GLEN OAKS
Earn College Credit Through Dual Enrollment, CTE, and Early Middle College
Included in this handbook are specific guidelines and requirements of the Dual Enrollment, CTE and Early Middle College Programs. There are some practices that all programs share. Find specific Early Middle College guidelines and requirements beginning on page 14.

Glen Oaks Community College Mission

The mission of Glen Oaks Community College is to provide quality educational programs that meet the life-long learning needs of its students and the communities it serves.

Vision for Glen Oaks NOW!

Glen Oaks Community College’s vision is to establish Glen Oaks NOW! as a vital and effective program to enhance college and career readiness and postsecondary success for high school students.

Glen Oaks NOW! Pathways

Glen Oaks NOW! provides two pathways for students to earn college credit while attending high school – CTE and traditional dual enrollment/concurrent enrollment. In both pathways, students must meet eligibility requirements as determined by the State of Michigan Postsecondary Enrollment Options Act of 1996 and/or the Career and Technical Education Preparation Act of 2000.

Academic Readiness

Any student enrolled in an approved Glen Oaks NOW! course is eligible to receive college credit for the course(s) in which he/she is registered. The high school is responsible for determining if the student is academically ready to participate in the Glen Oaks NOW! CTE or dual enrollment program. All students must demonstrate course readiness by meeting all prerequisites for each course as determined by the College Catalog. Students in CTE or general dual enrollment courses will need to complete one of, or a combination of, the following tests to determine course readiness – ACT, SAT, and the college’s Accuplacer Placement Test.

Qualifying Scores for Dual Enrollment Eligibility

Table 1 shows the Michigan Department of Education’s qualifying scores used to determine eligibility for dual enrollment courses. Please note that students must also meet college course prerequisites listed in the GOCC College Catalog or Class Schedule in order to receive college credit.
Table 1: MDE Dual Enrollment Qualifying Scores 2015/2016 and 2016/2017

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Test Section</th>
<th>Content Area</th>
<th>Minimum Dual Enrollment Qualifying Score</th>
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<tr>
<td>EXPLORE</td>
<td>Mathematics</td>
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<td></td>
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<td>MME*</td>
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<tr>
<td></td>
<td>Science</td>
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<td>2100</td>
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<td>Evidence-Based Reading and Writing</td>
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<tr>
<td>PSAT 10</td>
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<td>PSAT/NMSQT 11 **</td>
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<td>SAT **</td>
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<td>Reading</td>
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<tr>
<td></td>
<td>Sentence Skills</td>
<td>Writing</td>
<td>TBD</td>
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<tr>
<td></td>
<td>Mathematics</td>
<td>Mathematics</td>
<td>TBD</td>
</tr>
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</table>

* MME scores are based on the spring 2015 administration of the M-STEP exams
** PSAT 11 and SAT Scores are from the new redesigned administrations starting in 2015-16
***Accuplacer qualifying scores are typically specific to a state or Institution of Higher Education (IHE). The Department will work with The College Board and Michigan IHEs to build consensus around Minimum Dual Enrollment Qualifying Scores on this assessment.
For updates to eligibility requirements, please visit the Michigan Department of Education web site. http://www.michigan.gov/documents/mde/Minimum_Dual_Enrollment_Qualifying_Scores_Table_1415_469821_7.pdf

College Prerequisites

Students can meet college prerequisites by obtaining qualifying scores on ACT, SAT, or the college’s Placement Test or by successfully completing a college course.

Example: Prior to registering for English Composition I, a student must meet the qualifying score on at least one of the following tests: a 19 or greater in ACT English, a 450 or greater on SAT Verbal, or a 70 or greater on COMPASS Sentence Skills. To enroll in English Composition II, a student must successfully complete English Composition I.

Table 2 identifies the appropriate college courses as determined by students’ scores on ACT, SAT, Accuplacer, and COMPASS. Please note: Beginning Fall 2015, PLAN scores will no longer be used to meet college prerequisites. Also, there are two sets of SAT scores, one for the test administered prior to April 2016 (SAT) and one for the test administered in April 2016 or later (SAT16).

What is on an ACCUPLACER Test?

ACCUPLACER tests use a multiple-choice format. There’s no time limit on the tests, so you can focus on doing your best to demonstrate your skills.

ACCUPLACER uses the latest computer-adaptive technology. Questions are presented based on your individual skill level. Your response to each question determines the difficulty level of the next question. It’s important to give each question as much thought as you can before selecting your answer.

Glen Oaks Tutoring and Testing Department strongly advises students to review/study before taking the ACCUPLACER placement test especially if you haven’t taken any math classes recently, or your math skills are not that strong to begin with, or if you haven’t been in school in a while. Another good reason to prepare for the ACCUPLACER is that you will learn the format of the questions and have a chance to review practice questions. Go to www.accuplacer.org then click on the “Information for Students” link. On that page will be a number of free resources to help you prepare for the test. You can also do a web-search for the word “Accuplacer” and there you will also find a number of study guides and practice tests. Be advised that not all of these sites are free and may be full of advertising!

Arithmetic

The Arithmetic test, comprised of 17 questions, measures your ability to perform basic arithmetic operations and to solve problems that involve fundamental arithmetic concepts. There are three types of Arithmetic questions:

- Operations with whole numbers and fractions: topics included in this category are addition, subtraction, multiplication, division, recognizing equivalent fractions and mixed numbers, and estimating.
Operations with decimals and percents: topics include addition, subtraction, multiplication, and division with decimals. Percent problems, recognition of decimals, fraction and percent equivalencies, and problems involving estimation are also given.

Applications and problem solving: topics include rate, percent, and measurement problems, simple geometry problems, and distribution of a quantity into its fractional parts.

Elementary Algebra

The Elementary Algebra test, comprised of 12 questions, measures your ability to perform basic algebraic operations and to solve problems involving elementary algebraic concepts. There are three types of Elementary Algebra questions:

- Operations with integers and rational numbers: topics include computation with integers and negative rationales, the use of absolute values, and ordering.
- Operations with algebraic expressions: topics include the evaluation of simple formulas and expressions, adding and subtracting monomials and polynomials, multiplying and dividing monomials and polynomials, the evaluation of positive rational roots and exponents, simplifying algebraic fractions, and factoring.
- Solution of equations, inequalities, and word problems: topics include solving linear equations and inequalities, solving quadratic equations by factoring, solving verbal problems presented in an algebraic context, including geometric reasoning and graphing, and translating written phrases into algebraic expressions.

College-Level Math

The College-Level Math test, comprised of 20 questions, measures your ability to solve problems that involve college-level mathematics concepts. There are five types of College-Level Math questions:

- Algebraic operations: topics include simplifying rational algebraic expressions, factoring, expanding polynomials, and manipulating roots and exponents.
- Solutions of equations and inequalities: topics include the solution of linear and quadratic equations and inequalities, equation systems, and other algebraic equations.
- Coordinate geometry: topics include plane geometry, the coordinate plane, straight lines, conics, sets of points in the plane, and graphs of algebraic functions.
- Applications and other algebra topics: topics include complex numbers, series and sequences, determinants, permutations and combinations, fractions and word problems.
- Functions and trigonometry: topics include polynomials, algebraic, exponential, and logarithmic and trigonometric functions.
Reading Comprehension

The Reading Comprehension test, comprised of 20 questions, measures your ability to understand what you read, to identify main ideas and to make inferences. You need to distinguish between direct statements and secondary or supporting ideas.

Sentence Skills

The Sentence Skills test, comprised of 20 questions, measures your understanding of sentence structure — what makes a sentence complete and clear. Some questions deal with the logic of the sentence, and others with the relationships between two sentences.
<table>
<thead>
<tr>
<th>ACT/SAT</th>
<th>Accuplacer</th>
<th>Compass</th>
<th>Course Placement</th>
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<tbody>
<tr>
<td><strong>Reading/Verbal</strong></td>
<td><strong>Reading</strong></td>
<td><strong>Compass</strong></td>
<td><strong>Course Placement</strong></td>
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<tr>
<td>19-36 ACT, 450-800 SAT</td>
<td>Below 43</td>
<td>Below 60</td>
<td>Take Nelson Denny ENG 063 Reading for College ENG 121 English Composition I BUS 111 Contemporary Business/Technical Communication</td>
</tr>
<tr>
<td>Sat15 25-40</td>
<td>43-73</td>
<td>60-69</td>
<td></td>
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<td></td>
<td>74-120</td>
<td>70-100</td>
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<tr>
<td><strong>English/Verbal</strong></td>
<td><strong>Sentence Skills</strong></td>
<td><strong>Writing (Sentence Skills)</strong></td>
<td><strong>Course Placement</strong></td>
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<tr>
<td>19-36 ACT, 450-800 SAT</td>
<td>20-53</td>
<td>0-37</td>
<td>ENG 071 Fundamentals of College Writing ENG 073 Essentials of College Writing ENG 121 English Composition I BUS 111 Contemporary Business/Technical Communication</td>
</tr>
<tr>
<td>Sat15 26-40</td>
<td>54-85</td>
<td>38-69</td>
<td></td>
</tr>
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<td></td>
<td>86-120</td>
<td>70-100</td>
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<td><strong>Arithmetic</strong></td>
<td><strong>Pre-Algebra</strong></td>
<td><strong>Course Placement</strong></td>
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<td>20-83</td>
<td>0-43</td>
<td>MATH 055 A&amp;B Applied Basic Mathematics MATH 109 Math for Technicians I</td>
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<td>84-120</td>
<td>44-100</td>
<td>MATH 100 Introductory Algebra BUS 103 Business Math MATH 119 Math for Technicians II</td>
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<td><strong>Math</strong></td>
<td><strong>Elementary Algebra</strong></td>
<td><strong>Algebra</strong></td>
<td><strong>Course Placement</strong></td>
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<td>23-27 ACT, 560-650 SAT</td>
<td>20-55</td>
<td>0-45</td>
<td>MATH 100 Introductory Algebra BUS 103 Business Math MATH 119 Math for Technicians II</td>
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<tr>
<td>SAT16 29-33</td>
<td>56-89</td>
<td>46-65</td>
<td>MATH 104 Intermediate Algebra MATH 105 Mathematical Concepts for Elementary Teachers MATH 111 Introductory Trigonometry</td>
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<td>90-120</td>
<td>56-100</td>
<td>MATH 151 College Algebra MATH 117 Finite Mathematics</td>
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<td><strong>Math</strong></td>
<td><strong>College-Level Math</strong></td>
<td><strong>College Algebra</strong></td>
<td><strong>Course Placement</strong></td>
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<td>25-36 ACT, 651-800 SAT</td>
<td>20-59</td>
<td>0-45</td>
<td>MATH 151 College Algebra MATH 117 Finite Mathematics</td>
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<tr>
<td>SAT16 34-40</td>
<td>60-120</td>
<td>46-100</td>
<td>MATH 153 College Trigonometry MATH 161 Calculus I &amp; Analytical Geometry</td>
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</tbody>
</table>
Glen Oaks NOW! Tuition and Fees

Participating high schools in the state of Michigan or in the college’s Service Area will be charged In-District tuition and fee rates for the Glen Oaks NOW! program. The following examples demonstrate the Glen Oaks NOW! tuition and fee structure using rates from the 2016-2017 academic year. Please refer to the 2016-2017 College Catalog for tuition and fee rates for the 2016-2017 academic year. Tuition and fees are subject to change at the discretion of the Glen Oaks Board of Trustees.

TUITION FOR GLEN OAKS NOW! GENERAL DUAL ENROLLMENT:

- Student comes to GOCC campus and/or takes class online
  In-District Tuition, General Fee, & Applicable Fees (Distance Learning and/or course fees)
  2016-2017: $109 per contact hour / per student / plus fees
  (Example: $109 x 3 contact hours + General Fee ($25 x 3 contact hours) = $402 + any Distance Learning or course fees)

- Student takes class at high school with GOCC Faculty
  In-District Tuition (minimum of 10 students)
  2016-2017: $109 per contact hour / per student
  (Example: one student x 3 contact hours = $327)

- Student takes class at high school with high school teacher
  A portion of In-District Tuition
  2016-2017: $10 per contact hour / per student
  (Example: one student x 3 contact hours x $10 = $30.00) plus applicable course/lab fees

TUITION FOR GLEN OAKS NOW! CAREER TECHNICAL EDUCATION (CTE):

- On Campus – GOCC Faculty
  In-District Tuition, General Fee, & Applicable Fees (Distance Learning and/or course fees)
  2016-2017: $109 per contact hour / per student / plus fees
  (Example: $109 x 3 contact hours + General Fee ($25 x 3 contact hours) = $402 + any Distance Learning or course fees)

- On Campus-CTE Instructor
  2016-2017: $10 per contact hour / per student
  (Example: one student x 3 contact hours x $10 = $30.00)

- At High School – GOCC Faculty
  100% of In-District Tuition
  2016-2017: $109 per contact hour / per student
  (Example: one student x 3 contact hours = $327)

- At High School – CTE Instructor
  2016-2017: $10 per contact hour / per student
  (Example: one student x 3 contact hours x $10 = $30.00) plus applicable course/lab fees
Tuition and applicable fees are billed directly to the participating school district or ISD. Students are responsible for any costs not covered by the district or ISD. If the balance is left unpaid, students are ineligible to enroll in future college courses.

*If Glen Oaks Now! dual enrollment or CTE students wish to participate in student activities and/or have a membership to the Fitness/Wellness Center, they must pay the Student Activities fee to the Cashier’s Office in The Oaks Store and obtain a student ID card in the Student Services Office. Please see the College Catalog for the Student Activities fee structure. Please note tuition and fees are subject to change at the discretion of the Glen Oaks Community College Board of Trustees.

Refunds

Participating schools will not be billed for courses and fees if students drop prior to the 100% refund period. Schools and/or the ISD will be charged for tuition and applicable fees if courses are dropped after the refund deadline. According to state law, students are responsible for reimbursing high schools if the drop occurs after the refund date or if the student fails the course. It is the high school’s responsibility to collect this reimbursement from the student.

Refund dates for classes offered on the GOCC campus are posted in the College Catalog and on academic calendars. Because high school start dates may vary, the Director of Admissions will provide refund deadlines to the high school liaison prior to each term.

Textbooks

According to the State of Michigan Public Act 131 of 2012, eligible students shall have required textbooks paid by the school district if the amount of foundational money generated for the course is enough to cover the expense. Participating schools may determine the method for purchasing textbooks, and textbooks then become the property of the school district. If the dual enrollment or CTE course is offered at the high school, the textbook must the same textbook used for courses taught at the college or must be approved by the Dean of Academics and Extended Learning.

Student Services

Glen Oaks NOW! students have access to the same services as traditional students:

- FREE tutoring: Students may contact the Tutoring and Testing Center to schedule an appointment with a peer tutor. Walk-in tutoring is available during specified days and times. Online tutoring is also available for Math and English.
- Library Resources and Services: The E.J. Shaheen Library serves students, faculty, staff, and community members. In addition to hard copy books and periodicals, the library hosts an extensive online catalog and provides access to various databases and the Michigan eLibrary (Mel). Students have access to computers, a printer, study carrels, and a copy machine in the library.
• Career Resources: Students may utilize the college’s Focus 2 Career and Educational Planning System to take personal inventories, research careers, and create plans and portfolios. Students may obtain the Focus 2 access code from an academic advisor in Student Services.

• Disability Services: Students with documented disabilities may receive certain accommodations to assist them in college classes. Students must complete an intake advising session with the Disability Support Services advisor in Student Services and provide documentation of the disability.

• Academic Advising: Students may meet with an academic advisor to discuss career plans, select courses, and create an academic plan in addition to other services. They should schedule an appointment with either the college’s Director of Admissions or an academic advisor in Student Services.

Application and Registration Processes

1. The high school determines student eligibility for dual enrollment.
2. Students complete the Accuplacer Course Placement Evaluation or submit ACT or SAT scores to the Glen Oaks Admissions Office. Students must test above basic or developmental levels in Reading, Writing, and Math. The Accuplacer test may be waived if students meet GOCC college readiness requirements (ACT Reading 19, Math 23, or English 19; SAT Verbal 450+ and Math 550+, and 2016 Sat scores of Reading 25, Writing 26, Math 29).
3. Students must complete a mandatory dual enrollment orientation available at https://www.glenoaks.edu/student-services/admissions/dual-enrollment/. Follow the prompts to submit student information to the Admissions Office. Students will not be registered until orientation has been completed.
4. Students must complete the Glen Oaks NOW! Dual Enrollment or CTE Application, which includes course registration information. Students under the age of 18 must have a parent’s/guardian’s signature on the application.
5. The high school principal or ISD Director must sign the application, noting approval of courses and fees.
6. The student, high school, or ISD must submit the completed applications/registration information to the Glen Oaks Admissions Office.
7. The GOCC Student Services Office will process applications, register students, and mail copies of class schedules to registered students.
8. The GOCC Registration Office will provide course rosters to appropriate faculty and/or the designated high school liaison.

Withdrawing from a College Course

To withdraw from a college course offered on campus or at a high school, the student must complete a Change of Schedule Form. These forms are available in the high school guidance office or https://www.glenoaks.edu/student-services/admissions/dual-enrollment/. If students officially withdraw from a college course by the 100% refund date, no grade appears on the student’s academic transcript. Students who withdraw after the 100% refund period will receive a grade of W (Withdrawal) on their transcript. Withdrawals
are not calculated into a student’s grade point average. Registration deadlines (drop, add, and withdrawal dates) are located in the College Catalog. Students are mailed a copy of the registration deadlines with their class schedules.

Options for State-Approved Private High Schools

Michigan private schools may also participate in the Glen Oaks NOW! Dual Enrollment Program. The college will bill the State of Michigan Department of Treasury the cost of tuition and applicable fees as determined by the State of Michigan Public Act 131 of 2012. Students are responsible for any costs not covered by the state.

If a student fails the course or withdraws from the college course after the published 100% refund deadline, the student is responsible for reimbursing the Department of Treasury.

Grades

At the end of each enrollment period, the course instructor will enter a grade into the college’s Gradebook system for each class for which the student is registered. The following numerical grading system is used:

4.0 Outstanding work clearly at mastery level
3.5 Much better than average
3.0 Better than average, exceeds standards
2.5 Slightly better than average
2.0 Average, work meets acceptable standards
1.5 Less than average
1.0 Poor, barely meets minimum standards
0.0 Failing, doesn’t meet course standards
I Incomplete (see Policy 3.23)
W Withdrawal
V Visitor (Audit)
IP In progress, no credit (see Policy 3.23)
CR Credit granted
NC No credit

Transferring College Credit

Upon completion of a dual enrollment course, students will have earned college credit recorded on a Glen Oaks academic transcript. This credit may be used to complete a certificate or degree program at Glen Oaks or is transferable to other colleges and universities. To successfully complete a course for transfer credit, students must obtain a 2.0 (C) or greater in the class.

If students plan to transfer to another institution, please keep in mind the receiving institution determines how credit is awarded when transferred. We urge students and counselors to contact the Registrar’s Office at the receiving institution to determine how dual enrollment courses will transfer. Colleges may ask for course descriptions or course syllabi to determine equivalency. Course descriptions are located in the College Catalog, and syllabi may be requested from Dawn Wood, the Faculty Secretary, at dwood@glenoaks.edu.
Transcript Requests

If students choose to attend Glen Oaks after graduation, they do not need to take additional steps to transfer credits as these credits are a part of their GOCC transcript. If students choose to transfer credit to another college or university, they will need to request an official transcript be sent to the college or university they plan to attend. Transcript Request Forms may be found in Student Services or online under Quick Links at www.glenoaks.edu. A student’s signature is required for a transcript to be released. The first three (3) copies are free; each additional copy is $3.00.

Student Code of Conduct

When a student enrolls at Glen Oaks Community College, he/she agrees to abide by all college regulations. Violations of any rules will result in appropriate disciplinary action. The code of conduct applies specifically to student and visitor behavior while at any college facility or while attending any college function.

Infractions of the code include, but are not limited to, the following:

- Physical or verbal abuse
- Failure to comply
- Disruption or obstruction of teaching
- Cheating, plagiarism, or any form of academic dishonesty
- Theft or damage to college property
- Disorderly, lewd, indecent, or obscene conduct or expressions
- Attendance in class or any college function while under the influence of alcohol or drugs
- Unwelcome sexual advances, requests, or verbal or physical conduct of a sexual nature
- Unauthorized possession of firearms or other weapons on campus
- Violation of college internet policy
- Violation of any federal, state, or local law

For a complete listing of this policy, please refer to the College Catalog.

*Students taking classes at the high school will follow the high school Code of Conduct.
Helpful Web Links

Glen Oaks home page:  www.glenoaks.edu

Dual Enrollment Orientation and Information:  https://www.glenoaks.edu/student-services/admissions/dual-enrollment/

Glen Oaks College Catalog:  https://www.glenoaks.edu/glen-oaks-catalogs/

Transfer Equivalencies:  https://www.michigantransfernetwork.org/

Academic Calendars (for students taking courses at Glen Oaks):  https://www.glenoaks.edu/about-us/calendar/

Important Phone Numbers

Dr. Patricia Morgenstern
   Dean of Academics and Extended Learning  269-294-4247

Adrienne Skinner, Director of Admissions
   (Liaison for Dual Enrollment)  269-294-4253

Anita Lopez-Schlabach, Early/Middle College Coordinator  269-294-4234

Beverly Andrews, Asst. Dean of Enrollment Services/Registrar  269-294-4248

The Oaks Store (Bookstore)  269-294-4304

Cashier’s Office (Billing)  269-294-4235

Distance Learning Office  269-204-4308

Records and Registration Office  269-294-4259

Tutoring and Testing Center  269-294-4270

*To reset GO-Zone passwords, students should use the password reset tool option on the Go-Zone sign in page. Student Services must have a valid email and/or Social Security number on file for the student for this to work properly.
Guidelines and requirements specific to the St. Joseph County Early Middle College Program

St. Joseph County Early/Middle College Program

The St. Joseph County Early/Middle College (EMC) Program provides high school students a rigorous opportunity to receive a high school diploma in addition to one of the following: an industry-recognized certification, an associate’s degree, or up to two years of credit toward a bachelor’s degree. Students enrolled in EMC attend an additional year (13th grade) to complete both high school and EMC program requirements.

The EMC Program is designed and delivered through a collaborative partnership between the St. Joseph County ISD, participating St. Joseph County high schools, Glen Oaks Community College (GOCC), and the St. Joseph County College Access Network. EMC will be governed by the St. Joseph County participating district superintendents. All parties, including Glen Oaks Community College, the College Access Network, high schools, and the ISD, will work collaboratively to ensure student success.

How can college credits be obtained?

Postsecondary credits can be earned through a variety of methods:

1) Articulated Credit – successful completion of Career & Technical Education (CTE) courses that have been evaluated and approved for GOCC credit by GOCC. Students must submit a Certificate of Competency from the ISD to the Records and Registration Office at GOCC.
2) Dual Enrollment – successful completion of GOCC coursework taught on the college campus or at the local high school by a college instructor.
3) Concurrent Enrollment (also known as direct credit or dual credit) – successful completion of GOCC coursework taught at the high school by a high school instructor who has been credentialed by the college.
4) AP Credit – successful completion of an Advanced Placement (AP) course and a qualifying score on the associated AP test. Students must submit AP scores to the GOCC Records and Registration Office to receive college credit.
How is EMC different from traditional dual enrollment?
In traditional dual enrollment programs, students are eligible to complete up to ten courses for college credit while enrolled in a public or state-approved non-public high school. EMC students attend an additional year (13th grade) to complete both high school and EMC program requirements simultaneously.

Are EMC students eligible to walk at the end of their 12th year with their fellow students?
It is at the discretion of each resident district to determine policies and guidelines regarding participation in graduation ceremonies and associated activities.

Can EMC Students participate in Athletics?
Eligible students can participate in athletics with his or her resident district following the requirements provided by the district and the Michigan High School Athletic Association (MHSAA).

Participation in intercollegiate athletics, in the 13th year, however, is prohibited by Section 5 of the Postsecondary Enrollment Options Act (MCL 388.515).

How do students qualify for EMC?
The high school determines if students are academically ready to participate in EMC by using the Michigan Department of Education’s (MDE) qualifying scores as noted on page 3. These scores are used only by the high school to determine eligibility for EMC enrollment; the EMC and GOCC sets additional requirements that students must meet to obtain college credit. It is possible that a student can meet the state’s dual enrollment requirements but not be eligible for college credit based on the college’s course prerequisites. For example, MDE requires a 22 in ACT Math for a student to be eligible to take a dual enrollment class in Math, but GOCC requires a 23 on ACT Math for a student to enroll in College Algebra.

Course Placement Test

College placement tests allow educators to evaluate incoming students’ skill levels in Reading, Writing, and Math. Test results determine a student’s placement in appropriate college courses.

The GOCC Tutoring and Testing Center staff will administer the test once per year at participating high schools. Schools may also make arrangements with the Tutoring and Testing Center to have students test on the GOCC campus if needed. Students who miss the test date or need to retake a portion of the test (Reading, Writing, or Math) may do so by scheduling an appointment with the Tutoring and Testing Center at 269-294-4270. Per campus policy, students may retake any portion of the test once per semester. Students must show photo identification (high school ID or driver’s license) prior to testing.

Glen Oaks’ placement score requirements can be found on page 7.
St. Joseph County Early Middle College
Steps for Participation for 10th Grade Students

1. Complete the Early/Middle College Application and return it to the high school guidance office by the last day in March.
   - The EMC Application is available at the local High School Guidance Office.
   - The student and parent complete and sign the EMC application.
   - The student returns the completed application to their High School Counselor.
   - Typically 9th graders are identified as pre-Early/Middle College students by filling out the application only; this shows your interest in the program.
   - 10th graders will need to complete the EMC Application Packet by the March deadline.

2. Participate in the Accuplacer Assessment Testing by the last day in March.
   Testing in three areas: Reading, Sentence Skills, and Math
   - Each spring, the college provides Accuplacer testing at your high school.
   - Accuplacer testing is also available at GOCC by contacting the Tutoring and Testing Center. To schedule an appointment call 269-294-4270.
   - Bring a photo ID with you on the day you test. Notify your guidance counselor and Glen Oaks Admissions Office at 269-294-4253, if you have retested.

   *Please Note: Test scores are very important to determining if the student meets GOCC’s college-readiness requirements. If it is found that after multiple attempts that a student cannot meet the required score benchmarks, EMC may not be the best fit for them.*

3. Complete the Glen Oaks NOW! Application for college courses in the fall and winter semesters.
   - The EMC Coordinator will make on site visits to local high schools and assist EMC students in scheduling their courses. The Director of Admissions will assist Dual Enrollment students in scheduling their college courses. On-site visits will be made in fall (November-December) for winter courses and in the spring (April-May) for the upcoming fall courses.
   - The Glen Oaks NOW! Application will require the student’s, parent/guardian’s, and principal’s signatures for approval.
   - Once the Glen Oaks NOW! Application has been submitted, the student will receive a GOCC student ID#. Students should keep their number in a safe place for their access.
   - **Online Orientation is mandatory for new students.** Go to www.glenoaks.edu and select Dual Enrollment/CTE/Early Middle College. This will direct you to the orientation video. At the end of the orientation, you must submit quiz answers to show that you completed the orientation. You will not be registered for classes until orientation is completed.
• The GOCC Student Services Office processes applications, registers students, and mails a copy of class schedules to registered students.

4. The EMC Application Packet is only for current 10th graders to complete and is also due by the last day in March. Accepted students will be coded
   In the Michigan Database in the fall of their junior year, pushing their Graduation date a year-out; adding a 13th grade.
   Application Packet should include the following documents:
   • SJCEMC Application (SJCEMC Application—Should be submitted in advance to high school counselor with all signatures. Original copy should be included in this envelope.)
   • Course Placement Scores (Course Placement Scores—Testing may have been done for GOCC with your high school or on your own. Make an appointment by calling 269-294-4270. The placement testing is free).
   • 2 Recommendation Forms (2 Recommendation Forms—One should come from the high school guidance counselor, and the other from another HS employee that can attest to the student’s abilities).
   • Essay (Essay—Write a one page essay on why the Early Middle College Program will benefit you).
   • FERPA Release Form (This document allows parents/guardians access to sensitive student information that would not be shared otherwise. Without this completed form, GOCC cannot share information about the student even if they are under 18).
   • Proposed 5 Year EDP (A tentative 5-Year EDP plan is created by the HS guidance counselor and the EMC coordinator, and is reviewed by a GOCC advisor).

5. Meeting with High School Counselor and student to create a tentative EDP plan at the high school by the end of March.
   • Students should be enrolled the GEN 102 College Life Strategies. This is a required class for all EMC students.
   • Students should follow Michigan Merit Curriculum graduation requirements.
   • Students and guidance counselors plan GOCC courses needed for EMC Program of Study.
   • GOCC advisors will review all Educational Development Plans for approval.

6. The EMC Coordinator and evaluation committee will review the application packet to verify that all materials are received. Prior to officially coding EMC students in the fall (by count day) 10th grade students will be invited to attend an EMC Bootcamp (TBA).
   • Dates and times for this event will be determined and announced at a later date.
   • Parents are included in this event and we hope you will make it a priority to attend! This is a way for students to build a support system of fellow students and staff, and it includes some fun too!
Congratulations! You are officially a Glen Oaks Community College Viking and are ready to begin your EMC program. You are now a college student finishing up your high school requirements!

Completing Diploma and Degree Requirements

The intent of the EMC program is to tailor the Educational Development Plan to meet the needs of the student; therefore, students will complete high school or GOCC credits according to their 5 Year Educational Development Plan. The student will increase the percentage of college courses versus high school courses each year, so that by year 13 they will be completely enrolled in postsecondary coursework on the college campus. Students will also complete their final high school requirement, usually, but not exclusively, a fourth year of Math, in year 13 as they continue their coursework on the GOCC campus. This math course does not have to be taken at the high school.

The number of GOCC credits that the student is able to complete toward their chosen degree program will depend on their ability to:

1) Successfully coordinate the high school/college schedule to complete all the requirements for high school graduation and the degree/certificate requirements at the postsecondary level
2) Be motivated to do well with an advanced level of coursework
3) Have the appropriate maturity level to be able to handle the added stress of college life
4) Demonstrate time management abilities and be able to work independently
5) Be able to make the successful transition to the collegiate lifestyle

Below is an EXAMPLE of how credits might be earned leading to an Associate Degree in a Grade 9 through Grade 13 model:

**GRADE 9:** 0 college credits  
**GRADE 10:** 3 college credits  
**GRADE 11:** 11 college credits  
**GRADE 12:** 22 college credits  
**GRADE 13:** 26 college credits  
**Total Credits:** 62 college credits = Associate Degree

It is not a requirement that the student pursue an Associate Degree. Certificate and Licensure programs may be choices available for the student dependent upon the 5 Year EDP formulated in conjunction with the student, high school counselor and GOCC.
Earning College Credit through Advanced Placement

Students who successfully complete an Advanced Placement (AP) course and receive a qualifying score on the associated AP test can receive college credit. GOCC requires a score of 4 on all AP tests for students to be granted college credit. Students must submit AP scores to the GOCC Records and Registration Office to receive credit.

Table 3 represents several AP courses offered at participating St. Joseph County High Schools, the AP Test Name, and the credit awarded at GOCC. For a complete listing of AP course equivalencies, contact the Registration Office at Glen Oaks Community College at 269-294-4259.

Table 3: Sample of High School AP Tests and Course Equivalencies for Glen Oaks Community College

<table>
<thead>
<tr>
<th>AP Test Name</th>
<th>Score Required</th>
<th>Credit Awarded</th>
<th>Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art, History of</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>4</td>
<td>3</td>
<td>ENG 121 – English Composition I</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>4</td>
<td>4</td>
<td>MATH 161 – Calculus I &amp; Analytical Geometry</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>4</td>
<td>4</td>
<td>MATH 162 – Calculus II &amp; Analytical Geometry</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>4 cr. each</td>
<td>BIO 121 &amp; 122 – General Biology I and II</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>4 cr. each</td>
<td>CHEM 133 &amp; 134 – General Chemistry I and II</td>
</tr>
<tr>
<td>Government &amp; Politics/U.S.</td>
<td>4</td>
<td>4 cr. each</td>
<td>HIST 110 – American Government and Political Science</td>
</tr>
<tr>
<td>Statistics</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Guidance & Counseling Services

The St. Joseph County EMC provides students with a variety of counseling and guidance services as they progress through the program and successfully make the transition from high school to college. Counseling and student support services are offered both in the high school setting and at GOCC.
**High School Counselor**

All EMC students will meet with a high school counselor for counseling support and guidance from 9th grade through the 12th grade. In the 13th grade GOCC Advisors will then become their support. Each high school district in St. Joseph County has a counseling staff responsible for the EMC students in their respective buildings. The high school counselor works with each student in the development and review of his or her 5 Year Educational Development Plan/Individual Learning Plan (EDP/ILP). This serves as a guiding document for course selection and placement in the EMC. The counselor will be responsible for the alignment of a student’s EDP/ILP and EMC classes. The counselor will review the student’s EDP/ILP each semester to reflect changes in student aptitude or interest. Students who choose to participate in the EMC will meet with the counselor to ensure that they are progressing at an appropriate pace and that they have the resources to be successful. The counselor’s role is to bridge the overlap of college and high school coursework, to monitor the student’s progress, to develop an appropriate schedule each semester, and to assist in keeping students on track.

The counseling staff will coordinate assessments with GOCC to determine the level of college readiness for EMC applicants. The counselor will meet with the students to go over the results of the testing, to provide feedback on the academic areas that need to be addressed, and to provide college and career counseling services for each interested student.

The counseling staff also provides personal counseling and crisis management services to all EMC students as needed. The counselor will provide information on external resources and will assist the student in obtaining those services on a case-by-case basis.

**Early Middle College Advisor/Coordinator**

Students will be working with an EMC Advisor upon enrollment in the EMC. This advisor/coordinator will serve as a mentor/significant figure in their educational program and will support the student from admission to graduation. The primary role of the EMC advisor/coordinator is to track student performance in the college readiness curriculum and to provide feedback on a regular basis. In this role, the EMC advisor is a “coach” who works with each student on success strategies to ensure their seamless transition from high school to college and then through successful graduation from the program. The advisor will meet with each EMC student during the semester to monitor progress and plan together. The EMC advisor/coordinator also works with the high school counselor and the GOCC Student Services Department to coordinate the appropriate support services for each student, while continuing to monitor each student’s academic and personal development, both at the high school and at GOCC.
GOCC Student Support Services

Students enrolled in a GOCC course as a part of the EMC program will have access to additional resources for counseling support and guidance at Glen Oaks Community College.

GOCC Counseling and Advising Services

GOCC Advisors can assist EMC students in establishing academic and personal goals, selecting courses and degrees, exploring careers, scheduling classes, conducting pre-graduation audits, changing their program of study, tutoring, and career counseling. Advisors can also assist students with the transfer process, career assessment, job search techniques, interviewing techniques, and resume writing. Disability Support Services are available to students with current documentation. Services include auxiliary aids, educational adjustments, ergonomic keyboards, mobility assistance, note takers, permission to record lectures, print enlargements, quiet testing environment, readers for tests, scribes, special seating arrangements, tutors, voice recognition software, and the Zoom Magnification Machine. Glen Oaks’ Student Success Coaches can assist students with non-cognitive abilities like time-management, note-taking, test anxiety and instructor interactions, also how to find resources on campus.

GOCC Tutoring and Testing Center

All EMC students will have full access to the GOCC Tutoring and Testing Center. The center is designed to provide academic support services to assist in every student’s success in all program areas. Many of the tutors are certified through the College Reading and Learning Association. The center provides free tutoring services and testing accommodations. The Tutoring and Testing Center also assists with discovering one’s learning style, reducing test anxiety, staying motivated and disciplined, understanding and avoiding plagiarism, exam preparation tips and test-taking strategies.

GOCC Transfer Assistance

For students who plan to complete an Associate Degree at GOCC and transfer to a four-year institution, advisors provide academic and student support in the areas of transfer curriculum guides, academic monitoring, career counseling/assessment, financial aid counseling, and networking.

Early/Middle College Tuition and Fees

High schools will be billed In-District tuition and fee rates for college classes taken as part of the EMC program. Participating schools will not be billed for courses and fees if students drop classes prior to the 100% refund period. High schools will be charged for tuition and applicable fees if courses are dropped after the refund deadline. Refund dates are posted on the current GOCC Academic Calendar.

According to state law, students are responsible for reimbursing high schools if students withdraw from college courses after the refund date or if the student fails the course. (Please note: One college class can cost
$300-$800, depending on the number of contact hours and fees.) **It is at the discretion of each high school to determine local policies and procedures for collecting reimbursement from the student (see FAQ’s).**

**Withdrawing from a College Course** *(see page 10)*

**Textbooks**

The resident school district will pay for required textbooks provided the amount of foundation grant generated for the course is enough to cover the expense. Participating schools determine a method for purchasing textbooks that is consistent with other practices. Once purchased, textbooks become the property of the school district. Please check with the participating high school to determine the method for purchasing/renting textbooks. If the EMC course is offered at the high school, the textbook must be the same textbook used for courses taught at the college. If a student chooses to keep the textbook as reference or for further study and/or application arrangement must be made with the individual district to purchase the text.

**Satisfactory Academic Progress***

Students who’s GPA falls below 2.0 in their college courses will be placed on an SAP warning status. Students unable to meet the minimum requirements will be given the option of appealing to the SAP Appeals Committee to request an exception. While on probation a student must meet the following requirements to maintain eligibility. This status only applies after an appeal is approved by committee.

1. Earn a 2.0 semester GPA or a 2.0 cumulative GPA
2. Complete all enrolled credits (will include only credits enrolled in at the end of the 100% drop/add period each semester)
3. Participate in an Academic Caution Intervention Plan and fulfill the obligations of the agreed upon plan.

**Course Completion Plan Status**

Students unable to regain and meet overall SAP standards after having been in Warning and Probation status may be placed in a Course Completion Plan status. Course Completion Plan is intended to support and encourage students to successfully progress toward earning their degree, and student must meet the following requirements to maintain financial aid eligibility. This status only applies after an appeal is approved by committee.

To regain eligibility, a student on SAP Denial must do ALL the following:
1. meet the minimum cumulative GPA requirement of 2.0; and
2. meet the minimum cumulative completions rate requirement of 67%; and
3. make a request, in writing, for a re-evaluation of his or her SAP status.

If remediation or retake is necessary for course completion making it impossible to complete a program prior to EMC graduation, tuition and fees may apply directly to the student at the discretion of the local district.

*See GOCC Catalog*
College Grades (see page 11)

Transferring College Credit & Transcript Requests (see page 12)

Student Code of Conduct (see page 12)

Note: All EMC students must adhere to the Student Code of Conduct established by their resident high school. All rules, regulations, policies and procedures will apply to the student regardless of the location of scheduled classes.

*Students taking classes at the high school will follow the high school’s Code of Conduct.
Program (College Course) Locations:

Burr Oak High School
326 E. Eagle Street
Burr Oak, MI 49030

White Pigeon High School
410 Prairie Avenue
White Pigeon, MI 49099

Centreville High School
190 Hogan St.
Centreville, MI 49032

Colon High School
400 Dallas Street
Colon, MI 49040

Constantine High School
1 Falcon Drive
Constantine, MI 49042

Glen Oaks Community College
62249 Shimmel Road
Centreville, MI 49032

Mendon High School
148 Kirby Road
Mendon, MI 49072

Sturgis High School
216 Vinewood Street
Sturgis, MI 49091

Three Rivers High School
700 Sixth Avenue
Three Rivers, MI 49093

Agencies granting high school diploma:

1. Burr Oak
2. Centreville
3. Colon
4. Constantine
5. Mendon
6. Sturgis
7. Three Rivers
8. White Pigeon

Agency granting post-secondary credits, certificate, or degree:

1. Glen Oaks Community College
FORMS
AND
APPLICATIONS
The purpose of the Glen Oaks Community College (GOCC) Glen Oaks NOW! program is to create partnerships with local high schools by awarding college credit to high school students who are in courses determined to be college level and taught by appropriately credentialed high school teachers. This document details all policies and procedures currently in place for the Glen Oaks NOW! program. All participating high schools are expected to review these documents so they are clear on all program guidelines.

Dual Enrollment Liaisons

The GOCC liaisons serve as the high school’s connection with GOCC regarding all aspects of the Glen Oaks NOW! program.

- Dr. Patricia Morgenstern, Dean of Academics and Extended Learning: handles all Teacher and Course Request Forms, HR forms, and instructor approvals.
  
  Email: pmorgenstern@glenoaks.edu
  
  Phone: 269-294-4247

- Adrienne Skinner, Director of Admissions: serves as the primary contact for high school guidance counselors and students; processes applications and registers students; corresponds with students regarding program requirements and expectations.
  
  Email: admissions@glenoaks.edu
  
  Phone: 269-294-4253

The Role of the High School Liaison

- High school partners must designate a high school liaison for the Glen Oaks NOW! program. This person serves as GOCC’s connection with the high school regarding all aspects of the program. He or she should be affiliated with the high school and work with students and teachers. Examples of high school liaisons are principals, guidance counselors, and curriculum directors.

- The designated liaison will complete all initial paperwork for their high school’s participation in the program each year. The liaison is encouraged to keep copies of all paperwork for their documentation.
• Liaisons are responsible for working with high school teachers to communicate with students and parents about the program as well as ensure all steps are completed and all program deadlines are met.
• Liaisons may need to be contacted over the summer to ensure Glen Oaks NOW! courses are ready for the upcoming academic year.

The Role of the High School Glen Oaks NOW! Teacher

• High school teachers will be asked to provide basic program information to students, assist with the application process, verify rosters, and submit final grades via the college’s student information system by the appropriate deadlines.
• New teachers may need to be contacted over the summer to ensure courses are ready for the upcoming academic year.

Approving High School Teachers and Courses

The designated high school liaison must complete a Glen Oaks NOW! Teacher and Course Request Form for each class the high school wishes to submit for participation. Forms must be completed for all previously approved classes as well as new classes.

• Courses for Reinstatement (approved in a previous academic year):
  o If a high school course has already been approved for participation in a previous year, it does not have to be re-evaluated as long as the high school teacher is still the same and the course content has not changed. The liaison needs to simply submit the Glen Oaks NOW! Teacher and Course Request Form and request “reinstatement” for the course.
  o If the teacher or course content has changed, the course will have to be re-evaluated to ensure all requirements are still met.

• New Courses
  o If a high school course has never been approved for the program, the high school liaison should submit a Glen Oaks NOW! Teacher and Course Request Form and attach copies of the teacher’s academic transcripts as well as a course syllabus or outline.
  o It is important that the liaison also indicates to which GOCC course the high school believes its course is equivalent. Information on GOCC course descriptions can be found in the College Catalog. The high school liaison may consult with the Dean of Academics and Extended Learning concerning appropriate course equivalencies.

New courses and previously approved classes which have a change in teacher and/or content must go through the following process in order to obtain approval:
**STEP 1:** The high school teacher must be approved by the Dean of Academics and Extended Learning to teach as a Volunteer Adjunct Faculty member in the Glen Oaks NOW! program. High School teacher credentials are reviewed to verify they meet GOCC adjunct hiring requirements for the particular course subject area as detailed below.

- **Teacher Requirements for High School Courses in General Education Subject Areas (English, Math, Science, Social Sciences, etc.):**
  - A Master’s Degree in the subject area OR a Master’s degree in any field with at least 18 semester or 24 quarter credit hours at the graduate level in their subject area is required.
  - Teachers in these subject areas must submit copies of transcripts of all graduate level course work to be reviewed and approved by the Dean of Academics and Extended Learning. These transcripts should be attached to the Glen Oaks NOW! Teacher and Course Request Form.

- **Teacher Requirements for High School Courses in Technical Education Subject Areas:**
  - A Bachelor’s Degree in the subject area with at least 18 semester or 24 quarter credit hours at the graduate level in their subject area is preferred.
  - Work experience, teaching experience, and other credentials such as certifications and licensures are also considered and may supplement the degree requirements.
  - Teachers in these subject areas must submit copies of transcripts of all graduate level course work to be reviewed and approved by the GOCC Academic Dean. These transcripts should be attached to the Glen Oaks NOW! Teacher and Course Request Form. Specialized certifications in technical areas may also be submitted for consideration.

If the GOCC Dean of Academics and Extended Learning approves the high school teacher to teach the course, the course moves on to the next step in the approval process. If the teacher is not approved, the course is subsequently not eligible for the Glen Oaks NOW! program.

**STEP 2:** The high school course content must be reviewed by a designated GOCC faculty member and approved to be the equivalent of at least one GOCC college course.

Once the high school teacher has been approved, GOCC will assign a faculty member who teaches the same subject/course at the college to meet with the high school teacher to review the content (i.e. syllabus, assignments, assessments, textbook, etc.) of the high school course to determine if there is an applicable GOCC course equivalency. In cases where the college does not have a full-time faculty member in the subject area, the Dean of Academics and Extended Learning will review the course or assign an adjunct faculty member to do so.
Human Resources Requirements

- All Glen Oaks NOW! high school teachers must complete the required Human Resources paperwork in order to be given a GOCC Faculty ID number and be assigned as the teacher of record for the Glen Oaks NOW! course(s). Required paperwork includes:
  - Human Resources Information Questionnaire
  - Volunteer Adjunct Faculty Agreement
  - Official transcripts of all college undergraduate and graduate course work to date.
- Until this paperwork has been received, the teacher will not have access to the GO-Zone or Gradebook, which is where grades are recorded for students.
- This documentation is only required one time unless the Human Resources Office specifically asks for additional or updated forms.
- All HR paperwork must be submitted before or by the deadline to request Dual Enrollment courses.
- Human Resources paperwork can be obtained by contacting the Dean of Academics and Extended Learning.

Tuition for Courses Taught at the High School by High School Instructors

The tuition rate for classes offered at participating high school by high school teachers will be $10 per contact hour plus any applicable course or lab fees. This rate is subject to change at the discretion of the Board of Trustees.

Placement Testing

Students must provide evidence that they meet course prerequisites to maintain the quality of the course content. Students who do not meet prerequisites based upon ACT or SAT scores must participate in the Accuplacer Course Placement Evaluation.

- GOCC Tutoring and Testing staff will administer the Accuplacer test once per year at participating high schools.
- Schools may make arrangements with the Tutoring and Testing Center to bus students to campus for testing if needed.
- Students who miss the test date or need to retake a portion of the test may do so by scheduling an appointment with the Tutoring and Testing Center at 269-294-4270. Per campus policy, students may retake any portion of the test once per semester.
Billing and Payment Process

- High schools and/or the ISD will note the percent or the amount of tuition to be covered on the Glen Oaks NOW! Dual Enrollment or CTE Application or any subsequent Change of Schedule Forms. The college will bill the student for any balance not covered by the high school under the State of Michigan dual enrollment laws.
- Tuition and fee costs for all student participants will be billed directly to the school district or ISD. The treasurer will receive an invoice each semester the district has students participating in the Glen Oaks NOW! program.
- Invoices will be created after the published withdrawal deadlines for the semester to avoid charging districts for any students who chose to drop classes within the permissible timeframe. Students must drop courses by this published deadline in order for the high school to avoid being charged for their participation. The college expects payment for any classes dropped after the published refund deadline. The Cashier’s Office typically generates invoices 8 weeks after the semester start date.
- If any invoices are outstanding, the district will not be permitted to offer GOCC courses to its high school students, nor can students enroll in classes, until the balance is paid.

Class Sizes

- If classes are taught at the high school by a high school instructor, the host school determines the minimum and maximum number of seats in a course.

Program Deadlines

- Human Resources Paperwork – 2 weeks prior to the first day of the term
- Application Deadline – The GOCC Admissions Office should receive all applications and ACT or SAT test scores within one week of the first day of class if the class is taught at the high school by a high school instructor.
- Withdrawal Deadline – Students can officially withdraw with no penalties within the first 10% of the course. Withdrawal dates for classes at high schools are TBD and are dependent upon high school start dates. The Director of Admissions will provide these dates to the high school guidance counselors.
Glen Oaks NOW!
Application & Registration Form

Please select your student status:
☐ Dual Enrollment  ☐ Early/Middle College  ☐ Home School  ☐ High School Guest (Self-paying)

Legal Last Name

Legal First Name  Middle Name

Former Last Name(s)

We request your social security number (SSN) and date of birth for identification purposes only.

Social Security Number (optional)

Date of Birth (optional)  Month / Day / Year

Street Address / PO Box (Indicate street address with PO Box.)

City  State  Zip Code

Primary Phone (Check one.)  ☐ Home  ☐ Cell  Alternate Number: (Check one.)  ☐ Home  ☐ Cell

Area Code  Area Code

Personal E-mail Address

Demographic Information

This section is voluntary. Demographic information is reported to the U.S. Office for Civil Rights under the Title VI of the Civil Rights Act of 1994 and Title IX of the Education Amendments of 1972.

Gender:  ☐ Male  ☐ Female  Citizenship Status:  ☐ U.S. Citizen  ☐ Non-resident Alien (06)

Country of Citizenship

Ethnicity: Are you Hispanic/Latino?
☐ Yes  ☐ No

Race: (Select all that apply.)
☐ White  ☐ American Indian or Alaska Native

☐ Asian  ☐ Native Hawaiian or other Pacific Islander

☐ Black or African American  ☐ Other/Unknown

Do either of your parents have a four-year college degree?  ☐ Yes  ☐ No

Office Use Only:
C Date  O Date  ID Number
Name of High School ___________________ Graduation Year ____________

Will any of these classes be used for high school credit to satisfy diploma requirements? □ Yes □ No
(If you answered yes to this question, please initial to the left of the classes used for dual credit.)

Are you enrolled in a non-public high school? □ Yes □ No
If yes, please list the number of classes in which you are enrolled at the non-public high school:

---

**Course Registration Information**

<table>
<thead>
<tr>
<th>Course Letters</th>
<th>Course Numbers</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days &amp; Times</th>
<th>Term/Year</th>
<th>Location</th>
<th>% or Amount Covered by High School*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>123</td>
<td>01</td>
<td>Class Name</td>
<td>3</td>
<td>T/TH 8:30-10:00 A.M.</td>
<td>Fall/15</td>
<td>GOCC</td>
<td>100%</td>
</tr>
</tbody>
</table>

---

*High schools are required to submit ACT or SAT test scores with the student’s application if those scores will be used to meet prerequisites for classes. Please complete the section below or staple a copy of the scores to the application.

ACT English _______ SAT Writing _______ Compass Writing _______
ACT Reading _______ SAT Reading _______ Compass Reading _______
ACT Math _______ SAT Math _______ Compass Pre-Algebra _______
Compass Algebra _______
Compass College Algebra _______

---

**Required Signatures**

I certify that the information provided on this application is correct and complete to the best of my knowledge. I agree to abide by the regulations of Glen Oaks Community College (GOCC), and I understand that falsifying information can result in dismissal from GOCC. I authorize the release of my high school records to GOCC and understand that GOCC may share academic progress with my high school. I also understand that students are required by law to reimburse the high school if they fail a course or withdraw after the refund deadline. Students are also responsible for any fees not covered by the high school.

By signing this application, I am also granting permission for GOCC to use my image for marketing, communication, and advertising/promotional purposes. If I do not want my image used in these materials, I must state my objection to the photographer/videographer during the shoot and/or in writing, or submit my request to the Director of Communications and Marketing.

Student Signature ___________________ Date ____________

Signatures below indicate the following: approval for student to be enrolled as an Early College Guest/Dual Enrollment student; approval of course; compliance and understanding of dual enrollment program requirements; assurance that state, high school, and college requirements have been met; and authorization for tuition and fees to be billed to the high school. Any charges not covered by the State of Michigan dual enrollment regulations will be billed to the student. I also understand that students are required by law to reimburse the high school if they fail a course or withdraw after the refund deadline.

Parent/Guardian ___________________ Date ____________
Principal ___________________ Date ____________

---

It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Contact the Civil Rights Coordinator at GOCC (269-467-5945) if you feel discriminatory practices have taken place.

Application revised 05/18/15
Glen Oaks NOW!
Career Technical Education (CTE) Application

Please use blue or black ink to complete both sides of the application.

Legal Last Name

Legal First Name

Middle Name

Former Last Name(s)

We request your social security number (SSN) and date of birth for identification purposes only.

Social Security Number (optional)

Date of Birth (optional)

Month / Day / Year

Street Address / PO Box (Indicate street address with PO Box.)

City

State

Zip Code

Primary Phone (Check one.)  □ Home  □ Cell

Alternate Number: (Check one.)  □ Home  □ Cell

Area Code

Area Code

Personal E-mail Address

Demographic Information

This section is voluntary. Demographic information is reported to the U.S. Office for Civil Rights under the Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

Gender: □ Male  □ Female

Citizenship Status: □ U.S. Citizen

Country of Citizenship

□ Non-resident Alien (06)

Ethnicity: Are you Hispanic/Latino?  □ Yes  □ No

Permanent Resident

Alien Registration Number

Country of Origin

Race: (Select all that apply.)

□ White  □ American Indian or Alaska Native

□ Asian  □ Native Hawaiian or other Pacific Islander

□ Black or African American  □ Other/Unknown

Do either of your parents have a four-year college degree?  □ Yes  □ No

Office Use Only:

C Date __________________  L Date __________________  ID Number __________________
# Course Registration Information

<table>
<thead>
<tr>
<th>Course Letters</th>
<th>Course Numbers</th>
<th>Section</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Days &amp; Times</th>
<th>Term/Year</th>
<th>Location</th>
<th>Amount or % covered by ISD</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>123</td>
<td>01</td>
<td>Class Name</td>
<td>3</td>
<td>T/TH 8:30-10:00 A.M.</td>
<td>Fall/15</td>
<td>GOCC</td>
<td>100%</td>
</tr>
</tbody>
</table>

|                |                |         |              |              |              |           |          |                          |
|                |                |         |              |              |              |           |          |                          |
|                |                |         |              |              |              |           |          |                          |
|                |                |         |              |              |              |           |          |                          |
|                |                |         |              |              |              |           |          |                          |

**Students must understand and meet the following Glen Oaks NOW! Requirements:**

1. Students must qualify for college credit based upon scores from one or more of the following tests: Compass, ACT, or SAT.
2. Students must be enrolled in at least one high school class at a public school in Michigan.
3. Students are responsible for any fees not covered by the school district or ISD.
4. Failure or non-completion of any or all courses may result in no credit given at the high school or post-secondary institution. According to state law, students must reimburse the high school if they fail a college course or withdraw after the 100% refund date.

*Please submit the following scores if ACT or SAT scores will be used to determine course eligibility:*

- ACT Reading Score
- ACT English Score
- ACT Math Score
- SAT Verbal Score
- SAT Math Score

**Required Signatures**

I certify that the information provided on this application is correct and complete to the best of my knowledge. I agree to abide by the regulations of Glen Oaks Community College (GOCC), and I understand that falsifying information can result in dismissal from GOCC. I authorize the release of my high school records to GOCC and understand that GOCC may share academic progress with my high school and or the ISD. I also understand that students are required by law to reimburse the high school if they fail a course or withdraw after the refund deadline. Students are also responsible for any fees not covered by the ISD.

By signing this application, I am also granting permission for GOCC to use my image for marketing, communication, and advertising/promotional purposes. If I do not want my image used in these materials, I must state my objection to the photographer/videographer during the shoot or in writing, or submit my request to the Director of Communications and Marketing.

Student Signature ___________________________ Date ____________

Signatures below indicate the following approval for the student to be enrolled as an Early College Guest-CTE student; approval of course; compliance and understanding of Glen Oaks NOW! program requirements; assurance that state, high school, and college requirements have been met; and authorization for tuition and fees to be billed to the St. Joseph County ISD. Any charges not covered by the ISD will be billed to the student. Students will be responsible for tuition costs if they fail a course or drop after the refund period. I understand that GOCC, the high school, and the ISD may share the student’s records and academic progress.

Parent/Guardian ___________________________ Date ____________

ISD Representative _________________________ Date ____________

Glen Oaks Representative ___________________ Date ____________

It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state, or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Contact the Civil Rights Coordinator at GOCC (269-147-9945) if you feel discriminatory practices have taken place.
St. Joseph County
Early/Middle College Application

Please use blue or black ink to complete the application.  

Today’s date __________________________

Legal Last Name __________________________

Legal First Name __________________________

Middle Name __________________________

Date of birth for identification purposes only.

Date of Birth __________ / __________ / __________

Month Day Year

Street Address / PO Box (Indicate street address with PO Box.)

City __________________________

State __________________________

Zip Code __________________________

Primary Phone (Check one)  [ ] Home  [ ] Cell

Alternate Number: (Check one)  [ ] Home  [ ] Cell

Area Code __________________________

Area Code __________________________

E-mail Address __________________________

Name of High School __________________________

Current Grade __________________________

EMC Graduation Year (13th Grade) __________________________

I intend to pursue a program of study that leads to:

[ ] Associate degree, bachelor’s degree or master’s degree

Indicate which degree you plan to pursue or write undecided: __________________________

[ ] Certificate of Employability

Indicate which certificate you plan to pursue or write undecided: __________________________

[ ] Industry-Recognized Certification (CTE-Focused EMC)

I am interested in the following career upon the completion of my course of study: __________________________

I plan to attend the following college/university/trade school upon completion of the EMC program:

______________________________

Indicate the highest level of education that you plan to attain: Check box

[ ] certificate  [ ] associate  [ ] bachelor’s  [ ] master’s  [ ] PhD

Please complete the back page of the application.
St. Joseph County
Early/Middle College Application

Required Signatures

I understand my education is my responsibility and that I must meet certain requirements in order to receive a high school diploma, industry certifications, Certificate of Employability, Associate Degree, etc. I understand my high school counselor(s) and Glen Oaks staff are available resources I can seek to provide information and guidance. Furthermore, I understand that participation in the graduation ceremony at my high school is determined by my high school administration, and that I will need to be on track for graduating EMC at the time of the ceremony in order to be considered. Should I be allowed to participate, I will not receive my actual high school diploma until completing the EMC program (i.e., the "13th year").

Student Signature ______________________________ Date ______________________
Parent/Guardian ______________________________ Date ______________________

I certify that the information on this application is correct and complete to the best of my knowledge. I understand and will comply with the requirements of the St. Joseph County EMC program. By signing this application, I am giving permission for the high school, EMC coordinator, and Glen Oaks Community College to share information on my academic progress.

Student Signature ______________________________ Date ______________________

Signatures below indicate the following: student is eligible to participate in the EMC program; compliance and understanding of program requirements; assurance that state and high school requirements have been met; and authorization for the participating school, EMC coordinator, ISD, and Glen Oaks Community College to share information on the student’s attendance and academic progress.

Parent/Guardian ______________________________ Date ______________________
Principal ______________________________________ Date ______________________
Guidance Counselor ____________________________ Date ______________________
Instructor (if CTE-EMC) _________________________ Date ______________________

OFFICE USE ONLY

This applicant is: Approved ☐ Not approved ☐ Date Coded in MSDS: _______________________
EMC Coordinator Signature _____________________ Date: ______________________

NODISCRIMINATION STATEMENT It is the policy of Glen Oaks Community College that no discriminatory practices based on gender, sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct and attendance. Any person believing that Glen Oaks Community College or any part of the organization has engaged in a discriminatory practice should contact the Glen Oaks Title IX Coordinator at 62249 Shimmel Rd., Centreville, MI 49032; (269) 294-4230 or thowden@glenoaks.edu, office A53.
Glen Oaks NOW!
Change of Schedule Form

Please complete this form and fax to the Glen Oaks Admissions Office at 269-467-9068, or present this form to the Registration Desk in Student Services.

Student Name (First, MI, Last): ____________________________________________________________

High School: ____________________________________ Graduation Year: ______________

Student ID Number: ___________________________ OR Birth Date: _____ / _____ / ________

Process Request for: ☐ Fall 20____ ☐ Winter 20_____ EMC Student ☐ DE Student ☐ CTE Student □

DROPPING/WITHDRAWING FROM COURSES:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Letters</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hours</th>
<th>Amount Covered by School (% or $)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

☐ Check this box if this form results in a complete withdrawal from all dual enrollment classes.

ADDING COURSES:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Course Letters</th>
<th>Course Number</th>
<th>Section</th>
<th>Credit Hours</th>
<th>Amount Covered by School (% or $)</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
</tr>
</tbody>
</table>

Signatures indicate approval for the course withdrawal(s) and/or addition(s) listed above.

Student’s Signature: _____________________________ Date: __________________

Parent/Guardian Signature: ___________________________ Date: __________________

Principal’s Signature: ______________________________ Date: __________________

Instructor’s Signature: _____________________________ Date: __________________

(Required after 40% of the course has been completed.)

OFFICE USE ONLY

Date Posted by Student Services: _____/_____/_______ Refund: _________% Initials ___________________

Updated 9/28/16
St. Joseph County
Early/Middle College
Program Withdraw Form

Required Signatures

I ____________________________ have decided to not continue in the EMC program.

If the student has not been officially coded 3500:

Once the count day of the student’s junior year has passed they are no longer eligible to rejoin the EMC program.

The student will no longer need to comply with the program requirements and will not be coded 3500 in October 2016 (by count day).

As a high school student you may remain in your classes and be considered a Dual Enrollment student which has a maximum amount of 10 allowable classes during your high school career. If you have exceeded 10 classes already, then you may have to reimburse your local high school, for anything over that amount, this is at the discretion of each high school. Should you decide you do not want to continue in the classes in either program you will need to contact your high school guidance counselor and fill out the Glen Oaks NOW! Change of Schedule Form, and drop/withdraw from courses.

I am aware that I must reimburse the high school or ISD the cost of tuition and fees if I fail the course or withdraw after the 100% refund deadline.

Student ____________________________ Date ____________________________

I wish to continue as a Dual Enrollment Student (check box and initial) ☐ ______

High School ____________________________

Parent/Guardian ____________________________ Date ____________________________

Principal ____________________________ Date ____________________________

Guidance Counselor ____________________________ Date ____________________________

BILLING OFFICE USE ONLY

Applicant coded 3500: YES ☐ NO ☐ Date Coded in MSDS: ________________

EMC Coordinator ____________________________ Date: ________________

Local High School Billing Office ____________________________ Date: ________________

ISD Billing Office ____________________________ Date: ________________

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Glen Oaks NOW! Prerequisite Exception Form

Instructions: Students who wish to participate in a dual enrollment course but do not meet the prerequisites for the course must complete this form and obtain written signatures from a parent or guardian and a school representative. Please print legibly in blue or black ink, and include this form with the student’s application.

Student Name:  ______________________________  __________________________  ________

Last  First  Middle Initial

Address:  _____________________________________________________________________

City:  ____________________________  State:  ______  Zip:  ______________

Birthday (MM/DD/YYYY):  _____ / _____ / __________  □ Male  □ Female

High School Name:  ____________________________________  Graduation Year:  __________

I hereby certify that the student listed above is recommended to take the following dual enrollment course without meeting the necessary prerequisite.

Course Name:  ________________________________  Prerequisite NOT met:  _____________________

School Representative Name (Please print):  __________________________

School Representative Signature:  _______________________________________________________

Title:  __________________________________________  Date:  _____ / _____ / _______

I acknowledge that my student is enrolling in a college course at the high school without meeting the necessary prerequisite as deemed required by Glen Oaks Community College. I also understand that my student is responsible for the cost of tuition and fees if he/she fails the course or withdraws after the 100% refund period.

Parent/Guardian Signature:  __________________________________  Date:  _____ / _____ / ______

I acknowledge that, by enrolling in a dual enrollment course, I am starting my permanent college transcript, and this transcript will be considered with future applications and financial aid at Glen Oaks Community College. I take personal responsibility for my success or failure in the classroom, knowing I have not met the necessary prerequisite determined by Glen Oaks Community College. I am aware that I must reimburse the high school or ISD the cost of tuition and fees if I fail the course or withdraw after the 100% refund deadline.

Student Signature:  __________________________  Date:  _____ / _____ / ______
Sample Letter Sent to Glen Oaks NOW! Students

Dear Dual Enrolled/CTE/EMC Student:

You are officially registered for the Fall 2015 semester at Glen Oaks Community College. Enclosed you will find your schedule listing the class(es) you have chosen to take through the Dual Enrollment program. Please review your class schedule to ensure the classes are correct and to verify class days and times.

If you are registered for a Distance Learning (online) class, you must complete a mandatory orientation in addition to the Dual Enrollment Orientation you completed prior to registration. (If you have previously taken an online course, you do not need to take the orientation again.) You will receive a letter and/or email with instructions from the Distance Learning Center 1-2 weeks before classes start. For questions regarding online classes, please call the Distance Learning Center at 269-294-4308.

High school dual enrolled students taking classes on campus will follow the enclosed Glen Oaks calendar. Classes begin Monday, August 24. Students taking classes at the high school will follow the high school calendar and start dates. Please check with your high school to determine the procedure for purchasing textbooks. For textbook information and costs, visit The Oaks Store web site at http://bookstore.glenoaks.edu/home.aspx.

It is important to notify your high school guidance office immediately if you choose to add or drop a class throughout the semester. Remember – it is your responsibility to alter your schedule through the GO-Zone at www.glenoaks.edu or to complete the Change of Schedule form in your high school guidance office. Failure to drop a class via Web Advisor in the GO-Zone may affect the grade you receive on your college transcript. Please pay close attention to refund and withdrawal dates listed on the enclosed calendar. Your high school may expect you to reimburse them for classes if you stop attending, drop after the 100% refund period, or fail the course.

Upon completion of your class you will need to visit the Glen Oaks Community College web site to access your grade report through your GO-Zone account. Enclosed you will find instructions on how to log into your account. If you are a returning dual enrollment student, you should have already activated your account.

We are committed to helping you achieve your educational goals and to making this a rewarding experience. Please contact the Admissions Office at 269-294-4253 if you have any questions or concerns.

Sincerely,

The Admissions Office
Glen Oaks Community College
Glen Oaks NOW! Teacher and Course Request Form
for Classes Taught at the High School by the High School Instructor

Instructions: Complete and submit form to the Dean of Academics and Extended Learning, Glen Oaks Community College, 62249 Shimmel Rd., Centreville, MI 49032. Please complete one form per high school course.

Name of High School: ___________________________________________________________

High School Liaison (Name): _____________________________ Title: ______________________
Phone: ______________________ Email: _______________________________________

High School Course: ___________________________________________________________

Length of course: [ ] One semester [ ] Full year Term: [ ] Fall [ ] Winter
Start Date: _______ / _______ / _______ End Date: _______ / _______ / _______
Number of Sections: _______ Class Size: _______ Days and Times: ______________________

Course Status:
[ ] Requesting Course Reinstatement
[ ] Requesting New Course

• Please attach a high school course syllabus and any other information that may be helpful to our faculty in reviewing this course.
• Consult the GOCC College Catalog course descriptions and list your proposed GOCC course equivalency below.

Glen Oaks Course Equivalency: __________________________

Name of Teacher: _____________________________________________

Courses Taught at High School: __________________________________________________

Phone: ______________________ Email: _______________________________________

Has this teacher been approved to teach dual enrollment courses in previous academic years? _______
(If not, all college coursework and a current resume MUST be attached to this request form.)

Office Use Only
Request Form Received: _______ / _______ / _______ Initials: _______
Teacher Approved? [ ] Yes [ ] No Course Approved? [ ] Yes [ ] No
Glen Oaks NOW! Teacher and Course Request Form
for Classes Taught at the High School by a College Instructor

Instructions: Complete and submit form to the Dean of Academics and Extended Learning, Glen Oaks Community College, 62249 Shimmel Rd., Centreville, MI 49032. Please complete one form per high school course.

Name of High School: ____________________________________________________________

High School Liaison (Name): __________________________ Title: __________________________

Phone: ___________________________ Email: __________________________

Requested Course: _________________________________________________________________

Term:  ☐ Fall  ☐ Winter

Start Date: _______ / _______ / _______     End Date: _______ / _______ / _______

Number of Sections: _______  Class Size: _______  Days and Times: _______________________

Requested Instructor: _____________________________________________________________
(We cannot guarantee you will get the instructor you request.)

Office Use Only
Request Form Received: _______ / _______ / _______  Initials: _______
Teacher Approved?  ☐ Yes  ☐ No  Course Approved?  ☐ Yes  ☐ No
Review position description for accuracy. Identify any additions, deletions or revisions to your current job description. Return revised position description with completed performance appraisal.

___ No revisions made
___ Yes, revisions made (see attached)

Briefly discuss the following questions.

1. How is it going?
   - Discuss performance using the attached position profile.
   - Revise the position profile, if necessary, to reflect duties that have changed. If changed, provide copy to the employee.
   - Discuss how the employee’s position and duties relate to the overall area, college mission, vision, and/or leadership essence.

2. What are you learning?
   - Discuss strengths/areas for growth.
   - Discuss barriers to effective work performance and job satisfaction.
   - Discuss possible work process improvements.

3. What are your goals? What progress have you made toward attaining them?
   - Discuss development (over past year; future needs for current job; long-term career goals and development needs to achieve them.
   - Discuss whether employee continues to grow to meet future needs and demands of our changing environment.
   - Discuss employee’s feedback/constructive suggestions for supervisor.

4. What can I (supervisor) do to help you?
   - Discuss anything else the employee or supervisor would like to address.
This form is intended to summarize the four elements of the faculty performance appraisal process and is to become the official record of this process. Unless otherwise noted, completion of this summary constitutes satisfactory performance.

FACULTY POSITION PROFILE APPRAISAL FOR ACADEMIC YEAR ________

PROFESSIONAL DEVELOPMENT PLAN

<table>
<thead>
<tr>
<th>Plan was developed</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan was discussed</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Plan was approved</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Plan was complete</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

E. Comments: ____________________________________________

CLASSROOM EVALUATION

<table>
<thead>
<tr>
<th>The dean observed the faculty member’s classroom on _______ occasion(s).</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The visitation was discussed</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The observation was satisfactory</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

D. Comments: ____________________________________________

STUDENT EVALUATIONS

<table>
<thead>
<tr>
<th>Student Evaluations were carried out in _______ number of classes.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>The faculty member received results of these evaluations as tallied by the Dean’s office</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

C. Comments: ____________________________________________

DEAN’S SIGNATURE_________________________________________ DATE________________

FACULTY SIGNATURE*_______________________________________ DATE________________

*Signature does not necessarily indicate agreement with appraisal results, but that the appraisal was reviewed and discussed with the faculty member. Supplementary comments by the faculty member will be attached if provided to Human Resources within five (5) working days of the appraisal date (faculty signature date).
Welcome to Glen Oaks Community College!

As an approved teacher in our Dual Enrollment program there are some paperwork requirements we need you to complete in order to activate your status as a Volunteer Adjunct Faculty member at Glen Oaks. Receiving this paperwork will also allow us to assign you as the official teacher of record to your Dual Enrollment course(s).

Attachments:

1. Human Resources Information Questionnaire

2. Volunteer Adjunct Agreement

3. Request Form for Official College Transcripts

Please mail, fax, or email the questionnaire and agreement forms to:

Dr. Patricia Morgenstern  
Dean of Academics and Extending Learning  
Glen Oaks Community College  
62249 Shimmel Road  
Centreville, MI 49032  
Fax: (269) 467-4114  
pmorgenstern@glenoaks.edu

The transcript request form should be completed and sent to each college or university you attended to request an official copy of your transcripts be sent directly to Glen Oaks. The address to where official transcripts should be sent is included on this form. Please make as many copies as you need based on the number of institutions you have attended. If you have previously submitted transcripts, you do not need to resubmit them again.

If you have any questions about this paperwork, please contact Dr. Patricia Morgenstern at 269-294-4247.

Again, welcome to Glen Oaks Community College!
Glen Oaks NOW!
Human Resources Information Questionnaire

First Name _____________________________ City ________________________________

Middle Name ___________________________ State ______________________________

SS# _____________________________ Zip Code ________________________________

Maiden Name ___________________________ County ______________________________

Phone Number (_______) ______________________________

High School Affiliation ______________________________________________________________

High School Address ________________________________________________________________

City, State, Zip ______________________________________________________________________

Phone Number at High School (_______) ______________________________

Sex (Circle One)                   F-Female                   M-Male

Ethnic (Circle One) AA-African American C-Caucasian
                      Al-American Indian H-Hispanic/Latin
                      A-Asian

EDUCATION BACKGROUND – A copy of an official transcript from each college attended is required
(request form for your use is attached).

Name of Institution, City, State  Degree/Major

______________________________________________________________________________

______________________________________________________________________________

THIS SECTION IS FOR HUMAN RESOURCES OFFICE USE ONLY

______ HR Information Questionnaire                     ____ Official College Transcript(s)

______ Volunteer Adjunct Agreement
Glen Oaks NOW!
Volunteer Adjunct Faculty Agreement

This offer, when accepted by the Volunteer Adjunct Faculty Member as indicated below, constitutes an Appointment as Volunteer Adjunct Faculty Member to Glen Oaks Community College. Upon the College’s issuance and acceptance by the Volunteer of a written “Volunteer Request for Services,” Employee agrees to perform the duties reflected in the referenced “Volunteer Request for Services.”

Acceptance of Appointment as Volunteer Adjunct Faculty Member does not constitute an obligation by Glen Oaks Community College to issue a “Volunteer Request for Services.” All policies and actions of the Board are expressly incorporated herein, and this Agreement is conditioned upon Employee’s compliance therewith.

The Agreement is predicated upon Employee’s representation regarding education and experience qualifications. This Agreement is further conditioned upon the Employee’s compliance with all College rules and regulations set forth in the Employee Handbook that applies to the Volunteer Adjunct Faculty appointment.

High School: ____________________________________________________________

Rank: Volunteer Adjunct Faculty

Acceptance:

________________________________________________________________________
Employee Signature Date

________________________________________________________________________
College President Signature Date
Request for Official College Transcript

Please make copies as needed if you are requesting transcripts from more than one institution. All coursework submitted must be detailed on a transcript from the institution where the coursework was originally taken.

Please forward a copy of my official college transcript to:

Glen Oaks Community College
ATTN: Human Resources
62249 Shimmel Road
Centreville, MI 49032

College/University: __________________________________________________________

Dates of Attendance: _______________________________________________________

Name:
___________________________________________________________

Address: _________________________________________________________________

City, State, Zip: ____________________________________________________________

Social Security Number: ___________________________ Birth Date: _____ / ____ / ______

Former Name(s) used at institution (e.g. maiden name):

___________________________________________________________

Requestor’s Signature: _________________________________________________

Date: ________________________________
2016-2017 Glen Oaks NOW! 
Memorandum of Understanding

This memorandum of understanding is between the following parties:

**College:** Glen Oaks Community College  
62249 Shimmel Rd.  
Centreville, MI  49032

**School District:** Name of School District  
Mailing Address  
City, State, Zip Code

*The above parties agree to enter into a Glen Oaks NOW! partnership for the 2016-2017 academic year.*

*High School Liaison (Primary contact for dual enrollment program): _____________________________

Email: ____________________________________  Phone: ____________________________________

**Tuition**

All tuition is non-refundable unless the student withdraws from his/her course by the published refund deadline.

**TUITION FOR GLEN OAKS NOW! DUAL ENROLLMENT:**

- Student comes to GOCC campus and/or takes class online  
  In-District Tuition, General Fee, & Applicable Fees (Distance Learning and/or course fees)
- Student takes class at high school with GOCC Faculty  
  In-District Tuition (minimum of 10 students)
- Student takes class at high school with high school teacher  
  $10 per contact hour plus applicable course/lab fees

**TUITION FOR GLEN OAKS NOW! CAREER TECHNICAL EDUCATION (CTE):**

- On Campus – GOCC Faculty  
  In-District Full Tuition & Applicable Fees
- At High School – GOCC Faculty  
  100% of In-District Tuition
- At High School – CTE Instructor  
  $10 per contact hour plus applicable course/lab fees
- On Campus – CTE Instructor  
  $10 per contact hour plus applicable course/lab fees
Billing Process

1. Tuition costs for all student participants will be billed directly to the School District’s Treasurer. The Treasurer will receive a tuition invoice each semester the School District has students registered in the Glen Oaks NOW! program.

2. The School District must provide a Purchase Order Number on this memorandum to be referenced on their Glen Oaks NOW! invoice.

   Purchase Order # __________________________________________

3. If the student is responsible for covering all or a portion of the cost of tuition and fees, the College will bill the student directly.

4. The School District is responsible for paying the College Cashier for the amount or percentage noted on the student’s application, subsequent Change of Schedule forms, or from changes made online by the student.

5. If the School District elects to run a class with fewer than 10 students when the class is taught at the high school by College faculty, the School District will pay for 10 seats.

6. Final invoices will be created after the published withdrawal deadline to avoid charging the School District for any students who drop courses within the permissible timeframe. Students will be permitted to withdraw from courses after this deadline; however, no refund shall be given to the School District for the students’ participation.

7. If any invoices are left outstanding, the School District will not be permitted to offer Glen Oaks classes to its high school students in future academic semesters until the balance is paid. The high school students will not be permitted to register for future classes until the balance is paid.

Memorandum Approval

By signing below the parties agree to all terms described in this memorandum and in the Glen Oaks NOW! Guide to Earn College Credit Through CTE and Dual Enrollment.

Glen Oaks Community College

President ___________________________________________ Date ____________________

Dean of Academics __________________________________ Date ____________________

and Extended Learning

School District

Superintendent __________________________________________ Date ____________________

Treasurer __________________________________________ Date ____________________

Please return this form with all necessary signatures to Dr. Patricia Morgenstern, Dean of Academics and Extended Learning, Glen Oaks Community College, 62249 Shimmel Rd., Centreville, MI 49032.

Updated 08/11/2016
2016-2017 St. Joseph County ISD Early/Middle College Memorandum of Understanding

This memorandum of understanding is between the following parties:

**College:** Glen Oaks Community College  
62249 Shimmel Rd.  
Centreville, MI  49032

**School District:** St. Joseph County ISD  
62445 Shimmel Rd.  
Centreville, MI  49032

The above parties agree to enter into a partnership for the 2016-2017 academic year for the St. Joseph County ISD Early/Middle College Program.

ISD Liaison (Primary contact for EMC program): _____________________________

Email: ____________________________________   Phone: _____________________________

**Tuition**

All tuition is non-refundable unless the student withdraws from his/her course by the published refund deadline.

**TUITION FOR GLEN OAKS NOW! DUAL ENROLLMENT:**

- Student comes to GOCC campus and/or takes class online  
  In-District Tuition, General Fee, & Applicable Fees (Distance Learning and/or course fees)
- Student takes class at high school with GOCC Faculty  
  In-District Tuition (minimum of 10 students)
- Student takes class at high school with high school teacher  
  $10 per contact hour plus applicable course/lab fees
Billing Process

8. Tuition and fees costs for all student participants will be billed directly to the ISD’s Treasurer. The Treasurer will receive a tuition invoice each semester the ISD has EMC students registered in the Early/Middle College Program.

9. The ISD must provide a Purchase Order Number on this memorandum to be referenced on their Early/Middle College invoice.

   Purchase Order # ________________________________

10. If the student is responsible for covering all or a portion of the cost of tuition and fees, the College will bill the student directly.

11. The ISD is responsible for paying the College Cashier for the amount or percentage noted on the student’s application, subsequent Change of Schedule forms, or from changes made online by the student.

12. If the ISD elects to run a class with fewer than 10 students when the class is taught at the high school by College faculty, the School District will pay for 10 seats.

13. Final invoices will be created after the published withdrawal deadline to avoid charging the ISD for any students who drop courses within the permissible timeframe. Students will be permitted to withdraw from courses after this deadline; however, no refund shall be given to the ISD for the students’ participation.

14. If any invoices are left outstanding, the ISD will not be permitted to offer Glen Oaks classes to its EMC student’s in future academic semesters until the balance is paid. The EMC students will not be permitted to register for future classes until the balance is paid.

Memorandum Approval

By signing below the parties agree to all terms described in this memorandum.

Glen Oaks Community College

President _________________________________________________ Date ________________

Dean of Academics __________________________________________ Date ________________

And Extended Learning

St. Joseph County ISD

Superintendent _____________________________________________ Date ________________

Treasurer _________________________________________________ Date ________________

Please return this form with all necessary signatures to Dr. Patricia Morgenstern, Dean of Academics and Extended Learning, Glen Oaks Community College, 62249 Shimmel Rd., Centreville, MI  49032.

Updated 10/27/2015