

Dual Enrollment at Novi High School

1) Who is eligible to Dual Enroll?

- a. Students who are enrolled in at least one course at Novi High School.
- b. Students who have earned one of the qualifying scores in the subject that's consistent with the content are of the class you hope to take.

EXPLORE	Math 17	Reading 15	English 13	Science 20	
PLAN	Math 19	Reading 17	English 15	Science 21	
ACT	Math 22	Reading 22	English 18	Science 23	
PSAT	Critical Reading 460	Mathematics 510			
SAT	Critical Reading 480	Mathematics 530			
MME	ELA 2100	Mathematics 2100	Science 2100	Social Studies 2100	
COMPASS	Math 52	Reading 88	English 77		

2) What kind of classes can I take?

1. Any course that is academically or career oriented.
2. Any course that is not already available at Novi High School.
3. Any class that is worth 2 or more college credits.
4. Excluded courses include: Divinity/Theology, Hobby/Craft, Recreation/Physical Education.
5. Classes for which you are qualified (completed pre-requisites).
6. You are limited to 6 courses in one year, and 10 courses in your high school career.

3) Where can I take dual enrollment courses?

Any Michigan college or university that will accept you based on your application. Most commonly attended schools for Novi students are: OCC & Schoolcraft.

4) What will my schedule at Novi look like?

You will need to be enrolled in a minimum of one class per semester and a maximum of five total classes at NHS. In other words, to be dual enrolled, you must drop at least one of your Novi classes. You will be asked to drop either your 1st or 6th period class. You may not be on Novi's campus during your dropped hour. You are

responsible for your own transportation. You will not be permitted to drop 2nd through 5th if it requires that you come, leave and return to Novi's campus.

Students must follow the college calendar (spring break, winter break, etc. do not always align with Novi's calendar. You are expected to attend college classes whenever they are in session.

Students must select a college course that meets outside of school hours (again, students cannot be in Novi then leave and return).

5) **What is the cost associated with Dual Enrollment?**

1. School districts are required to cover the tuition, mandatory course fees, registration fees and books **up to** the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.
2. Based on State per pupil funding, in 2019-2020, Novi Community Schools pays \$666.67 per college course. This may change from year to year. ***If the tuition/fees for your class is more costly than this amount, the student is responsible for paying the difference.***
3. The student is responsible to pay for books, lab fees or any other needed materials. If the cost of your course is less than the state allowance, then you may submit your receipt for reimbursement. If the district reimburses you for your books and supplies, they become the property of Novi Community Schools at the conclusion of your course.
4. The student is responsible for their own transportation.

6) **Will I learn both College and High School credit?**

You will earn high school credit at Novi and your grade will transfer and factor into your high school GPA. You will earn college credit with whatever institution you study with. However, it will be up to your final college choice (that you enroll in after you graduate) as to whether or not they will accept the credit as college credit.

7) **When do I sign up?**

- ✓ If you are interested in Fall dual enrollment (1st semester), please see your counselor during the month of May during the preceding school year.
- ✓ If you are interested in Winter dual enrollment (2nd semester), please see your counselor during the month of November in the current school year.
- ✓ Keep an eye on college admissions & registration deadlines.

8) **How do I apply?**

1. Fill out the Novi application and have it signed by your parents/guardian.
2. Research classes on line and attach a course description of the class of your interest.
3. Complete an admissions application for the College or University that you are interested in studying with.
4. Turn in the completed Novi application, the course description, and the completed college application to your counselor. They will sign it (if approved) and pass it on to the assigned assistant principal who will give the final approval.
5. Once approved, the above documents will be copied and the originals will be returned to the student.
6. Once accepted, you must turn in the application at the college and enroll yourself in the class.
7. Attend class!
8. When course is completed, student must contact the college's registrar's office to request that official transcripts be sent to Novi High School.

Dual Enrollment Checklist

You must follow ALL of the steps below in order to properly register for your dual enrollment coursework.

1. Student completes the Novi Community Schools **dual enrollment payment voucher**.
2. Student prints a **description of the course** they would like to take.
3. Student completes the **college's application/form** (It may be called: *dual enrollment application, guest student application, or payment voucher/parent approval* form depending on school).
4. Student **takes** Novi application, course description, and college application/form **to** their **counselor**.
 - Counselor completes their section of applications and sign forms.
 - Assistant principal who oversees dual enrollment approves or denies course and signs forms.
5. Counselor will print a copy of the student's transcript and test scores.
6. Counselor makes a copy of all completed and signed documents for the school's files.
7. Counselor gives all documents back to the student.
8. **Student takes the documents to the college for enrollment.**
9. **Student enrolls** at college as a dual enrollment student and is responsible for all additional paperwork, registration, and withdrawal tasks.
 - If student decides not to take a dual enrollment course but they have already registered, it is their responsibility to withdraw before the drop date at the post-secondary institution. Students are responsible for any fees incurred.
 - If a student completes dual enrollment paperwork but never registers in a class or lets the counselor know, the student will receive an "E" on the transcript.
10. When course is completed, student must **send official college transcripts from the college to Novi High School**. If the college transcript does not reach Novi High School by the end of the semester then an "E" will be indicated on the transcript until transcripts are received. At that time, the grade can be changed to reflect the actual grade earned.

Novi High School
Counseling
Department



Novi Community School District Dual Enrollment Payment Voucher

TO: _____

FROM: *Novi High School Counseling & Administration*

DATE: _____

The student listed below meets all requirements for dual enrollment as set forth in the State School Aid Act amended by PA 178, 1997.

STUDENT NAME: _____

ADDRESS: _____

HOME PHONE: _____

1. Expected year of graduation: _____

2. Student is at least a junior. YES _____ NO _____ (not eligible)

3. Student has completed the following standardized tests and earned the minimum qualifying score listed below? *(You must have completed at least one in order to be part of the dual enrollment program.)*

YES _____ NO _____ (not eligible) TEST DATE _____

EXPLORE	Math 17	Reading 15	English 13	Science 20	
PLAN	Math 19	Reading 17	English 15	Science 21	
ACT	Math 22	Reading 22	English 18	Science 23	
PSAT	Critical Reading 460	Mathematics 510			
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MME	ELA 2100	Mathematics 2100	Science 2100	Social Studies 2100	
COMPASS	Math 52	Reading 88	English 77		

4. Student is enrolled in at least one high school course. YES_____ NO_____ (not eligible)

5. Courses to be taken at _____
(Name of Institution)

- ♦ COURSE NAME _____
- ♦ COURSE # _____
- ♦ COURSE CREDITS _____ (must be at least 2)
- ♦ COST PER CREDIT HOUR _____
- ♦ COURSE DESCRIPTION (Attach the post secondary course catalogue description)

6. Is a comparable course offered at Novi High School?

YES_____ NO_____ (If yes, not eligible for dual enrollment.)

7. Is course academic or career oriented?

YES_____ NO_____ (not eligible)

Signatures below confirm the following:

- The Novi Community School District accepts responsibility for payment of tuition and fees as outlined in Dual Enrollment Legislation and per pupil funding. Student is responsible for any costs beyond per pupil funding allocation.
- Parent/student has read, understands, and agrees to follow all of Novi High School's dual enrollment guidelines. Student will complete all steps on the dual enrollment checklist.
- If the named student does not successfully complete the academic class indicated student/parent agrees to reimburse the Novi Community School District by the close of the current school year for all payments made to the college.
- In the case of an unauthorized withdrawal from institution, student's grade will show as a failing grade on Novi's transcript.
- Student/Parent is responsible for registering and/or withdrawing students at the postsecondary institution.
- The final grade issued by the institution will be reported as the final grade on Novi's transcript.
- Dual enrollment grades do not replace previous grades or replace graduation requirements.
- Authorization for officials at Novi Community Schools to discuss my course progress at higher education institution.
- Acknowledgement that dual enrollment student cannot be on Novi High School campus during the class period scheduled for dual enrollment.
- All dual enrollment applications must be submitted before the first day of the semester.

Student Signature_____ Date_____

Parent/Guardian Signature_____ Date_____

Counselor Signature_____ Date_____

Administrator Signature_____ Date_____

PLEASE NOTE: Student must submit official proof of course completion to Novi High School at the conclusion of the semester. Student will receive an "I" (Incomplete) on their transcript until the college report card is received by our office. After one semester, the "I" will revert to an "E" on the transcript. For additional and the most up to date information please see: <http://www.michigan.gov/>