

**COC: MOTT BUSINESS for Fall, 2019 – Winter, 2020**

TO: Mott Community College  
 FROM: Lapeer High School

SUBJECT: Verification of Eligibility for Post-Secondary Enrollment

This letter is to verify that \_\_\_\_\_, a \_\_\_\_\_ at Lapeer High School, meets the conditions outlined in Public Act 160, has received the prescribed counseling and detailed information, and is currently eligible for post-secondary enrollment in any of the following subjects:

| Course No. | Course Title            | College Credits | Sem | College                                | High School | HS & College |
|------------|-------------------------|-----------------|-----|--|-------------|--------------|
|            |                         |                 |     | Credits to be counted as checked below |             |              |
| BUSN 104   | Intro to Business       | 3               | 1   |  |             |              |
| BUSN 255   | Principles of Marketing | 3               | 2   |  |             |              |

The student must choose where credit will be earned. If credit is to be used for high school graduation, the grade must be calculated into the high school GPA.

All tuition costs will be covered by LCS. Books and materials are the responsibility of the student.

In the event the student fails to complete the course or does not earn credit in the course, the district will hold the student financially responsible for the tuition paid by the district.

**It is understood that Mott Community College**

1. Will send written notice to our district and the student indicating the course or courses and hours of enrollment, books and materials, as well as additional fees or charges.
2. Will transmit a bill to our district detailing the tuition and fees for this student.

**Please use the following address to bill the district:**

Mrs. Michelle Bradford, Executive Director of Curriculum and Instruction  
 Lapeer Community Schools  
 250 Second Street, Lapeer, MI 48446

If there are any questions relative to the above, please contact the Counseling Dept. at 810-667-2421.

\_\_\_\_\_  
 (Student Signature)                      (Date)                      (Parent Signature)                      (Date)

\_\_\_\_\_  
 (Counselor's Signature)                      (Date)                      (Administrator Signature)                      (Date)



### 1 - High School Information

Applying for admission as:  Dual Enrolled (all or part paid by school)  Early Admit (parent pays cost)

At the beginning of the semester the student will be in:  9th grade  10th grade  11th grade  12th grade

High School Name: Lapeer High School School Telephone: (810) 667-2418

### 2 - Student Information

Student's Name: \_\_\_\_\_ SS# or MCC ID# \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Anticipated HS grad year: \_\_\_\_\_

#### A. Parent/Legal Guardian Approval

I approve the above named student's enrollment at Mott Community College. I will assume financial responsibility for the student's tuition, fees, and books/supplies that are not covered by their school.

\_\_\_\_\_  
(Parent/Legal Guardian's Signature) Date

#### B. Student Approval

I authorize Mott Community College to release information concerning my academic progress and grades to my high school. If I wish for my parent/legal guardian to have access or ability to do business on my behalf I will complete the Authorization to Release Information form and submit it to the Records Office.

\_\_\_\_\_  
(Student's Signature) Date

### 3 - Approved Courses

Will this/these courses be used to fulfill high school graduation requirements?  Yes  No

#### Business Track

Fall 2018 (Sept.—Dec)

Winter 2019 (Jan.—April)

| Course # | Courses           | Credit Hrs. |
|----------|-------------------|-------------|
| BUSN 104 | Intro to Business | 3           |

| Course # | Courses                 | Credit Hrs. |
|----------|-------------------------|-------------|
| MKTG-150 | Principles of Marketing | 3           |

\_\_\_\_\_  
Counselor's Name

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

### 4 - Dual Enrolled Student's School District Approval and Payment Authorization

Our records show that this student has met all of the requirements of the Post Secondary Enrollment Options Act of 1996. Further, this course(s) is/are not available in our school district, and that we will reimburse Mott Community College for tuition and fees in the amount indicated for these course(s).

The School District will be responsible for:  Total Tuition & Fees Coverage up to: \$ \_\_\_\_\_  Not Eligible for Funding

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

School Billing Address:

Lapeer Community Schools

250 Second Street

Lapeer, MI 48446

Send completed certification, admission application and high school transcript to:  
Mott Community College  
Lapeer Extension Center  
550 Lake Dr., Suite A  
Lapeer, MI 48446  
(810) 667-4166

OFFICE USE ONLY: \_\_\_ Cert \_\_\_ ID \_\_\_ HST \_\_\_ GPA

\_\_\_ ACT/PT \_\_\_ Orientation \_\_\_ AD/MS \_\_\_ Perc



# Mott Community College

## Early Admit/Dual Enrollment High School Students

Early admission to Mott Community College is available to any high school student who meets the following criteria: The student is pursuing a high school diploma and has a minimum cumulative 2.5 grade point average; The student has the signed permission of the parent or guardian, high school counselor and principal (parts 1–4 of Dual Enrollment/Early Admit Certification form). Exceptions can be made for those students the counselor or principal believe will benefit from an early college admission experience. Students are limited to course limitations as established by the State of Michigan, courses approved by their high school and must maintain a minimum 2.0 GPA in each college course as well as in the high school courses. Students may enroll in subsequent semesters by submitting a new Dual Enrollment/Early Admit Certification for each semester.

**Dual Enrollment** through the State of Michigan is available to qualifying high students starting as early as 9<sup>th</sup> grade through the 12<sup>th</sup> grade. Eligible students are those students who have met the requirements for an endorsed diploma in a subject area of the High School Proficiency Test. A student in the 12<sup>th</sup> grade would be eligible under this bill for courses in the subject area in which the student has completed the requirements for an endorsed diploma, computer science, or foreign language courses not offered by the school and fine arts program as permitted by the district. For more information go to: [www.michigan.gov](http://www.michigan.gov) search, dual enrollment.

### **Eligible Courses are as follows:**

The course is not offered by the school district; or is a course offered, but not available due to a scheduling conflict beyond the student's control as determined by the board of education.

An academic course that is not ordinarily taken as an activity course.

A course that the post-secondary institution normally applies toward satisfaction of degree requirements.

A course not in the subject area of hobby craft, recreation, physical education, theology, divinity or religious education, including but not limited to Philosophy of Religion.

### **Tuition and Fee Support**

**The school district is responsible for the lesser of:**

The tuition, mandatory course fees, materials fees and registration fees required by the post-secondary institution, and any late fees that result from the school's failure to make a required payment.

The state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.

***High school students are not eligible for federal financial aid. The student is responsible for transportation as well as any tuition, fees, books and supplies that are not paid by the school district. Additional criteria apply.***

### **Requirements: ALL HIGH SCHOOL STUDENTS APPLYING AS EARLY ADMIT OR DUAL ENROLLED STATUS MUST/WILL:**

Have a minimum 2.5 high school grade point average.

Submit the Dual Enrollment and Early Admit Certification form to the Admissions and Recruitment Office with all required signatures.

Submit a Completed Admissions Application to the Admissions and Recruitment Office (each academic year).

Submit a high school transcript to the Admissions and Recruitment Office (each academic year)

Picture identification will be required for admissions, placement, orientation and registration.

Attend a new student orientation.

Take the college placement assessment test and/or submit ACT scores of 20 or above in individual sections.

Be limited to courses per grade level as determined by the State of Michigan.

Meet all the prerequisites required for enrollment in a class.

Have attended at least one semester before registering for e-Learning class(es).

Any student in the 9<sup>th</sup> and/or 10<sup>th</sup> grade (14 & 15 years old) will be required to have a parent and college instructor approval and meet with a college counselor to determine college readiness. Students younger than recommended age may require a parent to register for the class also.

**EARLY ADMIT STUDENTS** must maintain a minimum 2.0 grade point in all college and high school course work. If the GPA drops below a 2.0, college enrollment is not allowed until after high school graduation. Students with less than a 2.5 GPA may be considered for enrollment in developmental courses only. Students will need to take the Placement Assessment unless waiver from this is obtained. Please see the Admissions & Recruitment Office for further instructions.

**DUAL ENROLLED STUDENTS** must submit the completed Dual Enrollment and Early Admit Certification form with the appropriate school signatures that authorizes the specific course(s) to be taken and indicating to whom the bill should be submitted. This application also certifies the student meets criteria for dual enrollment. Student must maintain a minimum 2.0 grade point average in all college and high school course work.

**HOMESCHOOLED STUDENTS** must submit the completed certification form and provide documentation of academic status, ACT scores and previous academic transcripts. Potential students must attend an orientation and complete placement assessment prior to being admitted to the College. Students will be limited to the number of courses set forth by the State of Michigan for dual enrolled students.

**SUBSEQUENT & CONTINUED ENROLLMENTS** The Dual enrollment and Early Admit Certification must be submitted for all subsequent enrollments until the student no longer is eligible for Dual Enrollment or Early Admit status. Copies of high school grades for each semester after admission must be submitted prior to attendance for the next semester/session.



# Mott Community College

## Dual Enrollment/ Early Admit Admissions Guidelines

### I. Apply for Admission:

1. Complete the Mott Community College (MCC) application for admissions online at [apply.mcc.edu](http://apply.mcc.edu).  
(Upon graduation from high school, you must reapply for admission.)

2. Photo Identification required.

3. Complete Online Preview.

4. Placement Assessment Testing:

Placement assessment testing is required for all new students. However, all or portions of the test may be waived with documentation of the individual results for SAT or ACT. See the table below for the minimum scores required to waive sections or all of the placement assessment:

| Individual results for | SAT | ACT |
|------------------------|-----|-----|
| English/Writing        | 27  | 20  |
| Reading                | 27  | 20  |
| Math                   | 520 | 22  |

An appointment for placement testing may be scheduled. Photo ID is required. Results in placement testing will determine class eligibility. If you want to practice first, please go to <https://accuplacer.collegeboard.org/store> for free study guide.

5. Attend In-Person Orientation:

Orientation is a 1 hour session. An appointment is required to schedule orientation and Photo ID must be submitted at the time of orientation.

### II. Submit High School Transcript:

1. Submit HS transcript & ACT and/or SAT results if available.
2. Students have to maintain GPA of 2.5 or higher in high school to be eligible for the dual enrollment program at MCC.
3. Transcript will be required annually.

### III. Complete Dual Enrollment/Early Admit Certification Form:

1. Discuss courses you are eligible to take with your High School Counselor.
2. Make sure all possible courses are listed on the Dual Enrollment Certification Form.
3. You may register only for courses pre-approved by your school.
4. Your school district will identify the financial support available.
5. Form must be signed by student & parent/ legal guardian and approved by high school counselor.
6. Principal's approval required if any portion of the tuition is to be paid by high school.
7. Submit a new form for each semester you plan to enroll for while in high school.

### IV. Register for Class(es):

1. It is your responsibility to register for your classes.
2. You must meet all class prerequisites.
3. Register as soon as possible to assure that you will be able to secure a seat in the class(es).
4. As a dual enrolled student you will go to an Admission representative for approval, then registration to finalize enrolling for classes.
5. Verify class schedule to ensure classes are at the days, times and locations expected. (You can check your class(es)/ schedule on [backpack.mcc.edu](http://backpack.mcc.edu).)
6. Be aware of the full refund dates, if you need to drop your class(es). Your high school counselor must also be aware of your decision.

### V. Pay Your Tuition:

If you are an Early Admit student or your school did not authorize payment, you must secure payment by the tuition payment deadline date established. (See MCC website for these dates.)

\*\*If payment is authorized from your school district but does not cover the full cost, you are responsible for any tuition and fees not paid by your school district.

### VI. Buy Books & Supplies:

Dual Enrolled/Early Admit students are responsible for the cost of books and supplies.

### VII. Attend Your Classes:

1. Speak to your instructor for class assistance if you are experiencing any difficulties or contact the Learning Center for tutoring.
2. If you stop attending class you must officially drop your class with the Admission and Registration Offices. Your high school counselor must also be aware of your decision.
3. Grades from your classes will become part of your official college transcript.

Questions: Please contact Kathleen Custer at (810) 762-0255.

2/27/17

# Mott College

on-line application process is:

**\*\*You will need your Social Security Number for registration purposes\*\***

- 1.) Go to [www.MCC.edu](http://www.MCC.edu)
  - 2.) Students tab
  - 3.) Future students
  - 4.) Apply online (Steps 1-7)  
Choose Out of District resident
  - 5.) Print registration confirmation page and bring into the Counseling Department.
- It will take Mott two business day to create your ID Number.
  - Afterwards, before you can start your classes you will need to set-up with Mott to do their:
    - 1.) Placement testing
    - 2.) Orientation