



Dual Enrollment Packet

Dual Enrollment

College ready high school students are able to earn college credit by attending college classes at WCC while still attending high school. All credits earned through dual enrollment will be part of the student's official Washtenaw Community College transcript.

Students must meet all of WCC's admission requirements, including testing at college level, before registering for classes. Dual enrolled students are eligible to register for any courses for which they meet the [prerequisite](#). If the high school will be responsible for payment, speak to your high school counselor to determine what courses you are authorized to enroll in.

Who Pays for Dual Enrollment?

- Most public schools pay for their student to dual enroll. However, any tuition, fees and textbooks not covered by the high school will be the responsibility of the student/family.
- For non-public school students, the State of Michigan determines what dollar amount, if any, it will pay per course. Any tuition, fees and textbooks not covered by the State of Michigan is the responsibility of the student/family.
- Payment or payment authorization must be turned in to the WCC Cashier's Office by the appropriate payment deadline. A sample authorization letter is attached. Payment or payment authorization needs to be submitted each semester a student is dually enrolled.

Additional Student Responsibilities

- Students participating in dual enrollment are considered WCC students and must adhere to Washtenaw Community College student code of conduct as stated in the WCC Student Handbook.
- Students must meet payment deadlines as stated on the website.
- ADD/DROP period: Students may make schedule changes prior to the drop deadline(s) with no financial penalty. If students withdraw from a course after the drop deadline there may be financial repercussions. Discuss any schedule changes with your high school counselor.

Use this checklist as your guide. You can also view your 'Applicant Checklist' in your MyWCC account to view any pending items. If you have submitted a document but it was unsatisfactory, the document will still show pending in your 'Applicant Checklist.'

_____ Apply online at www.wccnet.edu/apply

_____ Create WCC Gateway account

*follow instructions emailed to you

_____ Complete your 'Applicant Checklist'

°Complete online orientation

°Submit test scores or take the *ACCUPLACER* test—we do accept other test scores please view the [academic levels](#) chart for a more comprehensive list

Minimum required Reading & Writing scores:

PSAT (NMSQT 11 or 10): Reading 23; Writing and Language 23

SAT: Reading 24; Writing and Language 24

ACCUPLACER (Next Gen): Reading 253; Writing 250

ACCUPLACER: Reading Comprehension 80; Sentence Skills 80

*There is no minimum required math score, however a math score is required if needed for course prerequisite

°Attend an in person [Connect Session](#) on WCC's campus

°Submit *Parental Consent & Principal/Counselor Consent* forms (see attached)

°Submit *proof of age/grade*

_____ After completing 'Applicant Checklist'

°Check prerequisites

°Take [Ready for Online Learning Course](#)—if interested in online classes

°Register for classes

°Get your books

°Submit Payment Authorization— if applicable

Submit test scores, transcripts and completed dual enrollment forms to studrec@wccnet.edu, by fax 734.677.5408 or at the Student Connection Counter located on the second floor of the Student Center Building



Parental Consent Form Minor Student Enrollment

Submit this completed form to studrec@wccnet.edu prior to admission to the College

As the parent (or legal guardian) of _____,
(Student's Name - please print clearly)

I hereby consent to his/her enrollment as a student at Washtenaw Community College ("College").
In addition to such consent, I hereby acknowledge and accept the following conditions of enrollment:

My child will be subject to the rules, regulations, and policies of the College.

My child will be interacting socially with adult, college students and the College is not responsible for these social interactions.

My child may be exposed to discussions, readings, and visual material of a mature nature and will be expected to conform to the same performance standards as any other college student as set forth in course outlines and syllabi.

The College and its employees, faculty, agents, students, and trustees shall not be responsible for the supervision and individual monitoring of my child while in attendance at the College.

Student's WCC ID Number: _____ Student's DOB: _____

Parent (or legal guardian) Information:

I agree with the above statements Parent Name: _____
(Please print clearly)

Address: _____ Phone No: _____

Parent Signature: _____ Date: _____

For Office use only:

SAAADMS _____ SOAHOLD _____ Initial _____ Date _____



Principal/Counselor Consent Form Dual Enrollment Student

Submit this completed form to studrec@wccnet.edu prior to admission to the College

Student Name: _____
(Please print clearly)

Student's WCC I.D. Number: _____

Dual enrolled high school student must meet all WCC admission criteria.

Completion of this form gives permission for the above mentioned student to be dual enrolled at Washtenaw Community College. It does **not** authorize WCC to bill the high school for tuition and fees.

If the high school will be responsible for the tuition and fees, a separate payment authorization form must be submitted to WCC Cashier's office by the payment deadline.

High School Information:

High School name: _____

Address: _____ Phone: _____

I approve the above student to be dual enrolled at Washtenaw Community College

Principal/Counselor Name: _____
(Please print clearly)

Principal/Counselor's Signature: _____ Date: _____

For Office use only:

SAAADMS _____ Initial _____ Date _____

SAMPLE THIRD PARTY AUTHORIZATION

(COMPANY LETTERHEAD)

Date: (Date)

To: Washtenaw Community College

Student Accounting/Accounts Receivable

4800 E. Huron River Dr.

Ann Arbor, MI 48105-4800

THIRD PARTY/SPONSOR Information;

RE: (Student(s) Name)

(Student(s) ID#)

We authorize Washtenaw Community College Accounts Receivable Department to invoice us for the above Student(s) for the Term of (Winter, Spring/Summer or Fall) Semester. Approved costs are; (Please list Tuition, Fees, Books and Supplies and limits or specifics if any)

sample: (Tuition for PSY100 and required text only)

sample: (All Tuition & fees)

Please send invoice to: (Sponsor Billing Address)

Third Party Authorized Signature: _____

Printed Name & Title: _____

PLEASE NOTE: All Student information is protected by the FERPA Law. We must have written permission each semester to share this information with the sponsor. Please have the student(s) sign below.

STUDENT Information:

In compliance with FERPA (Family Educational Rights & Privacy Act) guidelines, I give my permission for Washtenaw Community College to release the following information to my Third Party/Sponsor for the specified Term above.

(Please list all that apply)

(sample) Financial:

(sample) Course Information:

(sample) Credit Hours enrolled:

(sample) Grades:

Signed & Dated: (Student Signature)

Printed Name : (Student Printed Name)

What is Dual Enrollment?

Taking college courses while still attending high school. A student is considered to be dual enrolled if they are still attending high school. The courses taken at Washtenaw Community College will always be a part of the student's official college record. Washtenaw Community College does not issue a high school diploma.

What are the benefits of Dual Enrollment?

Getting a head start in college, earning college credit and gaining experience about the college environment and processes while still in high school.

Are there limitations on courses Dual Enrolled students can register for?

WCC does not limit the types courses dual enrolled students are eligible to take. Students should meet with their high school guidance counselor to discuss the school district's policies on number and type of dual enrollment classes.

Who pays for my classes?

Most public schools pay for their student to dual enroll. However, any tuition, fees and textbooks not covered by the high school will be the responsibility of the student/family. Payment or payment authorization must be turned in to the WCC Cashier's Office by the appropriate payment deadline. For non-public school students, the State of Michigan determines what dollar amount, if any, it will pay per course. Any tuition, fees and textbooks not covered by the State of Michigan is the responsibility of the student/family. Payment or payment authorization must be turned in to the WCC Cashier's Office by the appropriate payment deadline.

How to become a dual enrolled student @ WCC?

Students need to submit an online application and complete all of the WCC admission requirements prior to being eligible to register for classes. View the Dual Enrollment packet for more information regarding the admissions requirements. Dual students must meet college level (Level 6 in Reading and Writing) to be eligible to take courses at WCC.

If I decide to drop or withdraw from a course, what do I do?

Speak with your high school counselor immediately. Courses must be dropped by the appropriate drop deadlines (see our website for specific dates) and will not show on your WCC transcript. If you choose to withdraw from a course (leaving a course after the drop deadline but within the Withdrawal deadline) you will receive a W on your WCC transcript.

How do I look at grades?

Students can view their grades through their MyWCC account once grades are posted.

How do I get WCC transcripts?

Students can view their WCC transcript through their MyWCC account. Students can order official transcripts (\$2.50 fee) through their MyWCC account or fill out a transcript request form at the Student Connection (free).

Where will I take my dual enrollment class?

Students can take dual enrollment classes at WCC main campus, WCC extension sites, online or at certain high schools. Most dual enroll classes will follow the WCC Academic Calendar.

Is financial aid available for dual enrollment students?

No. According to federal guidelines, dual enrolled students are not eligible for financial aid. However, poor performance in dual enrolled classes may impact future financial aid eligibility in the future. Students may apply for financial aid once they have graduated from high school.