

MSHS Dual Enrollment Information

Eligible Students

- Students must be enrolled in at least one high school class.
- Students must meet all university dual enrollment requirements and be granted admission as a dual enrolled student.
- Each college may have a GPA requirement you need to be aware of.

Eligible Courses

- The course is offered at MSHS but is unavailable due to a scheduling conflict.
- The course is offered at MSHS, but has been completed by the student.
- Course(s) or program(s) in career or technical education may be approved.
- Course(s) cannot fall under the following subject categories: hobby, craft, recreational, physical education, theology, divinity, or religious education.
- All dual enrolled courses must be approved by the MSHS Guidance Office and/or Principal.
- Students may not leave an MSHS class early or arrive late to attend a university course.

Credit

- Approved courses may be taken for high school credit, college credit, or both.
- Students will designate which type of credit they desire at the time of enrollment, and shall notify the MSHS Guidance Office and the university of that designation.
- Students may make different credit designations for different courses.

Grades

- The student's high school transcript will show the university course with no grade present unless requested by the student. If a student wishes to have the grade on their high school transcript, the official grade report from the college must be presented to the MSHS Guidance Office records person. (Some universities will not accept a course for college transfer credits if high school credit was given.)
- Students dual enrolling and registering with the NCAA Clearinghouse should check with the Clearinghouse to see which grade and credit designation should be chosen and recorded.

Tuition Support

- When a student is approved for dual enrollment, Marquette Area Public Schools will pay a portion of the tuition for approved courses.
- Transportation, parking, books, activity, or laptop fees are not covered by the district.
- Students are responsible for all costs not covered by MAPS.

MSHS Dual Enrollment Procedure and Timeline

1. Complete and submit application for university admission.
2. Complete and submit the college and MSHS dual enrollment forms to the MSHS Guidance Office. Forms must be submitted prior to each semester in which a student wishes to dual enroll.
3. The university notifies the students whether or not they have been accepted for admission and dual enrollment. If accepted, the student's letter explains how to register for classes.
4. The university will bill the district. Once the district has paid its portion of the bill, the student will receive a bill from the university for the balance owed.
- 5. If a course is failed, the student will be responsible for the full cost of the course. The student is responsible for the full cost of a repeated course.**
6. Dropping an approved course and adding an unapproved course may result in removal from dual enrollment, and the district will not be financially responsible.
7. Students must immediately notify MSHS if they drop or stop attending a university course. This will result in being reassigned a full schedule at MSHS. Any refund from a dropped course would be used first to reimburse MAPS. The district may not be financially responsible for any cost of a dropped course or a course the student has not been attending or has not completed.
8. When the university and MSHS calendar conflict, for example, at the start of the university's second semester, the MSHS schedule will take precedence. Students are responsible for informing the college instructor about any scheduling conflicts.

**** You must add Mrs. Thunell, MSHS Registrar, as a proxy to have access to your grades for transcript purposes. Her email address is: jthunell@mapsnet.org.**

MSHS Dual Enrollment Form

This form must be completed and returned to the Guidance Office in order to be considered for Dual Enrollment through MSHS.

Deadline: May 31st for Fall semester and college enrollment deadline for Winter semester

Student Name: _____ Grade: _____

GPA: _____ (Please check the college/university GPA requirements.)

Are you eligible for free tuition because your parent(s) works for the university for which you are applying (check one)? Yes ___ No ___

Course Information:

NMU Course Name: _____ Course Number: _____

Number of Credits: _____ Class Time/Days: _____

What type of credit do you want to receive for this class? (please check one):

College credit ___ High school credit ___ Both ___

Does this course meet the MSHS Dual Enrollment eligibility requirements? Yes ___ No ___

**If "No" please see your School Counselor for options.

Classes to be Dropped at MSHS:

Class #1 Name: _____

Class #2 Name: _____

-
- I have read and understand the "MSHS Dual Enrollment Information" and the "MSHS Dual Enrollment Procedure and Timeline" forms.
 - I understand that I have to notify my counselor of my NMU class time once enrolled.
 - I understand that I have to update my Educational Development Plan (EDP) and submit a signed copy with my dual enrollment application.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Counselor Signature: _____ Date: _____