

# DUAL ENROLLMENT

## WASHTENAW COMMUNITY COLLEGE

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. All dual enrolled students need approval from their high school, no matter if the high school will be paying for the course(s) or not. 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. A separate payment authorization needs to be submitted in addition to the principal/counselor approval form.

### BENEFITS OF DUAL ENROLLING INCLUDE:

- Reducing costs for a college education
- Preparing students for college work
- Learning to navigate a college campus and its resources

### WHO QUALIFIES FOR DUAL ENROLLMENT?

#### **Students who wish to dual enroll must:**

- Be enrolled in at least one course at their high school and enrolled in 9th grade or higher at the time of taking courses at WCC
- Have met College Level Academic Levels (Academic Level 6 in Reading and Writing)
  - Academic Levels Chart provides all of the ways students can meet these necessary levels
  - Establishing a math level is not needed for admission. Students will need a math level only if the course they wish to register for courses requiring a math level
- Complete WCC's Dual Enrollment Admissions Process

# BECOMING A DUAL ENROLLED STUDENT

Students who wish to become a dual enrolled student at WCC need to complete all of the admission requirements necessary at WCC. Any application documents can be emailed to [info@wccnet.edu](mailto:info@wccnet.edu) for processing.

## STEPS TO BECOME A STUDENT AT WCC



### Apply online

[www.wccnet.edu/apply](http://www.wccnet.edu/apply)

You will be asked to create an application account using a personal email address.



### Create WCC Gateway Account

Once your application has been processed, instructions will be emailed to the email address used to create the application account. The email will also include your WCC Student ID number. You'll need to set up login information for the Gateway account, which is different from the application account you set up when you applied to the college



### Complete your 'Applicant Checklist'

- Establish your academic levels by any combination of the following:
  - Submit a high school transcript at the completion of 11<sup>th</sup> grade with a cumulative 2.5 GPA
  - New (as of 2024) SAT Reading & Writing & Language Minimum Score: 480
  - New (as of 2024) PSAT 10 or PSAT 11 Reading & Writing & Language Minimum Score: 460
  - Writing Placement Test or Accuplacer (Reading 253; Writing 250)

*\*\*View the Academic levels chart for more comprehensive list, and for SAT and PSAT scores prior to 2024.*

- Submit the completed Parent/Guardian Consent & FERPA Release Form and the Principal/Counselor Approval Form (included in packet). ***This does not authorize WCC to bill your high school. There is a separate authorization the high school can submit after the student registers for classes when the high school is paying for classes.***
- Submit Proof of age/grade (high school can submit transcript)

# AFTER BECOMING A STUDENT AT WCC

Once you have completed your admissions checklist, you are eligible to register for classes.

## AFTER COMPLETING YOUR APPLICANT CHECKLIST



### **Attend Orientation - strongly recommended**

Attending orientation will help you:

- Understand WCC resources, opportunities, policies and procedures.
- Formulate academic and personal goals for your first semester and plan for adjustment that will be unique to your college experience.
- Feel supported through your enrollment and college transition experience.
- Connect to peer-to-peer experiences that promote connection to WCC.

[Click here to schedule an orientation session](#)



### **Register for classes**

Need help with registering for classes? Check out this [step-by-step video](#). **If you need assistance choosing classes or have questions about which** courses to take, speak with one of our advisors. Learn more about ways to meet with an advisor [here](#).



### **Pay for Classes and Buy Books**

In many cases, your school district will pay your WCC tuition. However, payment policies vary among school districts, so ask your high school counselor for more information. Students are always able to pay out-of-pocket for classes. Payment or payment authorization needs to be submitted for each semester you are enrolled. Students can also connect with the WCC Cashier's Office at [billing@wccnet.edu](mailto:billing@wccnet.edu) or 734-.973-7703 to process tuition payments or set-up payment plans.

The Payment Authorization form is included in this packet.

*Washtenaw Community College does not discriminate on the basis of religion, race, color, national origin, age, sex, height, weight, marital status, disability, veteran status, sexual orientation, gender identity, gender expression, or any other protected status in its programs and activities. The following office has been designated to handle inquiries regarding non-discrimination policies: Vice President of Student & Academic Services, SC 247, 734-973-3536. Facility access inquiries: V.P. for Facilities and Grounds, PO 112, 734-677-5322.*

## Parent/Guardian Consent & FERPA Release Form

*This form is required for any student who will be dual enrolling at WCC*

*This form needs to be submitted once, as part of the application process. Please allow 1-2 business days for processing.*

### As the Parent/Legal Guardian of:

STUDENT NAME: \_\_\_\_\_

STUDENT WCC ID NUMBER: \_\_\_\_\_

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

- My student will be subject to the rules, regulations, and policies of WCC.
- My student will be interacting socially with adult college students, and WCC is not responsible for these social interactions.
- My student may be exposed to discussions, readings, and visual materials 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.
- WCC and its employees, faculty, agents, students, and trustees shall not be responsible for the supervision and individual monitoring of my student while in attendance at WCC.

### Parent/Legal Guardian Information:

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### FERPA Release:

*The Family Educational Rights and Privacy Act (FERPA) Release of Information Form must be signed by each student, regardless of the student's age.*

I, \_\_\_\_\_  
(print student name)

Give Washtenaw Community College (WCC) staff and faculty permission to share information contained in my WCC academic records, including attendance, and finance records with:

\_\_\_\_\_  
(print high school name)

I understand that I am giving this permission pursuant to my rights under the Family Educational Rights and Privacy Act. This release of information is only valid while attending the above high school as a dual enrolled or early middle college student. Staff and employees will be instructed to maintain the confidentiality of the information collected.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**I agree for my student to be enrolled at WCC and be held to the rules, regulations and policies of WCC**

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PRINCIPAL/COUNSELOR APPROVAL FORM

*Applicants need to take this form to their high school for approval from a principal or counselor. The applicant or high school can submit this form once it has been completed.*

*This form needs to be submitted once, as part of the application process. Please allow 1-2 business days for processing.*

APPLICANT NAME

APPLICANT WCC ID 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 must be submitted to WCC Cashier's office by the payment deadline.

HIGH SCHOOL NAME

HIGH SCHOOL ADDRESS

PHONE NUMBER

PRINCIPAL/COUNSELOR NAME

PRINCIPAL/COUNSELOR EMAIL

**I agree for the above student to dual enroll at Washtenaw Community College.**

PRINCIPAL/COUNSELOR SIGNATURE

DATE

## WASHTENAW COMMUNITY COLLEGE DUAL ENROLLMENT BILLING AUTHORIZATION FORM

FALL ☐ WINTER ☐ SPRING/SUMMER ☐ YEAR \_\_\_\_\_

**THIS FORM MUST BE COMPLETED EACH SEMESTER BY THE STUDENT'S HIGH SCHOOL DUAL ENROLLMENT OFFICIAL IF THE HIGH SCHOOL IS PAYING FOR COURSES.**

We authorize Washtenaw Community College to invoice us for the below referenced students' tuition. We will cover up to \$\_\_\_\_\_ per course/per semester or up to \_\_\_\_\_ credits, as noted in the \$ Amount/Credit Limit column below. We will cover books as supplies as noted in the Books and Supplies column below.

IF AUTHORIZING MORE THAN 15 STUDENTS, PLEASE SEND A SPREADSHEET WITH THE COLUMNS BELOW TO [billing@wccnet.edu](mailto:billing@wccnet.edu).

Student First & Last Name	WCC @ID Number	\$ Amount/Credit Limit	Books and Supplies
Example: <i>Student First Name Student Last Name</i>	@00#####	"# of classes", "\$ per semester", or "# of credits"	Yes OR No

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NAME OF SCHOOL

INVOICING EMAIL

TELEPHONE NUMBER

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PRINTED NAME AND TITLE

PRINCIPAL/COUNSELOR AUTHORIZED SIGNATURE

DATE (MM/DD/YYYY)



# FAQ

## **WHAT IS DUAL ENROLLMENT?**

A student is considered dual enrolled if they are taking college courses while still enrolled in at least one high school course. 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.

## **ARE THERE LIMITATIONS ON COURSES DUAL ENROLLED STUDENTS CAN REGISTER FOR?**

WCC does not limit the types of courses dual enrolled students are eligible to take. Dual enrolled students must meet Academic Levels 6 in both Reading and Writing to be eligible for dual enrollment. Students should meet with their high school guidance counselor to discuss the school district's policies on number and type of dual enrollment classes. Please review the Michigan Department of Education site on course limitations.

## **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.

## **I'M HOMESCHOOLED, IS THERE ANY ADDITIONAL INFORMATION I NEED TO PROVIDE?**

Homeschool students need to complete the Admissions Checklist prior to registering for classes. For information on who pays for tuition and fees as a home schooled student, please review the MDE Dual Enrollment FAQs.

## **I'VE TAKEN PLACEMENT BUT DO NOT MEET THE NECESSARY SCORES.**

Dual enrolled students must meet Academic Levels 6 in both Reading and Writing to be eligible for dual enrollment. We accept a combination of placement tests to reach the necessary levels. If you've taken the ACCUPLACER and wish to retake one, or both portions of the test, please review the retest policy.

## **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.

## **WHO CAN HIGH SCHOOL COUNSELORS COMMUNICATE WITH REGARDING THEIR STUDENTS' APPLICATIONS AND PROGRESS IN A COURSE?**

High school counselors should contact the Dual Enrollment Coordinator for questions regarding their students. Partner high schools have access to student reports via Oraweb. Reach out to [emcdualenrollment@wccnet.edu](mailto:emcdualenrollment@wccnet.edu) for questions about Oraweb access. If a student is part of a WCC partner early middle college program, the counselor may also connect with the student's assigned Success Coach regarding progress in a course. Counselors may not contact WCC faculty members.

## **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.

## **IS FINANCIAL AID AVAILABLE FOR DUAL ENROLLED 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. Students may apply for financial aid once they have graduated from high school.

## **HOW DO I GET A WCC TRANSCRIPT?**

Students can view their unofficial WCC transcript through their MyWCC account. Students can order official transcripts through their MyWCC account.

## **WHERE CAN I FIND INFORMATION ABOUT MY STUDENT ACCOUNT?**

Students can access their account Online through the WCC Gateway. After logging in, select MyWCC and navigate to the Student Services Dashboard. Under Account Information, select Account Summary for an overview of your account or select the option to view your information by term.

## **WHAT IS THE FORM 1098-T AND WHY WOULD I RECEIVE ONE?**

As required by the Internal Revenue Service (IRS), eligible educational institutions file Form 1098-T for each student enrolled for whom a reportable transaction is made. The student or person eligible to claim the student as a dependent may be able to claim an education credit on IRS Form 1040. Form 1098-T is required to support any claim for an education credit. A Form 1098-T is required to be issued to any student with reportable transactions, even in cases where the student's tuition is paid by a third party, i.e. a school district. For more information, please consult a tax advisor.