

Lansing Catholic HS - Dual Enrollment Counseling Guidebook

The Lansing Catholic High School community forms students spiritually, intellectually, and socially into faithful disciples of Jesus Christ. Dual Enrollment is one of many tools Lansing Catholic students can use to further their individual formation. Students who develop God-given talents and skills will be even better equipped as disciples of Jesus Christ to make a difference in the lives of those around them.

Lansing Catholic High School facilitates Dual Enrollment with Davenport University, Lansing Community College and Michigan State University.

[PostSecondary Dual Enrollment Act](#): All public and private schools are included in Michigan's Postsecondary Enrollment Act, which allows for free college courses for eligible high school students! This means Lansing Catholic students can earn college credit from local colleges and universities while also growing from Lansing Catholic's rigorous coursework. For many students, this is a great opportunity to further challenge themselves and diversify their experiences to become both more attractive college applicants and even better college students!

For Dual Enrollment to be reimbursed by the State of Michigan, students must take a non-core class (such as writing, sociology, marketing, or management) during the school year. The facilitating college will arrange for payment to be made by the State of Michigan. Students may have up to 10 total classes paid for during their high school career and no more than 6 within a school year. These classes can count for either college credit or both college and high school credit, but the preference must be indicated at the time of enrollment by the student. Students who elect to receive high school credit for their class will receive credit on Lansing Catholic's Honors weighted scale towards their GPA. Students enrolled in Dual Enrollment may attend classes in person or online during the school week or on weekends.

Step 1. Counseling, Determination of Eligibility, and Initial Interest. Based on...

- Eligible students must have at least one legal guardian residing in the state of Michigan and cannot be a J1 visa international student.
- [Standardized test scores](#) (ACT, SAT, etc.): minimum ACT qualifying scores of Mathematics (22), Reading (22), Science (23), and English (18).
- Review of High School Courses, Grades and GPA.
- Meeting the College's admission criteria for minimum GPA and standardized test scores.
- Prepared to begin a college transcript - all grades earned will apply.
- Most students will complete this counseling as a part of our Course Request Process; students should indicate interest in taking a Dual Enrollment course on our course requests within FACTS so we can continue to follow up with next steps and determine if/where a Study Hall will be in the student's schedule, if desired.

Step 2. Determine the Right Course.

- College course catalog descriptions/schedules can be found on the college's websites. Lansing Catholic can provide suggested courses for Davenport and Lansing Community College, our primary partners, before the deadline to enroll using the [Michigan Transfer Agreement](#) as a guideline.
- Contact the College's advisors for course advice and academic counseling as needed.
- Talk with your Lansing Catholic High School Counselor and/or College Advisor.
- Discuss with Parents.

Lansing Catholic HS - Dual Enrollment Counseling Guidebook

Step 3. Complete Dual Enrollment Policies Form and College Application Form.

- Students and parents review and sign the Lansing Catholic High School Dual Enrollment Policies and Guidelines document (found at the end of this document).
- Students should have the specific course name, letters, number, and section number as well as meeting days, times, or online course, and credit hours.
- Parents and students read, sign and date the College application forms.
- Lansing Catholic High School Counselors will help guide the application process by directing students who intend to dual enroll to the required application and dual enrollment forms.

Step 4. Submit Forms to Lansing Catholic High School

- The dual enrollment approval form must be signed by the high school Principal or a designee (Registrar or Dean of Instruction), a copy kept on file at LCHS and LCHS submits the dual enrollment form to the college.
- If required, Lansing Catholic High School will submit a transcript along with the dual enrollment agreement to the college.
- Before your course begins you will receive an additional form to indicate if the course will be taken for the College's credit only or both Lansing Catholic High School and the College's credit.

Step 5. Celebrate Acceptance, Enroll in a Course and Begin!

- Enroll in a course.
- Students must check their new college's email regularly after applying for notice of enrollment information. Know your course start date, be ready to participate on day one and contact the college directly if you do not receive enrollment information.
- Submitting an application or dual enrollment form before a college deadline does not guarantee course enrollment. Some courses may be filled, canceled or have waiting lists. Students should enroll in a course well before college deadlines and the start of courses.

Lansing Catholic High School Dual Enrollment Guidelines

Lansing Catholic High School Grades and High School Transcript

- Students must choose at the time of enrollment whether the Dual Enrollment Course is only for college credit or is for high school and college credit.
- It is the student's responsibility to ask for the inclusion of the credit on the Lansing Catholic transcript at the time of enrollment and to provide an official transcript from the college if one has not been sent directly by the college to Lansing Catholic High School at the end of the dual enrollment term.
- Students who choose to include a dual enrollment class to count for high school credit will earn GPAs according to the Lansing Catholic High School's Honors weighted grade scale. The grades and credits for these courses may or may not appear on Lansing Catholic quarterly report cards but will appear on a student's transcript. A dual enrollment course will count as 0.5 or 1.0 credit as determined by Lansing Catholic High School on the student's high school transcript regardless of the credit hours of the College course. All grades earned apply- including failing grades.
- Please note: students' grades for Dual Enrollment are not available until after the college semester is completed. Lansing Catholic will not have access nor be able to help parents monitor student success in dual enrollment classes during the semester of enrollment.

Lansing Catholic HS - Dual Enrollment Counseling Guidebook

Lansing Catholic High School Scheduling

- Students may not take Dual Enrollment classes instead of core graduation requirements from Lansing Catholic (i.e. students cannot take Economics via Dual Enrollment to count as the high school graduation requirement). Lansing Catholic offers rigorous classes that are developmentally appropriate -- we want you to take them, stay connected to your peers, and stay engaged with your intellectual journey. This is emphasized by the [Postsecondary Enrollment Act](#), but the policy extends to courses paid for out of pocket by parents.
- Dual Enrollment students may be granted release time by way of a Study Hall or a senior privilege at the end of the LCHS school day. Students must be enrolled at Lansing Catholic for the remaining class periods with no more than one period being a non-academic class. The total of LCHS classes and release or Study Hall periods must equal seven. Juniors must be enrolled for a full course load at Lansing Catholic for the entire school year; whereas seniors may be granted end of day release time depending on their course schedule and graduation requirements. The Registrar can determine how a Study Hall or Senior release time may or may not work into a student's schedule for Dual Enrollment. We hope that this recognizes the additional homework requirements and responsibility of our Dual Enrollment students.

College Dual Enrollment Policies

College Policies Applied While Taking the Course

- Dual Enrollment courses follow the College's school calendar. They do not follow or observe the Lansing Catholic High School's vacation days and school days off calendar. Attendance-Participation in the course is an expected part of the course requirements and grading policies. Students can be subject to Academic withdrawal or a course failure by the College if they do not observe the attendance and participation requirements.
- Students should expect college level assignments and work loads.
- If a student drops a college course, it is their responsibility to determine and meet the drop-by deadlines of the course and meet any financial obligations incurred by dropping or failing the class. Students must notify the high school administration immediately if they drop a dual enrollment course.
- Dual enrolled students may attend classes in person or online during the school week or on weekends. A student must provide his/her own transportation. (Most Lansing Catholic students elect to take Dual Enrollment classes online, but all classes are accepted as long as they do not interfere with the Lansing Catholic High School school day or curriculum.)
- No hobby, craft, recreation, theology, divinity, religious education or physical education courses apply.
- Under [Michigan's Postsecondary Enrollment Act](#), students may take no more than 6 courses per school year, and only up to 10 postsecondary courses total, for up to 30 credits total. Students may elect to take more than 10 classes for an additional out of pocket expense.
- Dual enrolled students are subject to the same policies as traditional college students determined by the College.
- College's adhere to FERPA rules – parent communication with the instructor is not permissible. The college grade information is shared with the student, not the parents.

Lansing Catholic HS - Dual Enrollment Counseling Guidebook

Transfer Credit and Admission Policies

- The NCAA requires that students take dual enrollment courses for both high school and college credit in order for the course to be eligible for Division I and Division II athletes. Any student leader-athlete considering Dual Enrollment should have an additional counseling conversation with Lansing Catholic's Counselors regarding this. Dual Enrollment is still a competitive edge, but needs to be managed carefully to allow for D-1 and D-2 Eligibility!
- It is the student's responsibility to request a transfer of credits from their Dual Enrollment college to any other college or institution desired. Check with College advisors for courses with transferable credits and which institutions accept them.
- Families who are interested in the Dual Enrollment option should ensure that the course(s) selected are transferable to a two or four-year institution. Some universities, majors or programs may require a minimum grade point earned in the course in order for it to transfer in. To determine transferability of dual enrolled credits, it is the student's responsibility to check with advisors at the colleges and programs they may be attending after high school. Students attending Michigan or Michigan State and other major universities should definitely contact prospective program advisors. Remember! Just because a university does not accept the transfer credit does not mean it is not valuable -- in applying to the University of Michigan, for example, any competitive edge that shows academic rigor and challenge is valuable for admissions, even if that specific course does not translate to University of Michigan credit. More importantly, it will make the student a better college student when they arrive on campus as freshmen!

Financial Considerations

- The State of Michigan currently pays a college or university approximately \$630 per student, per class, an amount that is determined by the State and subject to change annually. **A dually enrolled student is responsible for *any and all costs over and above State reimbursement to a college or university, including books, fees, and transportation.***
- Students may receive financial reimbursement for *non-essential electives (non-core courses)*. The reimbursement may not cover the entire cost of the tuition, fees and texts. The college will handle the financial processes. *Lansing Catholic does not provide funding for dual enrollment courses or associated fees and texts.*
- **A student who does not receive college credit (i.e. withdrawals or failures) for a course under the Dual Enrollment legislation is required to repay the Michigan Department of Treasury any funds that were expended for the course.**

College Admissions Considerations

- [How Important are AP Classes for College Admissions?](#)
- Advanced Placement and Dual Enrollment courses both play important roles in college admissions. AP classes are generally viewed as more rigorous than Dual Enrollment courses because they are nationally assessed.

[Official Principal Dual Enrollment Eligibility Letter for 2022](#)

Lansing Catholic HS - Dual Enrollment Counseling Guidebook

Acceptance of Dual Enrollment Policies and Guidelines for Dual Enrollment

I have read the "Lansing Catholic HS - Dual Enrollment Counseling Guidebook" document and Course Guide. I understand and acknowledge the policies and guidelines which have been provided. This constitutes my Dual Enrollment Counseling Session along with information I have received from a meeting with a Lansing Catholic School Counselor, Registrar, Dean of Academics, and/or Principal.

Students who dual enroll are responsible for:

- Applying and enrolling in LCC, Davenport or MSU's Dual Enrollment program
- Turning in the College's High School Dual Enrollment Approval Form to Lansing Catholic High School's main office for approval by the Principal or designee
- Signing themselves up for college-level course (preferably in May/June for the Fall semester as courses fill up quickly over the summer and in October/November for the Spring semester)
- Completing Lansing Catholic High School's credit preference form before the semester begins
- Any costs not covered by the State of Michigan for Dual Enrollment or costs incurred by withdrawing or failing a dual enrollment course
- After completing the course, requesting an official transcript from the college/university to be sent to their post-secondary school of choice

Student Name: _____ Graduation Year _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Intended Dual Enrollment & Credit Preference*:

School Year & Semester	College	Course (Name & Number)	College Credit Only	College & High School Credit
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

*The student will be required to confirm this information with LCHS before the dual enrollment course begins.

Please return this form to Lansing Catholic High School's Registrar in the main office.