



## Dual Enrollment at Berkley High School

### Who is eligible to Dual Enroll?

- ❖ Students who are enrolled in at least one course at Berkley High School.

### What kinds of classes can I take?

- ❖ Any course that is academically or career oriented and is 2 or more credit hours
- ❖ Any course that is not already available at Berkley High School.

### Where can I take dual enrollment courses?

- ❖ Any Michigan college or university that will accept you based on your guest student application. Most commonly attended schools for Berkley High School students are: OCC, Lawrence Tech, Wayne State

### What would my schedule look like at BHS if I Dual Enroll?

- ❖ Students must follow the college calendar (spring break, winter break, etc. do not always align with Berkley's calendar). You are expected to attend college classes whenever they are in session.
- ❖ Students must select a college course that meets outside of school hours
- ❖ You are responsible for your own transportation.
- ❖ You will need to be enrolled in a minimum of one class per semester and a maximum of five total BHS classes.

### Will I earn both College and High School Credit?

- ❖ You will earn high school credit at Berkley and your grade will transfer and factor into your high school GPA. You will earn college credit with whatever institution you study with. However, it will be up to your final college choice (that you enroll in after you graduate) as to whether or not they will accept the credit as college credit.

### When do I sign up?

- ❖ If you are interested in Fall dual enrollment, please see your counselor during the month of May during the preceding school year (this is when colleges usually list their fall schedules).
- ❖ If you are interested in Spring dual enrollment, please see your counselor during the month of October in the current school year.
- ❖ Keep an eye on college admissions & registration deadlines also.

## Dual Enrollment Costs

### What is the cost associated with Dual Enrollment?

- ❖ Based on State per pupil funding, in 2022-23 Berkley Schools paid \$725.00 per college course. This may change from year to year.
- ❖ If the tuition/fees for your class is more costly than this amount, the student is responsible for paying the difference.
- ❖ The student is responsible to pay for books, lab fees or any other needed materials when those costs surpass the District sponsored amount.
- ❖ The student is responsible for their own transportation.

School	Oakland Community College	Lawrence Tech University	College of Creative Studies	Eastern Michigan University	Oakland University	Wayne State University
Credit Hours	3	3	3	3	4	4
Estimated out of pocket cost to family:	~\$0-100	~\$0-100	~\$300	~\$300	~\$1300	~\$1500

**\*The cost of books, lab fees and any other needed materials are not included in estimation.**

**I acknowledge that I am responsible for tuition and material cost over and above the funding provided by the Berkley School District:**

<b>Student Signature:</b>	
<b>Parent/Guardian Signature:</b>	

## Dual Enrollment Checklist

***You must follow ALL of the steps below in order to properly register for your dual enrollment coursework.***

### To be completed by the student:

- Students with a GPA lower than 2.8 should consult with their counselor before signing up for a dual enrollment course.
- Student completes the Berkley High School dual enrollment payment voucher.
- Student prints a description of the course they would like to take from the school where you want to take it.
- Student completes the college's application (dual enrollment or guest student application depending on the school).
- Student takes BHS application, course description, and college application to their counselor.

### To be completed by BHS:

- Counselor completes their section of the applications and signs forms.
- Administrator who oversees dual enrollment approves or denies course and signs form.
- Main office secretary makes a copy of dual enrollment paperwork.
- Completed paperwork is returned to student.

### To be completed by the student:

- Student is responsible for taking the completed paperwork to the college for enrollment.
- Student enrolls at college as a dual enrollment student and is responsible for all additional paperwork, registration and withdrawal tasks.
- It is the student's responsibility to withdraw from a class if they no longer wish to dual enroll. This withdrawal must be done prior to each post-secondary institution's drop date. Failure to do so may result in fees for which the student is responsible.
- When course is completed, student must bring a copy of the college transcript or grade report and bring it to the secretary in the Counseling Office upon completion of the class.

## Berkley High School Counseling Department Dual Enrollment Payment Voucher

To:

FROM: Berkley High School Counseling and Administration

Date:

The student listed below meets all requirements for dual enrollment as set forth in the State School Aid Act <sup>amended</sup> by PA 178, 1997.

Student Name:

Address:

Home Phone:

1. Expected year of graduation:

2. Student is at least a junior.  Yes  No (not eligible)

3. Student is enrolled in at least one high school course.  Yes  No (not eligible)

4. Courses to be taken at (name of Institution):

A. Course Name: \_\_\_\_\_

B. Course #: \_\_\_\_\_

C. Course Credits: \_\_\_\_\_ (must be at least 2)

D. Cost Per Credit Hour: \_\_\_\_\_

E. Course Description: \_\_\_\_\_

(Attach the post secondary course catalog description)

5. Is a comparable course offered at Berkley High School?  Yes (not eligible)  No

6. Is the course academic or career oriented?  Yes  No (not eligible)

## Signatures below confirm the following

- ❖ The Berkley School District accepts responsibility for payment of tuition and fees as outlined in Dual Enrollment Legislation and per pupil funding. Student is responsible for any costs beyond per pupil funding allocation.
- ❖ Parent/guardian/student has read, understands, and agrees to follow all of Berkley High School's dual enrollment guidelines. Student will complete all steps on the dual enrollment checklist.
- ❖ If the named student does not successfully complete the academic class indicated student/parent/guardian agrees to reimburse the Berkley School District by the close of the current school year for all payment made to the college.
- ❖ In the case of an unauthorized withdrawal from institution, student's grade will show as a failing grade on the Berkley High School Transcript
- ❖ Student/Parent/Guardian is responsible for registering and/or withdrawing students at the postsecondary institution.
- ❖ The final grade issued by the institution will be reported as the final grade on Berkley's transcript.
- ❖ Dual enrollment grades do not replace previous grades or replace graduation requirements.
- ❖ Authorization for officials at Berkley High School to discuss my course progress at higher educational institution.
- ❖ All dual enrollment applications must be submitted before the first day of the semester.

Student Signature:	Date:
Parent/Guardian Signature:	Date:
Counselor Signature:	Date:
Administrator Signature:	Date:

**\*\*Please Note: Student *must* submit official proof of course completion to Berkley High School at the conclusion of the semester.\*\***