PART-TIME
Westford Academy Requirements for a Dual Enrollment (DE) Student

After reviewing the document below in its entirety, please sign and return to your counselor.

Student name _____ ID _____

School year _____ Counselor _____ Today's Date_____

Part-time Dual Enrollment courses are well suited for high school students who:

- Are seeking opportunities to take classes not offered at WA.
- Want to save money on college tuition costs. Middlesex offers Massachusetts dual enrollment students a reduced tuition rate. The rate for the 26-27 school year was $131/credit. DE students are not eligible for financial aid but if you are experiencing financial hardship, please see your school counselor.

General guidelines:

1. Part-time dual enrollment is for WA **juniors and seniors only**.

2. Students can enroll in one Dual Enrollment course not offered at WA. One semester based DE course is equal to 5 WA credits, so a student must have a full year DLT at WA.

3. Students are expected to attend and participate in Dual Enrollment courses as fully as you would attend and participate in a course at Westford Academy. Part-time Dual Enrollment courses must not conflict or interfere with WA school hours. Students are responsible for their own transportation to and from MCC.

4. Mini (or accelerated) session courses aren't comparable to a full semester and are NOT the equivalent of a five credit class at Westford Academy. Therefore they are considered enrichment and won't receive Westford Academy credit.

5. The student is responsible for providing their WA school counselor with a progress report/grade update in early November (first semester) and beginning of March (second semester). A meeting may be necessary to discuss progress for any course grade that is a C or below.

6. For the 2026-2027 school year, upon receipt of a student's official and final DE grade, the middle number of the range equivalent to the letter grade on the WA AP grading scale will be added to your transcript. (i.e. an A from MCC will be a 95 on your WA transcript) Colleges often recalculate GPA and have varying policies for awarding GPA weight for DE courses.
   *The weight of DE courses is subject to change during the 2027-2028 school year.

7. Counselors don't have access to MCC grades until mid-January. This means the DE student needs to remain in communication with their WA counselor if they are not on track to pass their course(s).

8. All DE students are required to attend a mandatory meeting in the spring or fall at Westford Academy. Date: April 14 at 9:15am in WA's Lecture Hall.

9. All DE courses, including those with failing grades, will be recorded on your official transcript.

Expectations for participation in taking a college-level class:

- Dual enrollment students are responsible for their academic success. This includes, but is not limited to, attending and being on time for class, participating in class discussions, completing assigned reading and submitting assignments on time.
- Dual enrollment students should plan on spending 2.5 hours outside of class for every hour spent in class. So a student can plan to devote about 10 hours a week for each 3 credit class.
- Read the syllabus carefully
- Stay up-to-date with assignments
- Check your college email daily as professors will not be emailing your parent/guardian/caregiver or your counselor with information
- DE students are expected to adhere to the academic integrity guidelines of WA and MCC.
- Read the instructor's feedback on all assignments and ask questions when you don't understand something.
- Utilize the college's resources when you need help (writing center, tutoring center, math center, etc)
- Utilize additional resources that are available to DE students:
    - Student Access and Support Services - Visit this web page to learn about support services for students and to begin the intake process
    - Academic Centers for Enrichment (ACE) - Learn about available resources to help students succeed in their classes, including individual and group tutoring and support for college systems and software.
    - Student Engagement - Dual Enrollment students are encouraged to participate in our many clubs and organizations!
    - Honors Program Opportunities - The Commonwealth Honors Program is a state-wide Honors program that offers students the opportunity to study at a more advanced level.
- At Week 7, email your WA school counselor a screenshot from Blackboard with your current grade(s).

Seniors only:

- If course grade(s) are in the D range or below, my WA School Counselor will be required to send a "Senior in Danger of Not Graduating" letter to my parent/guardian/caregiver.

- If applying to four year colleges, students must remain in regular and consistent communication with WA School Counselors to ensure timely processing of school records.

Steps for enrollment:

1. Discuss your plans and review the application materials with your school counselor.
   The Dual Enrollment Website is a helpful site when starting this process.
2. Attend the Dual Enrollment Information Session
3. Review your class options
4. Complete and submit the following admission documents or apply online.
   If you apply online, you will submit admission documents electronically through your online application
    - Dual Enrollment Application - Must be signed by yourself, parent/guardian, and counselor
    - Current high school transcript - Must show you have a 2.0 GPA or higher

    - English Multiple Measure Form - Must be signed by yourself and your English teacher. A student without a PSAT score of 480 will need to select **Option 2** on the English multiple measures form. This will require the student to complete our English Guided Self-Placement process. See Mrs. Clark for this form.
    - If taking a math class or a class with a math prerequisite, the Math Multiple Measures Form - Must be signed by you and your math teacher
5. Register for classes by submitting the Registration Form - Must be signed by yourself, parent/guardian, and counselor
6. All forms should be submitted to dualenrollment@middlesex.edu
7. Bring your MCC schedule to your WA school counselor so PowerSchool can be updated.

What should you do to prepare yourself before the class begins?

- Log into the necessary tools to familiarize yourself (Email, Blackboard, etc)
- Buy your textbook
- Save your username and password somewhere safe
- Email/call the college's TechSupport helpline with any troubles logging into systems

Please sign and return this form to your school counselor at least 1 week prior to the first day of class.

I, _____, have read the expectations of taking Dual Enrollment course(s) and understand what I need to do to be successful.

_____ (Student Signature)

I, _____, have read and understand the expectations of my student.

_____ (Parent/Caregiver Signature)