



Earning College Credit through Dual Enrollment,
Early Middle College, and Career/Technical Education

2023-2026



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 opportunities for academic and lifelong success through excellence in teaching and comprehensive support services that meet our community's diverse educational needs.

Vision for High School Options

Glen Oaks Community College's vision is to establish High School Options as a vital and effective program to enhance college and career readiness and postsecondary success for high school students.

High School Options Pathways

The High School Options program provides three pathways for students to earn college credit while attending high school – CTE and traditional dual enrollment/concurrent enrollment as well as Early Middle College. In each pathway, 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 High School Options 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 each respective program. All students must demonstrate course readiness by meeting all prerequisites for each course as determined by the College Catalog. Students can complete one of the following tests to determine course readiness, or a combination of, the following tests to determine course readiness –ACT, SAT, the college's Accuplacer Test, and the ALEKS test. The college now also utilizes a Multiple Measures approach by evaluating the student's high school transcript.

Qualifying Scores for Dual Enrollment & Early Middle College (EMC) 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
Dual Enrollment Readiness
Qualifying Assessments & Scores 2022-2023

Assessment	Test Section	Content Area	Minimum Qualifying Score
Explore	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
Plan	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	22
	Science	Science	23
	English	English	18
MME*	ELA	ELA	2100
	Mathematics	Mathematics	2100
	Science	Science	2100
	Social Studies	Social Studies	2100
PSAT 8/9	Critical Reading	Evidence-Based Reading & Writing	460
	Mathematics	Mathematics	510
PSAT 10	Critical Reading	Evidence-Based Reading & Writing	460
	Mathematics	Mathematics	510
PSAT/NMSQT 11	Critical Reading	Evidence-Based Reading & Writing	460
	Mathematics	Mathematics	510
SAT	Critical Reading	Evidence-Based Reading & Writing	480
	Mathematics	Mathematics	530
AP**	Various Subjects	May qualify for credit and allow for higher level classes	Check with IHE
CLEP**	Various Subjects	May qualify for credit and allow for higher level classes	Check with IHE
IB**	Various Subjects	May qualify for credit and allow for higher level classes	Check with IHE
ACCUPLACER**	Various Subjects	May qualify for credit and allow for higher level classes	See Table 2 Below

*MME scores are based on the Spring 2018 administration of the M-STEP exams

**There are no state approved scores related to these assessments. Subject area and qualifying scores are specific to an Institution of Higher Education (IHE). It is best to contact the IHE to see what scores they accept as a qualifying score for the desired dual enrollment course.

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.

Multiple Measures:

The college has implemented Multiple Measures, to also evaluate a student's readiness for college-level work. High Schools can provide a copy of the student's transcript to the college. This evaluation is only valid for courses such as ENG 121 or those that may require ENG 121 or ENG 063/073 as a pre-requisite. Please see information below regarding Math placement.

- **12th graders:** SAT/ACT scores or B (B- are not included) or better in 6 semesters of English classes.
- **11th graders:** B or better in 4 semesters of English classes with counselor recommendation
- **10th graders:** B or better in 2 semesters of English classes with counselor recommendation
- **9th graders:** take Accuplacer test

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 26 or greater on the SAT Writing portion, or a 254 or greater on ACCUPLACER writing test or provide proof of qualifying grades via their high school transcript. To enroll in English Composition II, a student must successfully complete English Composition I.

Math Placement:

Students interested in taking a Glen Oaks Math course, will need to complete the ALEKS test, if they do not have qualifying SAT/ACT or Accuplacer scores on file. This test can be completed from home or on campus. The ALEKS test accurately reflects the student's skills. The Learning Commons will send the login information to the student's GOCC email for them to access the test at their preferred location. Once completed, a score will determine what math class the student placed into. (See chart below for equivalencies)

The test can be re-taken to increase a score if the student desires.

ALEKS PPL Score Range	Placement Into
0-13	MATH-060, MATH 109
14-29	MATH-100
30-45	MATH-104, MATH-105, MATH-201
46-75	(MATHE-105), MATH-117, MATH-151 , (MATH-201)
76-100	(MATH-105, MATH-117, MATH-151), MATH 161 , (MATH-201)

The High School Options program has a Pre-requisite exemption form in the instance that a student does not meet the minimum scores needed for a class but is confident they can handle the rigor/coursework. This is a form that is not given out for any and every student that does not meet the pre-requisites. The Dual Enrollment Coordinator/Director of Early Middle College and High School Counselor must discuss each situation on a case-by-case basis. The Dual Enrollment Coordinator Director of Early Middle College gives the final decision.

Table 2 identifies the appropriate college courses as determined by students' scores on ACT, SAT, and Accuplacer. We do not accept PLAN scores for placement. Also, there are two sets of SAT scores, one for the test administered prior to April 2016(Old) and one for the test administered in April 2016 or later (New).

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 several **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 several study guides and practice tests. Be advised that not all these sites are free and may be full of advertising!

View the Learning Commons page of the college for more information on the Next Generation Accuplacer Test.

Table 2: Prerequisite Scores for College Courses
Course Placement Evaluation Results and Advising Recommendations

(*Old refers to SAT scores prior to 2016)

ACCUPLACER NEXT GEN	CLASSIC ACCUPLACER	ACT SCORES	SAT SCORES	COURSE PLACEMENT
Writing	Sentence Skills	English	Writing	
200-235	20-53	N/A	N/A	ENG 071 Fundamentals of College Writing
236-253	54-85	N/A	N/A	ENG 073 Essentials of College Writing
254-300	86-120	19-36	Old* 450-800 New 26-40	ENG 121 English Composition I
				BUS 111 Contemporary Business/Technical Communication
Reading	Reading	Reading	Reading	
200-230	Below 43	N/A	N/A	Take Nelson Denny
231-256	43-73	N/A	N/A	ENG 063 Reading for College
257-300	74-120	19-36	Old* 450-800 New 25-40	ENG 121 English Composition I
				BUS 111 Contemporary Business/Technical Communication
Arithmetic	Arithmetic		Math	
200-264	20-83	N/A	N/A	MATH 060 Basic Math Skills
265-300	84-120	N/A	New 22-24	MATH 100 Introductory Algebra
				BUS 105 Business Math
				BUS 119 Math for Technicians II
Quantitative Reasoning, Algebra, and Statistics	Elementary Algebra		Math	
200-254	20-55	N/A	N/A	See Arithmetic Scores
255-270	56-89	N/A	New 25-28	MATH 104 Intermediate Algebra
271-300	90-120	23-27	Old* 560-650 New 29-33	MATH 151 College Algebra
				MATH 117 Finite Mathematics
Advanced Algebra and Functions	College-Level Math		Math	
200-260	20-59	N/A	N/A	See QRAS Scores
260-300	60-120	28-36	Old* 651-800 New 34-40	MATH 161 Calculus 1 & Analytical

High School Options 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 High School Options program. The following examples demonstrate the High School Options tuition and fee structure, using rates from the 2022-2023 academic year. Tuition and fees are subject to change at the discretion of the Glen Oaks Board of Trustees.

TUITION FOR HIGH SCHOOL OPTIONS GENERAL DUAL ENROLLMENT & EARLY MIDDLE COLLEGE:

Student comes to GOCC campus and/or takes class online

- In-District Tuition, General Fee, & Applicable Fees (Distance Learning and/or course fees)
- 2023-2026: \$130 per contact hour / per student / plus fees
- Example: $\$130 \times 3 \text{ contact hours} + \text{General Fee } (\$25 \times 3 \text{ contact hours}) = \$465 + \text{any Distance Learning or course fees}$

Student takes class at high school with GOCC Faculty

- In-District Tuition (minimum of 10 students)
- 2023-2026: \$130 per contact hour / per student
- Example: $\text{one student} \times 3 \text{ contact hours} = \390

Student takes class at high school with high school teacher

- A portion of In-District Tuition
- 2023-2026: \$10 per contact hour / per student
- Example: $\text{one student} \times 3 \text{ contact hours} \times \$10 = \$30.00$ plus applicable course/lab fees

TUITION FOR HIGH SCHOOL OPTIONS CAREER TECHNICAL EDUCATION (CTE):

On Campus – GOCC Faculty

- In-District Tuition, General Fee, & Applicable Fees (Distance Learning and/or course fees)
- 2023-2026: \$130 per contact hour / per student / plus fees
- Example: $\$130 \times 3 \text{ contact hours} + \text{General Fee } (\$25 \times 3 \text{ contact hours}) = \$465 + \text{any Distance Learning or course fees}$

On Campus-CTE Instructor

- 2023-2026: \$10 per contact hour / per student
- Example: $\text{one student} \times 3 \text{ contact hours} \times \$10 = \$30.00$

At High School – GOCC Faculty

- 100% of In-District Tuition
- 2023-2026: \$130 per contact hour / per student
- Example: $\text{one student} \times 3 \text{ contact hours} = \390

At High School – CTE Instructor

- 2023-2026: \$10 per contact hour / per student
- Example: $\text{one student} \times 3 \text{ contact hours} \times \$10 = \$30.00$ 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 Dual Enrollment, CTE, or EMC (lower than 13th grade/5th year) students wish to utilize 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 Dual Enrollment Coordinator/EMC Program Director 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, EMC or CTE course is offered at the high school, the textbook must be the same textbook used for courses taught at the college or must be approved by the Dean of Academics.

Student Support Services

High School Options students have access to the same services as traditional students:

FREE tutoring

Students may contact the Learning Commons 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.

Learning Commons

Students will have full access to the Learning Commons. 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 Learning Commons 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. The Learning Commons 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.

Disability Support Services

Disability Support Services are available to students with current documentation. Services include auxiliary aids, 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. For assistance, complete the DSS Student application under Advising on Etrieve or contact the SSSD Coordinator at 269-294-4241.

Academic Advising

Along with the High School Counselor, the Dual Enrollment Coordinator and EMC Program Director are the Academic advisors for their students. Students may meet with them to discuss career plans, select courses, and create an academic plan in addition to other services.

Withdrawing from a College Course

To withdraw from a college course offered on campus, online, or at a high school, the student must complete a Change of Schedule Form in Etrieve. 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, and all high school counselors are encouraged to post the information.

Options for State-Approved Private High Schools

Michigan private schools may also participate in the High School Options 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 semester, the course instructor will enter a grade that the student can view within their myGOCC portal. 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 and/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. Students can look for specific transfer information at the mitransfer.org website.

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 the Faculty Secretary.

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 requests are completed online at glenoaks.edu in the 'Online Services' tab.

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 a high school will follow the high school Code of Conduct.

Application and Registration Process for Dual Enrollment Students

1. Talk to your high school counselor about eligibility. If you are home-schooled, please make an appointment with the Dual Enrollment Coordinator.
2. Go to **Etrieve** and fill out an application. This allows us to see that you are interested and gives you a Glen Oaks ID#.
 - Log in with your high school email/Google/Facebook/Outlook account.
 - Click on “forms” find High School Students section, then click ‘Application CTE-DE-HS Form’.
 - Complete and Submit
3. Ask your high school counselor to submit your high school transcript to the Glen Oaks’ Dual Enrollment Coordinator. This will help us determine your skill level and/or need for a placement test.
4. Parents must complete the Parent Permission Form, granting permission to the student to take college courses. This form should be returned to the high school.
5. Students will complete orientation either in person or online and submit the orientation quiz when finished. As part of orientation students will enable their account and download the Watermark app.
6. Students will meet with Glen Oaks staff at their high school or on campus to get help with choosing courses for the upcoming semester.
7. Selection of courses will be filled out electronically via Etrieve (using the student’s new GOCC login) then submitted to the high school for approval.
8. Once the high school has approved, the student will be registered for classes and can use their GOCC login to view their schedule on the myGOCC portal or in Watermark.
9. Any changes or errors must be brought to the attention of the counselor or GOCC Dual Enrollment staff.

Dual Enrollment students have access to helpful online tutorials to help them navigate college resources.

CTE students will follow some of the steps above, and ISD liaison will visit the applicable classrooms to assist students with the processes.

Guidance & Counseling Services for Dual Enrollment and CTE Students

The St. Joseph County high schools and Glen oaks Community college provide 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

The high school counselor serves as the point of contact in the K-12 setting. Students should be contacting their counselor if they are interested in the program. Information flyers and booklets are available in the high schools. Counselors give recommendations for students. 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). They are responsible for the alignment of a student's High School EDP/ILP and college classes. The counselor should make the Dual Enrollment Coordinator aware if the student has an IEP or if they fall below a 2.0 in their high school coursework. The Dual Enrollment Coordinator will also notify the high school if the student falls below 2.0 in college coursework.

The counseling staff also provides personal counseling and crisis management services to all DE/CTE 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.

Dual Enrollment Coordinator

All dual enrolled students will meet with the EMC Director multiple times throughout the program for academic counseling support and guidance for as long as they are registered in the program.

The Coordinator may review the student's EDP each semester to reflect changes in student aptitude or interest. Students can meet with the Coordinator at the high school or college to ensure that they are progressing at an appropriate pace and that they have the resources to be successful. Additionally, the Director's role is to bridge the overlap of college and high school coursework, to monitor the student's progress, to register students for appropriately chosen classes, and to assist in keeping students on track. The coordinator is also available to assist with transferring credits/transcripts and completing FAFSA forms.

Application and Registration Process for Early Middle College (EMC)

1. Check with the high school guidance office. Meet with your high school guidance counselor to see if EMC is a good fit for you. Pick up a packet to take home and talk with your parents about participating in the EMC program.
2. Go to **Etrieve** and fill out an application.
 - Go to the Glen Oaks website – www.glenoaks.edu.
 - Select Online Services and then Etrieve.
 - Log in using your high school email address and password.
 - Click on Forms.
 - Find Early Middle College SJC and then complete & submit the Application EMC Form.
3. Teacher completes the online Teacher Recommendation Form. One teacher recommendation is required.
4. High school counselor will submit your high school transcript to the Glen Oaks' EMC Office. This will help us determine your skill level and/or need for a placement test.
5. EMC Application documents are reviewed & processed. EMC staff will review the EMC Application, High School Counselor Recommendation, Teacher Recommendation Form, placement scores, and any additional information provided by the high school counselor & principal.
6. Student is accepted into EMC. Student will receive an EMC acceptance letter in the mail and explain any additional steps the student will need to take.
7. EMC student attends EMC Bootcamp. Accepted EMC students are required to attend bootcamp which includes state-approved college readiness curriculum (MEMCA) and help them connect with other EMC students.

Submitting an application and/or additional documentation does not guarantee admittance into the EMC program.



Guidelines & Requirements specific to the St. Joseph County Early Middle College Program

The St. Joseph County Early Middle College (EMC) Program provides high school students an opportunity to receive a high school diploma in addition to one of the following: Michigan Early Middle College (MEMCA) technical certificate, occupational certificate, associate 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, and Glen Oaks Community College (GOCC). EMC will be governed by the St. Joseph County participating district superintendents. All parties, including Glen Oaks Community College, high schools, and the ISD, will work collaboratively to ensure student success.

In traditional dual enrollment programs, students can complete up to ten courses for college credit while enrolled in public or state-approved, non-public high schools. EMC students follow an educational development plan and attend an additional year (13th grade) to complete both high school and college program requirements simultaneously.

Students can complete all Glen Oaks degrees/certificates except for Nursing.

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).

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 must successfully complete at least one dual credit each

semester of the 13th year, a math or math related course (preferably 1st semester) and one dual credit course (2nd semester) in the final year.

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: a minimum of 60 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.

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.
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.

Etrieve

The Etrieve platform is available 24/7 and creates a totally paperless, mobile-ready solution to help tackle common student requests. The other High School Options Programs (DE and CTE) will use this

platform for submissions of applications and registration forms. As for EMC, students will use it for application and admission processes to class registrations, course changes and Educational Development Plans (EDP), students can access, complete, and collect required documents and signatures seamlessly. Parents will have access to view their students EDP at any time in Etrieve. The EMC Program Applicator is now available at www.glenoaks.edu, under 'Online Services' select Etrieve. Sign in using a HS Email address by clicking on the Google icon.

EMC ONLINE SUCCESS COURSE

All students will complete our approved Michigan Early Middle College Association (MEMCA) College Readiness Curriculum (EMC Seminars). The course will be offered online on our Canvas platform and must be completed in the first semester of the EMC program. This course is designed for students beginning college level coursework to explore the strategies and skills needed to make a successful transition into and through college, the workplace, and life. These strategies include identifying learning styles, self-awareness, and managing motivation, as well as setting goals, managing time, and applying study skills. Additional strategies include reading and studying textbooks, using critical thinking skills, taking notes, and preparing for and taking tests.

Once a student reaches the 13th grade they are expected to attend on campus EMC Seminars held monthly. The seminars help students transition from high school to college and prepare the student for a four-year university or the work force. Seminars are open to other EMC students as well.

This is one of the intentional pieces in place to help the student obtain the MEMCA (Michigan Early/Middle College Association) certificate.

EMC BOOTCAMP

All EMC students are expected to attend a multi-day EMC Bootcamp the summer before they begin their GOCC classes. We will cover state-approved college readiness curriculum, explore the Glen Oaks Campus, and complete Accuplacer prep courses & testing (if necessary). Since the expectations of a college class can be different from high school classes, we want students to feel prepared and confident when they start their Glen Oaks classes. It is also an opportunity for EMC students from different schools and cohorts to get to know each other.

This is one of the intentional pieces in place to help the student obtain the MEMCA (Michigan Early/Middle College Association) certificate.

MEMCA

The MEMCA (Michigan Early/Middle College Association) Certificate provides verification among the Michigan Department of Education, the school district, and the higher education partner that the graduate has successfully completed each of the following:

- a. The State of Michigan high school graduation requirements
- b. A member school's MEMCA approved College Readiness Curriculum
- c. A minimum of 15 college credit hours (non-remedial courses)

AND one of the following options:

- 100 hours of verified community service
- A minimum of 40 hours of verified career exploration, internship, job shadowing or clinical experience
- Or a combination of the two that equals 70+ hours

The Michigan Department of Education therefore accepts these students as early college graduates from their approved EMC program or high school.

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

The high school counselor serves as the point of contact in the K-12 setting. Students should be contacting their counselor if they are interested in the program. EMC packets are available in the high schools. Counselors give recommendations for students. 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). They are responsible for the alignment of a student's High School EDP/ILP and EMC classes. The counselor should make the EMC Director aware if the student has an IEP or if they fall below a 2.0 in their high school coursework. The EMC Director will also notify the high school if the student falls below 2.0 in college coursework.

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 Program Director

All EMC students will meet with the EMC Director multiple times throughout the program for academic counseling support and guidance from 9th grade through the 12th grade.

The Director will review the student's EDP each semester to reflect changes in student aptitude or interest. Students who choose to participate in the EMC will meet with the EMC Director at the high school or college to ensure that they are progressing at an appropriate pace and that they have the resources to be successful. Additionally, the Director'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.

Academic Standing

The Glen Oaks Community College Academic Standing Policy is intended to assist Glen Oaks Community College students to succeed in their studies, to assure that they are realistically able to meet the minimum 2.0 grade point average required for graduation, and to maintain the academic integrity of Glen Oaks Community College.

Students in the Early Middle College program are expected to adhere to the same guidelines as a traditional student, failure to meet these guidelines may result in the student being asked to exit the program. It is at the discretion of each resident district to determine policies and guidelines regarding participation in graduation ceremonies and associated activities. Students should NOT be applying to colleges in the 12th grade or completing a FAFSA application. These steps will be done as part of the 13th year.

College Grades (see page 9)

Transferring College Credit & Transcript Requests (see page 10)

Student Code of Conduct (see page 10)

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.*

Fiscal Agency: St. Joseph County ISD
Central Office: St. Joseph County Intermediate School District
62445 Shimmel Road, Centreville, MI 49032

Program (College Course) Locations:

Bronson High School
450 E Grant St
Bronson, MI 49028

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

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

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

Agencies granting high school Diploma:

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

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

1. Glen Oaks Community College

Important Phone Numbers

Dr. Adam Cloutier- Vice President of Academics	269-294-4250
Dr. Madonna Jackson – Asst. Dean of Academics	269-294-4354
Claudia Pahls – Dual Enrollment Coordinator	269-294-4219
Anita Lopez-Schlabach – Early Middle College Director	269-294-4234
Amy Young – Registrar	269-294-4248
The Oaks Store (Bookstore)	269-294-4304
Cashier’s Office (Billing)	269-294-4235
Distance Learning Office	269-294-4306
Records & Registration Office	269-294-4259
Learning Commons (Library)	269-294-4270