even a whole year of credits completed before freshman year of college, allowing the student to focus more on his/her college major, explore other disciplines, or even graduate early.
- Since college credit from Dual Enrollment & Dual Credit comes with a grade, a student can start college with an established GPA.
- College credit is based on the grade received in the class, not on one test taken at the end of the year (as with AP).
- Early College courses are challenging and enhance high level thinking skills, which prepares students for a full-time college/university curriculum.

3. Classes taken for college credit will be recorded on a permanent college transcript.

Unofficial transcripts, schedules, and registration history can be accessed through WaveLink. To request an official transcript, please use the Official Transcripts link within WaveLink. There is a fee associated with sending official transcripts. Please note that you will not receive college credit for a course unless you register by the stated registration deadline (even if you sit through the course). **We do not grant retroactive credit.**

4. Drop / Withdrawal Procedure

The official Early College Drop/Add/Withdraw Form must be completed and submitted by the student to the Early College Office at Lake Michigan College for a class to be dropped or withdrawn from enrollment by the stated deadline. If a student does not follow the college's drop or withdrawal procedure, he/she will receive an 'E' grade on his/her college transcript. **Withdrawing from or failing college classes may cause a student to be ineligible for Federal Financial Aid after high school graduation and can impact admissions decisions into other colleges and universities.**

FREQUENTLY ASKED QUESTIONS

2019-2020

WHO IS ELIGIBLE TO ENROLL?

Dual Enrollment and Dual (Direct) Credit students must be attending High School and meet the prerequisite criteria for the course which may include having a qualifying placement score from high school GPA, on the ACT, SAT, ACCUPLACER® or COMPASS® assessment test. **Some courses do not require any assessment prior to registration; please reference the course offering sheet provided for more information on what is required to enroll in each course.**

HOW MUCH DO DUAL ENROLLMENT OR DUAL (DIRECT) CREDIT COURSES COST?

Dual Enrollment courses are charged at the regular college tuition rates, as listed in the course catalog. Dual Credit courses are generally charged at one-third the rate of regular tuition. The cost of both dual enrollment and dual credit classes may be covered by your high school or tech center; please speak with them for more information on payment options.

CAN HIGH SCHOOL STUDENTS RECEIVE FINANCIAL AID?

Financial aid is not available for students who have not graduated from high school. Students should keep in mind that the college grades and GPA earned now, even while in high school, may affect long-term financial aid eligibility.

I RECEIVED DISABILITY ACCOMMODATIONS THROUGH MY HIGH SCHOOL; WILL THOSE CONTINUE IN COLLEGE CLASSES?

Students diagnosed by the high school or by an outside source should provide documentation to the college's Student Outreach and Support Services (SOSS) office for review. The SOSS office will then notify the student of the results of the review. It is important to provide this information at the beginning of the process to ensure that any accommodations for testing are in place prior to taking the ACCUPLACER assessment and that offices at the college have adequate time to arrange for proper services.

WHAT ARE THE ACCUPLACER/COMPASS PLACEMENT TESTS?

The ACCUPLACER and COMPASS assessments are computer-adaptive college placement tests prepared and maintained by a third party. These tests evaluate student skill levels in Reading (R), Writing (E) and Math (M), ensuring students are placed in appropriate courses that do not exceed their current level of comprehension. Proper placement promotes student success and reduces academic struggle. Lake Michigan College offers the ACCUPLACER test for free. COMPASS testing is no longer offered at Lake Michigan College, however, scores will be accepted if a student has taken the test within the past 5 years.

WHAT IF I DON'T PASS THE ACCUPLACER PLACEMENT TEST?

Students are allowed to take the test up to two times in the first semester of testing, in subsequent academic semesters students will be allowed one additional opportunity to test. They can also submit their ACT or SAT scores instead of taking ACCUPLACER if their scores meet the minimum criteria.

WHAT IF I HAVE ALREADY PROVIDED TEST SCORES TO LAKE MICHIGAN COLLEGE IN THE PAST?

You can review your standardized test scores in your Wavelink account. Lake Michigan College keeps record of ACT, SAT, Compass, and ACCUPLACER scores in a student's record. If scores are not listed and you believe they should be, contact the admissions office immediately at (269) 927-8626.

HOW DO I ENROLL?

Step-by-step instructions are provided on the "Early College Dual (Direct) Credit Checklist." If you are in need of assistance during the process check in with your high school guidance office or Lake Michigan College admissions.

HOW DO I KNOW THAT MY ENROLLMENT WAS COMPLETED?

Students are expected to reference their Wavelink student portal to confirm registration. Most registrations are processed within 5-10 business days of the deadline for students to register. If a student's registration is denied for any reason an email will be sent to both the email address provided and their high school counselor.



FREQUENTLY ASKED QUESTIONS

2019-2020

WHAT CAN I DO IF I AM NOT PERFORMING WELL IN AN EARLY COLLEGE COURSE?

Lake Michigan College provides tutoring to all students enrolled in college classes. Tutoring is available at all campuses, and students can learn more about offerings by calling the Learning Assistance Center at (269) 927-1000 ext. 8750.

If a student feels they will be unsuccessful in a course, they have the option to withdraw from the course prior to the withdraw deadline provided on the early college calendar. When a student withdraws from a course a "W" is given in place of a grade and is not figured in the student's college GPA. **A student should refer to their high school to learn more about how the grade will be assessed at the high school.** *Withdrawing from a course can have an impact on a student's future college experience as it does count towards completion rates that are used in determining if a student is eligible to register and/or receive federal financial aid.* For more information please schedule an appointment with the Lake Michigan College Admissions office prior to withdrawing from a course.

WHAT IF I DON'T WANT TO DO DUAL ENROLLMENT OR DUAL (DIRECT) CREDIT AFTER SIGNING UP?

It is the student's responsibility to drop any and all classes by contacting their counselor and completing a class drop/withdraw form prior to the drop/withdraw deadline provided on the early college calendar. **Please note, simply telling the instructor you no longer wish to take the course is not enough.** The drop/withdraw form must be completed and signed to show your consent; if you do not complete the form, you will still be enrolled in class and you will receive a transcribed college grade. The form must be submitted to the college for processing in order for changes to be made. Students should check their LMC Wavelink account to ensure all schedule changes are complete. If you drop a course after the refund date you will not be eligible to receive a refund. Refunds are not available for withdrawals.

WILL MY CREDITS TRANSFER TO MY NEXT INSTITUTION?

Lake Michigan College makes the effort to provide opportunities for students to get a head start on their college careers. If a student plans to attend Lake Michigan College after high school graduation the credits can be used toward a certificate or degree at LMC. Early college courses will transfer to many colleges or universities if a grade of "C" or better was achieved, however, it is always up to the receiving institution to determine how the credits are accepted. If a student plans transfer, it is important to contact the receiving institution prior to registration to confirm that the courses will be accepted and used towards the degree a student is planning to pursue.

HOW DO I TRANSFER CREDIT?

Colleges and universities will not accept a high school transcript as proof of credit earned. Receiving institutions generally require an official transcript from LMC (and any other college you have previously attended). Credits are only transferred upon request by the student and with consent from the student. You may request an official transcript by following the Transcripts link in your LMC WaveLink account. More information can be found at lakemichigancollege.edu/transcripts. **It is important to wait until grades at the high school are entered prior to requesting a transcript from the college to ensure all courses have grades at the time of sending.**

WHO HAS ACCESS TO MY LAKE MICHIGAN COLLEGE ACADEMIC INFORMATION?

By signing the registration form, a student is authorizing the high school to obtain academic and student account information. **A parent or guardian does not automatically have access to a student's information.** The Family Education Rights and Privacy Act (FERPA) of 1974, as amended, ensures confidentiality of education records and prescribes conditions under which information about students can be released, while also affording students certain rights with respect to their education record. FERPA applies to all students regardless of age or parental dependency. Based on this policy, without student written permission, the college is unable to share any information regarding your education record with anyone other than the student, including parents. A request for release of information form is available through a student's Wavelink account.

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DUAL (DIRECT) CREDIT

ACCUPLACER PLACEMENT TESTING

2019-2020

WHAT IS THE ACCUPLACER?

The ACCUPLACER is a computer-adaptive college placement test prepared and maintained by a third party. These tests evaluate student skill levels in Reading (R), Writing (E) and Math (M), ensuring students are placed in appropriate courses that do not exceed their current level of comprehension. Proper placement promotes student success and reduces academic struggle. LMC offers the ACCUPLACER test for free.

DO I NEED TO TAKE IT?

Check the prerequisites for the course(s) you would like to sign up for. *Not all courses require all three subject areas.* If the prerequisites list an E, R or M, you will need to demonstrate that you meet the minimum criteria in the corresponding subject area via ACT or SAT scores equal to or better than the LMC requirements shown below:

	E (English/Writing)	R (Reading)	M (Math)	M++ (Math) MATH 135 Pre-calculus
ACT	English 18	Reading 17	Math 18	Math 23
SAT	Writing/Language 27 OR 5's on <u>all</u> 3 Essays (Reading, Analysis & Writing)	Reading 26	Math 23 OR Math Composite 460	Math Test Score 29 or Math Composite 580
SENIORS ONLY (Class of 2020) High School GPA	3.5 Unweighted Cumulative GPA Or 2.75 Unweighted Cumulative GPA <u>and</u> meets R based on ACT/SAT or ACCUPLACER	3.5 Unweighted Cumulative GPA	N/A	N/A

If you do not meet the scores listed above or you have not taken the ACT or SAT, you will need to take the corresponding sections of the ACCUPLACER. Please contact the admissions office at (269) 927-8626 if you are unsure of which sections you need to take...

WHAT IF I NEED ACCOMMODATIONS FOR TESTING?

If you are qualified for testing accommodations and have an IEP, 504 plan, or documented disability or condition, please contact the Student Outreach and Support Services Office at 269-927-8866 as soon as possible; we will need a copy of your documentation to begin the process. **Please allow five (5) business days to process accommodation requests, and the Testing Center (269) 927-6173 needs at least two (2) business days to set up any assisted accommodations such as readers.**

WHEN CAN I TAKE IT?

The Placement Center Hours are listed below. You do not need to make an appointment, but it is recommended to call ahead in the month of August due increased testing traffic.

Benton Harbor Campus ACCUPLACER Testing (269) 927-6173		Niles Campus ACCUPLACER Testing (269) 695-1391		South Haven Campus ACCUPLACER Testing (269) 637-7500	
Monday	9 am – 2 pm	Monday	7:30 am – 6:30 pm	Monday	8 am – 7 pm
Tuesday	9 am – 5 pm	Tuesday	7:30 am – 6:30 pm	Tuesday	8 am – 7 pm
Wednesday	1 pm – 8 pm	Wednesday	7:30 am – 6:30 pm	Wednesday	8 am – 7 pm
Thursday	1 pm – 8 pm	Thursday	7:30 am – 6:30 pm	Thursday	8 am – 7 pm

NOTE: To complete you ACCUPLACER testing with sufficient time, please arrive between opening times and **AT LEAST TWO HOURS BEFORE CLOSING.** The Testing Center closes on time. Please plan ahead!"

ACCUPLACER testing is available at St. Joseph High School. Please see reverse side for dates and times.



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ACCUPLACER PLACEMENT TESTING

2019-2020

ADDITIONAL TESTING TIMES AT ST. JOSEPH HIGH SCHOOL

ACCUPLACER testing will also be offered at St. Joseph High School on the following dates:

Thursday, May 23rd at 3pm (Media Center Computer Lab)
Wednesday, May 29th at 5:30pm (Media Center Computer Lab)
Monday, June 10th at 10am (Media Center Computer Lab)

PLEASE SIGN UP IN YOUR GUIDANCE OFFICE AT LEAST 24 HOURS IN ADVANCE.

WHAT DO I NEED TO BRING?

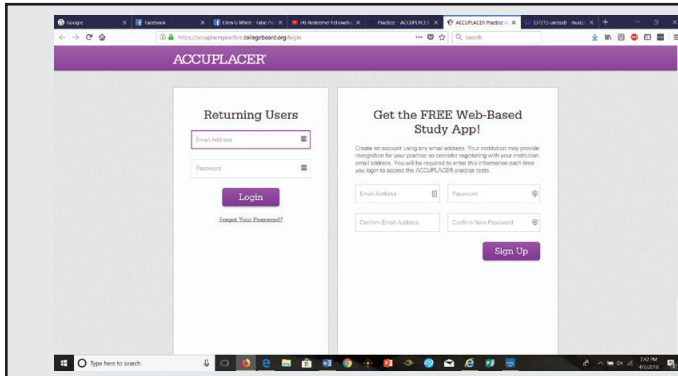
photo ID is **REQUIRED**; if possible, you should also plan to bring your LMC student ID number. Personal calculators are not permitted to be used with ACCUPLACER; calculators are provided within the test.

HOW CAN I PREPARE?

It is strongly encouraged that you start to review as soon as possible. Review resources are listed below. It is suggested that you test for the first time in an earlier session so time remains for review and retesting if necessary. *Early College students are allowed to take the test up to two times per academic semester.*

REVIEW RESOURCES FOR THE NEXT GENERATION ACCUPLACER TESTS

Start with **www.accuplacerpractice.collegeboard.org/login** Choose Next Generation when you are given a choice!



First, go to **<https://accuplacerpractice.collegeboard.org/login>**

Second, enter your email twice and your password twice to confirm. Click Sign Up.

Third, on the next screen you see, select Next Generation Practice Tests and Save. You'll be immediately taken to the NG review site. If you exit the site, you will need to log back in at Returning Users for further practice, and you will be taken back to the same site.

Scroll down on this page to the downloadable pdfs for the Next Generation sections – they're all labeled!

www.accuplacer.collegeboard.org/student/practice

OTHER HELPFUL RESOURCES:

An in-depth review of quantitative reasoning can be found here

www.nite.org.il/files/psych/psychometric_english_quantitative.pdf

This is a full quantitative reasoning review that goes all the way up to higher math, but lower level questions are still helpful

www.pcatpracticetest.net/pcat-quantitative-ability-practice-test/

This link takes you to a set of WritePlacer essay examples that show you what essays of all levels look like; look at all of them, but work on producing the ones that score 6, 7, or 8

www.accuplacer.collegeboard.org/sites/default/files/accuplacer-writeplacer-sample-essays.pdf

An excellent tool is the SAT practice program that is available free from Khan Academy; it is designed for SAT tests, but the content is parallel to what you will find on Accuplacer Next Generation tests! **www.khanacademy.org/sat**

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CHECKLIST

2019-2020

- DECIDE WHICH COURSES YOU WILL TAKE:**
 - Review the Course Offering handout and talk to your high school counselor about courses that would fit your schedule.
- CHECK THE PREREQUISITES FOR THE COURSES:**
 - Prerequisites will vary from course to course. Some courses will not have any prerequisites, while some will list E, R and/or M or previous coursework. Specific prerequisites can be found on the Course Offering handout. More information can be found on the ACCUPLACER Placement Testing sheet.
- PREPARE FOR AND TAKE THE APPROPRIATE TESTS:**
 - Read through the ACCUPLACER Placement Testing sheet. Refer to the ACCUPLACER Review Resources on page 2 for web based study materials prior to testing.
 - Students who do an intensive review of materials are more successful on the test
 - If you have received testing accommodations during your high school experience you should inform Lake Michigan College's Student Outreach and Support Services Office at (269) 927-8866 prior to testing to ensure a fair testing environment.
- COMPLETE THE REGISTRATION FORM:**
 - Copy the information from the Course Offering handout to the registration form for all courses that you wish to register for AND have met the prerequisites for.
 - Test scores must be attached to the form or on file at Lake Michigan College.
 - Once the form is complete return it to your high school guidance office to be signed and returned to Lake Michigan College.
- CONFIRM YOUR REGISTRATION ONLINE THROUGH YOUR WAVELINK ACCOUNT:**
 - Registrations are normally processed within 5-10 business days after the due date provided.
 - Instructions for accessing your Wavelink online student account are available on the reverse of this sheet.
 - Students will also receive an email informing them of any registration issues (i.e. not being registered due to not meeting the course prerequisites).
- HAVE A SUCCESSFUL SEMESTER OF CLASSES:**
 - Lake Michigan College provides support for all students through our Learning Assistance Center. Tutoring is free to all students and a great way to reach your highest level of success in a course.
 - For more information contact the Learning Assistance Center at (269) 927-1000 ext. 8750.
- EXPLORE MORE OPTIONS AT LAKE MICHIGAN COLLEGE:**
 - Whether you're a senior finishing up your high school career or just getting started in early college there are more classes for you to take here at Lake Michigan College.
 - If you're just getting started in early college, talk to your high school counselor or LMC admissions specialist about what you can take next.
 - LMC offers a local, affordable, high quality education. As a senior, you can continue taking courses at LMC and finish your associates' degree here before moving on.
- SEND YOUR TRANSCRIPTS TO YOUR TRANSFER INSTITUTION:**
 - Once you've finished taking classes at LMC remember to send your transcripts to your next institution. Log in to your Wavelink account and select "Log into Parchment to Purchase an Official Transcript." Follow the prompts to send your transcript electronically to the institution of your choice.
 - **You should wait until your high school grades are posted to request your transcripts. This will ensure that all grades are posted to your college transcript.**

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IMPORTANT DATES & DEADLINES

2019-2020

TIMELINE FOR DUAL (DIRECT) CREDIT COURSES AT ST. JOSEPH HIGH SCHOOL

April 24, 2019 - Parent Dual Credit Information Session at St. Joseph High School

August 30, 2019 - Deadline for ACCUPLACER Testing

September 4, 2019 - Lake Michigan College will distribute Dual Credit Registration Forms in high school classrooms

September 6, 2019 - Registration Deadline

SEMESTER - DUAL (DIRECT) CREDIT CLASSES - HELD AT HS OR TECH CENTER WITH HS COLLEGE-CREDENTIALLED INSTRUCTOR

Fall 2019 courses - Semesters

September 6, 2019 - Fall Dual Credit Registrations Due

October 11, 2019 - Last day to drop with a refund. No refunds issued after this date.

November 20, 2019 - Last day to withdraw with a guaranteed "W"

Spring 2020 courses - Semesters

January 31, 2020 - Spring Dual Credit Registrations Due

March 13, 2020 - Last day to drop with a refund. No refunds issued after this date.

April 13, 2020 - Last day to withdraw with a guaranteed "W"

DUAL ENROLLED CLASSES - TRADITIONAL COURSE ON LMC CAMPUS, OR LMC INSTRUCTOR AT HS/TECH CENTER

Fall 2019 courses (must register before first class begins)

April 8, 2019 - Fall 2019 registration begins

September 3, 2019 - Classes begin

September 10, 2019 - Last day to drop with a refund. No refunds issued after this date.

November 20, 2019 - Last day to withdraw from 14-week courses with a guaranteed "W"

November 27 - December 1, 2019 - Thanksgiving Break, College Closed

December 15, 2019 - Classes end

December 19, 2019 - Grades available for students on WaveLink

Spring 2020 courses (must register before first class begins)

October 14, 2019 - Spring 2020 registration begins

January 13, 2020 - Classes Begin

January 20, 2020 - MLK Day, College Open No Classes

January 21, 2020 - Last day to drop with a refund

March 2 - 8, 2020 - Spring Break, College Open No Classes

April 13, 2020 - Last day to withdraw from 14-week classes with a guaranteed "W"

May 3, 2020 - Classes end