MHS Dual Enrollment - Fall 2026

Students interested in dual enrolling at Washtenaw Community College for the Fall 2026 semester must complete the attached packet. Completed packets with course registration and the district authorization form must be turned into the Counseling Office by **Wednesday, May 27th @ 2:00pm.** Students who do not submit paperwork by the deadline will not be approved for dual enrollment and will be responsible for paying for their own class.

- ❑ **Step 1***: Apply to WCC at www.wccnet.edu (instructions on page 4 of packet).
- ❑ **Step 2***: Have parent/guardian and counselor complete **WCC consent forms** (pages 5-6 in packet - student submits to WCC) and **Student and Guardian Agreement Form** (page 3 in packet - student returns to Mrs. Barbara).
  - ❑ Provide Mrs. Barbara with your WCC ID (looks like @00...) for counselor form.
- ❑ **Step 3***: Provide proof of ID and copy of transcript to WCC. Email Mrs. Barbara to request a copy of transcript.
- ❑ **Step 4***: Testing - submit your PSAT/SAT scores to WCC or take placement tests if needed.
- ❑ **Step 5:** Browse classes from WCC's online course catalog (available at www.wccnet.edu) and email Mrs. Barbara to confirm course selection.
- ❑ **Step 6**: Register for WCC course(s) and **email a PDF of WCC schedule** to Mrs. Barbara (see instructions on page 8).
- ❑ **Step 7**: Mrs. Barbara will give you the **District Authorization form**. Get it signed and turn it in before May 27th!

Your work is complete! Your counselor will send WCC your payment letter and add your dual enrollment course to your Fall 2026 high school schedule.

***Students who have previously dual enrolled at WCC do not need to complete steps 1-4 but must complete all other steps.**

If you have any questions about dual enrollment, please email Mrs. Barbara (barbarac@milanareaschools.org).

All Dual Enrollment Paperwork must be turned into the Counseling Office by: **Wednesday, May 27th @ 2:00pm**

Examples of WCC Classes That Have Not Been Approved

Class	Reason
ENG 111: Composition 1	We offer AP English Language
ENG 170: Introduction to Literature	We offer AP English Literature
PLS 112: Intro to American Government	We offer AP Government
HST 201: US History to 1877	We offer AP US History
HST 202: US History since 1877	We offer AP US History
MTH 191: Calculus 1	We offer AP Calculus
MTH 160: Basic Statistics	We offer AP Statistics
BIO 101: Concepts of Biology	We offer AP Biology
PLS 241: Guns, God and Ganja: US Federalism	Discussion of religion and illegal drugs
PSY 240: Drugs, Society, and Illegal Behavior	Discussion of illegal drugs

RETURN THIS PAGE WITH SIGNATURES TO MRS. BARBARA

Milan High School Dual Enrollment Student and Guardian Agreement Form

Dual enrollment at Washtenaw Community College is a wonderful opportunity for high school students. Through dual enrollment, students have the potential to earn college credits which may prove useful in post-secondary plans. However, with this option, students also agree to take on more independent responsibilities.

Please read and initial each statement below. Students must submit this form in order to be considered for dual enrollment.

Student Name_____

Student Initials	Parent/Guardian Initials	Agreement Statement
		I understand that I am responsible for providing my own transportation to and from WCC if I take an in-person class.
		I understand I am responsible for purchasing the necessary textbooks and supplies for my class(es) at WCC. If I choose to return the textbook(s) to MHS at the end of the semester, MHS will reimburse my textbook purchase (receipt required). Financial assistance for textbook purchase is available. See counselor for more information.
		I understand that if I do not pass my class(es) at WCC I am responsible for paying for the credits.
		I understand that I must adhere to all WCC policies regarding student conduct, including academic dishonesty, plagiarism, and use of AI.
		I understand that the district covers the minimum amount of tuition and fees as established by the Michigan Department of Education and determined by the allotted foundation allowance.
		I understand that all paperwork, application steps, and course enrollment must be completed by May 27th, 2026.

Student Signature _____ Date_____

Parent/Guardian Signature _____ Date _____

BECOMING A DUAL ENROLLED STUDENT

Washtenaw Community College

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

STEPS TO BECOME A STUDENT AT WCC

Apply online

www.wccnet.edu/apply

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

Create WCC Gateway Account

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

Complete your 'Applicant Checklist'

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

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

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

- Submit Proof of age/grade (high school can submit transcript)

Washtenaw Community College

Parent/Guardian Consent & FERPA Release Form

This form is required for any student who will be dual enrolling at WCC
This form needs to be submitted once, as part of the application process. Please allow 1-2 business days for processing.

As the Parent/Legal Guardian of:

STUDENT NAME: _____

STUDENT WCC ID NUMBER: _____

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

- My student will be subject to the rules, regulations, and policies of WCC.
- My student will be interacting socially with adult college students, and WCC is not responsible for these social interactions.
- My student may be exposed to discussions, readings, and visual materials of a mature nature and will be expected to conform to the same performance standards as any other college student as set forth in course outlines and syllabi.
- WCC and its employees, faculty, agents, students, and trustees shall not be responsible for the supervision and individual monitoring of my student while in attendance at WCC.

Parent/Legal Guardian Information:

NAME: _____ PHONE NUMBER: _____

EMAIL: _____

☐ I would like to receive the parent support newsletter for dual enrolled students

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

I, _____
(print student name)

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

_____
(print high school name)

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

STUDENT SIGNATURE: _____ DATE: _____

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

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PLEASE SUBMIT COMPLETED FORM to the WCC Welcome Center:
WASHTENAW COMMUNITY COLLEGE – 4800 E. HURON RIVER DRIVE ANN ARBOR, MI – INFO@WCCNET.EDU – WWW.WCCNET.EDU

Washtenaw Community College

PRINCIPAL/COUNSELOR APPROVAL FORM

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

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

APPLICANT NAME

APPLICANT WCC ID NUMBER

Dual enrolled high school student must meet all WCC admission criteria.

Completion of this form gives permission for the above mentioned student to be dual enrolled at Washtenaw Community College. It does not authorize WCC to bill the high school for tuition and fees.

If the high school will be responsible for the tuition and fees, a separate payment authorization must be submitted to WCC Cashier's office by the payment deadline.

HIGH SCHOOL NAME

HIGH SCHOOL ADDRESS

PHONE NUMBER

PRINCIPAL/COUNSELOR NAME

PRINCIPAL/COUNSELOR EMAIL

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

PRINCIPAL/COUNSELOR SIGNATURE

DATE

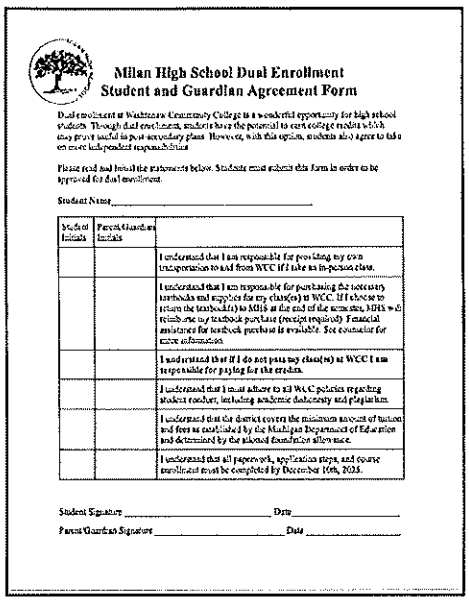
PLEASE SUBMIT COMPLETED FORM to the WCC Welcome Center:

WASHTENAW COMMUNITY COLLEGE – 4800 E. HURON RIVER DRIVE ANN ARBOR, MI – INFO@WCCNET.EDU – WWW.WCCNET.EDU

When the <u>three</u> documents below are submitted to Mrs. Barbara, your dual enrollment process is complete.

#1 Student/Guardian Agreement Form

#2 A copy of your WCC schedule. See instructions for how to email schedule to Mrs. Barbara.



Milan High School Dual Enrollment
Student and Guardian Agreement Form

Dual enrollment at Washtenaw Community College is a wonderful opportunity for high school students. Through dual enrollment, students have the potential to earn college credits which may prove useful in post-secondary plans. However, with this option, students also agree to take on more independent responsibilities.

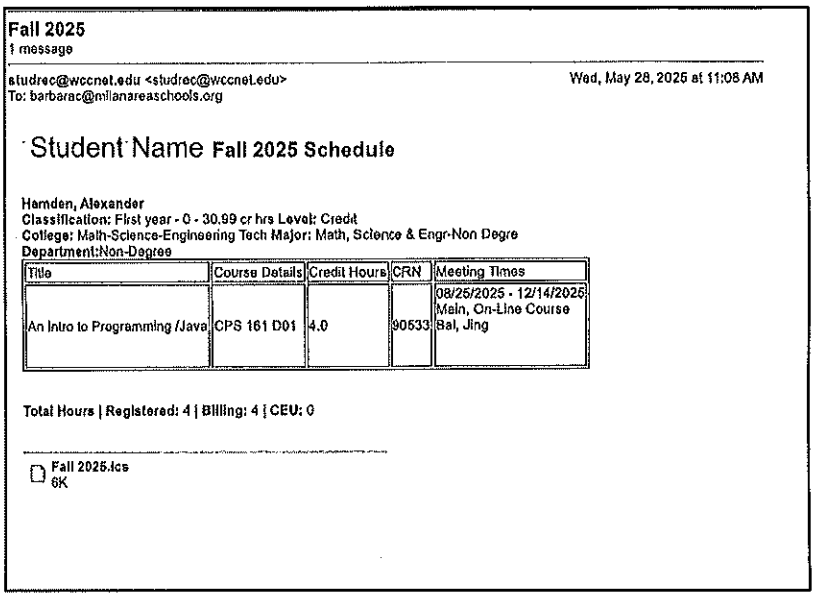
Please read and initial the statements below. Students must submit this form in order to be approved for dual enrollment.

Student Name_____

Student Initials	Parent/Guardian Initials	
		I understand that I am responsible for providing my own transportation to and from WCC if I take an in-person class.
		I understand that I am responsible for purchasing the necessary textbooks and supplies for my class(es) at WCC. If I choose to return the textbook(s) to MHS at the end of the semester, MHS will reimburse my textbook purchase (receipt required). Financial assistance for textbook purchase is available. See counselor for more information.
		I understand that if I do not pass my class(es) at WCC I am responsible for paying for the credits.
		I understand that I must adhere to all WCC policies regarding student conduct, including academic dishonesty and plagiarism.
		I understand that the district covers the minimum amount of tuition and fees as outlined by the Michigan Department of Education and determined by the school foundation allowance.
		I understand that all paperwork, application steps, and course enrollment must be completed by December 10th, 2025.

Student Signature _____ Date_____

Parent/Guardian Signature _____ Date _____



Fall 2025
1 message

studrec@wccnet.edu <studrec@wccnet.edu> Wed, May 28, 2025 at 11:08 AM
To: barbarac@milanareaschools.org

Student Name **Fall 2025 Schedule**

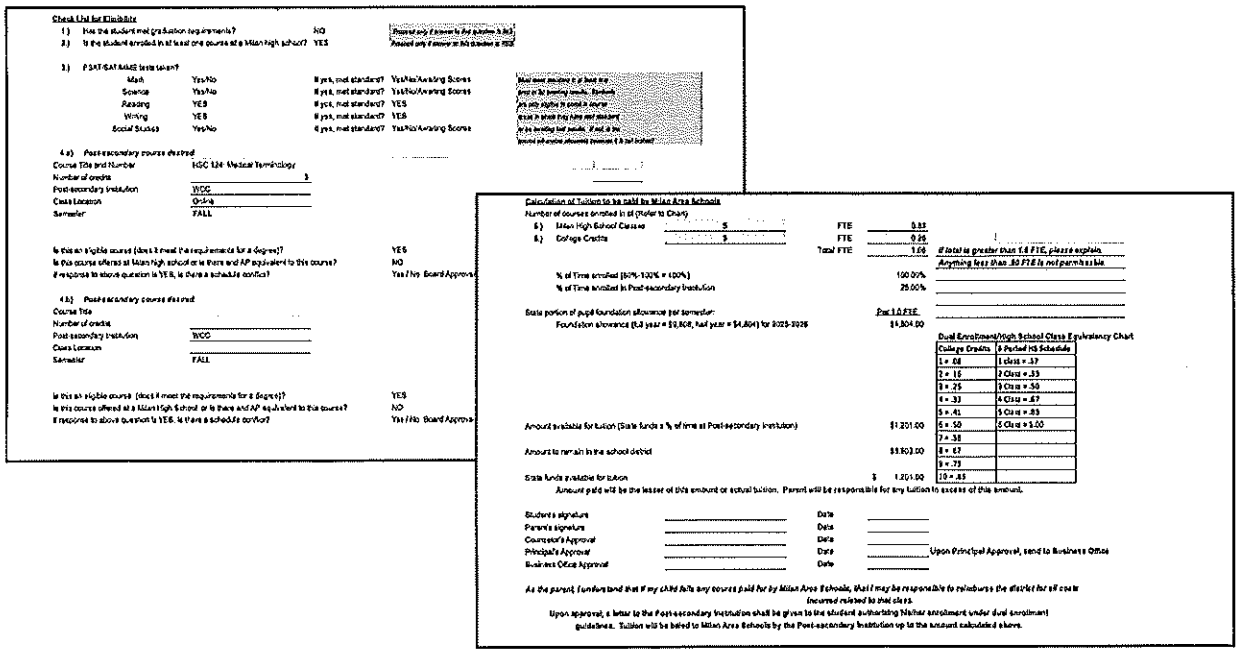
Hamden, Alexander
Classification: First year - 0 - 30.99 cr hrs **Level:** Credit
College: Math-Science-Engineering Tech **Major:** Math, Science & Engr-Non Degre
Department: Non-Degree

Title	Course Details	Credit Hours	CRN	Meeting Times
An Intro to Programming /Java	CPS 161 D01	4.0	90533	08/25/2025 - 12/14/2025 Main, On-Line Course Bal, Jing

Total Hours | Registered: 4 | Billing: 4 | CEU: 0

Fall 2025.ics
6K

#3 Signed District Authorization Form (provided to student after copy of WCC schedule is received)



Check Out for Eligibility

1) Has the student met graduation requirements? NO
2) Is the student enrolled in at least one course at a Milan high school? YES

3) PSAT/SAT/ACT test taken?

Math	Yes/No	If yes, met standard?	Yes/No/Awaiting Scores
Science	Yes/No	If yes, met standard?	Yes/No/Awaiting Scores
Reading	YES	If yes, met standard?	YES
Writing	YES	If yes, met standard?	YES
Social Studies	Yes/No	If yes, met standard?	Yes/No/Awaiting Scores

4 a) Post-secondary course desired

Course Title and Number HSC 124 Medical Terminology
Number of credits 3
Post-secondary institution WCC
Class Location On-Line
Semester FALL

Is this an eligible course (does it meet the requirements for a degree)? YES
Is this course offered at Milan High school or is there and AP equivalent to this course? NO
If response to above question is YES, is there a schedule conflict? Yes / No Board Approva

4 b) Post-secondary course desired

Course Title
Number of credits
Post-secondary institution WCC
Class Location
Semester FALL

Is this an eligible course (does it meet the requirements for a degree)? YES
Is this course offered at a Milan High School or is there and AP equivalent to this course? NO
If response to above question is YES, is there a schedule conflict? Yes / No Board Approva

Calculation of Tuition to be paid by Milan Area Schools

Number of courses enrolled in at (Refer to Chart)

a)	Milan High School Classes	5	FTE	0.83
b)	College Credits	3	FTE	0.25
			Total FTE	1.08

If total is greater than 1.0 FTE, please explain.
Anything less than .50 FTE is not permissible

% of Time enrolled (50%-100% = 100%) 100.00%
% of Time enrolled in Post-secondary institution 25.00%

State portion of pupil foundation allowance per semester: Per 1.0 FTE
Foundation allowance (8.3 year = $9,608, full year = $4,804) for 2025-2026 $4,804.00

Amount available for tuition (State funds a % of time at Post-secondary institution) $1,201.00

Amount to remain in the school district $3,603.00

State funds available for tuition $ 1,201.00

Amount paid will be the lesser of this amount or actual tuition. Parent will be responsible for any tuition in excess of this amount.

Dual Enrollment/High School Class Equivalency Chart

College Credits	5 Period HS Schedule
1 = .08	1 class = .17
2 = .16	2 Class = .33
3 = .25	3 Class = .50
4 = .33	4 Class = .67
5 = .41	5 Class = .83
6 = .50	6 Class = 1.00
7 = .58	
8 = .67	
9 = .75	
10 = .83	

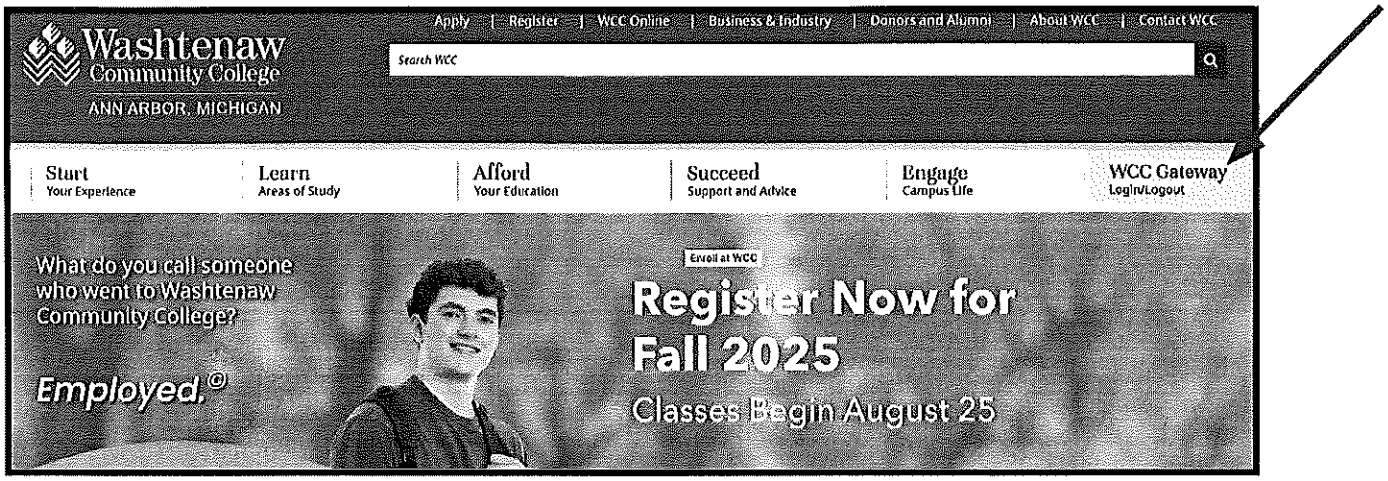
Student's signature _____ Date _____
Parent's signature _____ Date _____
Counselor's Approval _____ Date _____
Principal's Approval _____ Date _____ Upon Principal Approval, send to Business Office
Business Office Approval _____ Date _____

As the parent, I understand that if my child fails any course paid for by Milan Area Schools, that I may be responsible to reimburse the district for all costs incurred related to that class.

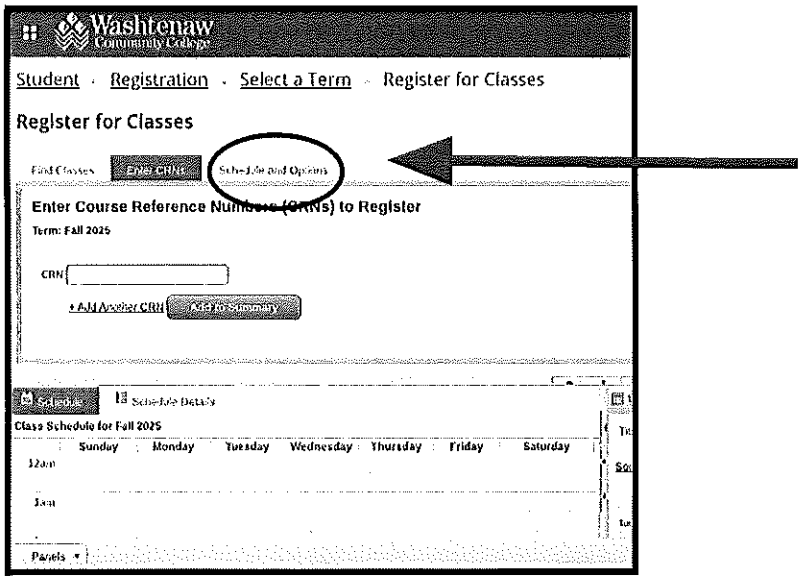
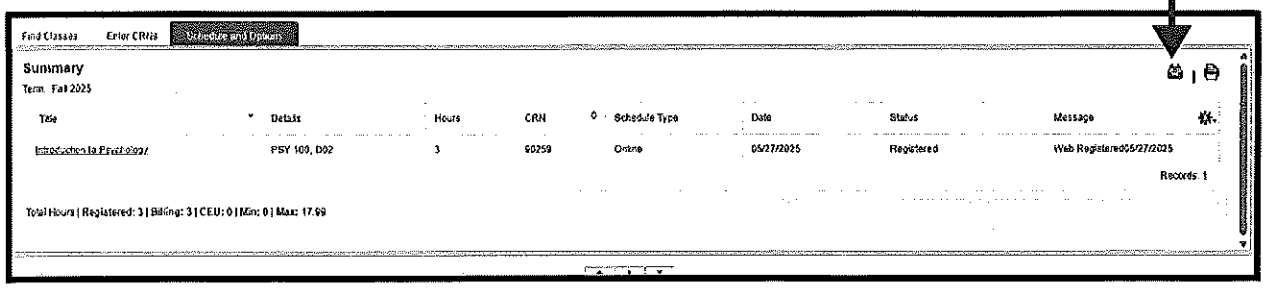
Upon approval, a letter to the Post-secondary institution shall be given to the student authorizing his/her enrollment under dual enrollment guidelines. Tuition will be billed to Milan Area Schools by the Post-secondary institution up to the amount calculated above.

How to email a copy of your WCC schedule from your WCC account

Step 1: Visit wccnet.edu and login to your WCC Gateway. Go to Register for Classes.



Step 2: After you register for your class, select "Schedule and Options"



Step 3:Select email icon. Enter Mrs. Barbara's email address (barbarac@milanareaschools.org). Hit submit so copy of schedule may be emailed to Mrs. Barbara.