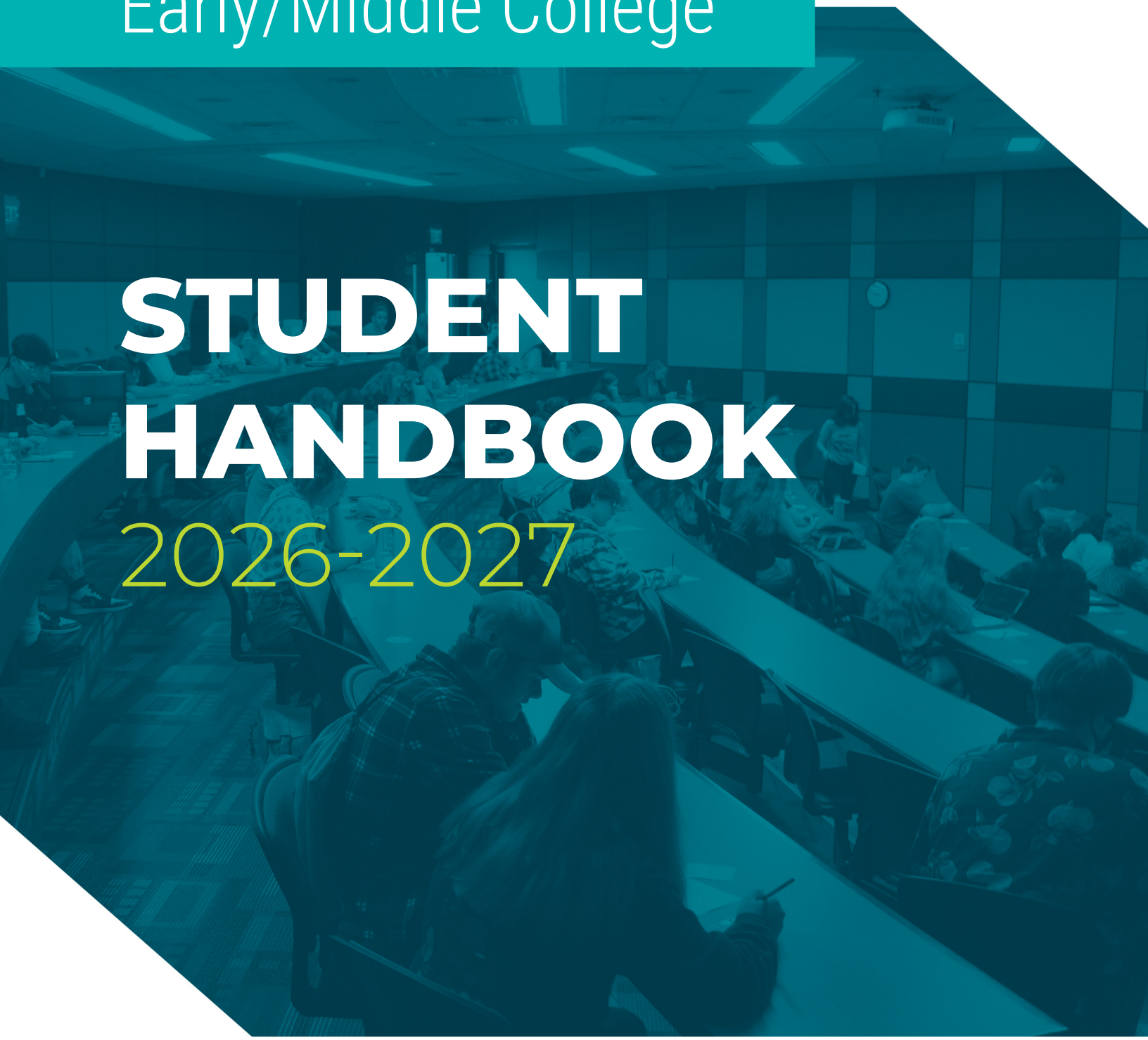
Early/Middle College



STUDENT HANDBOOK

2026-2027

KALAMAZOO RESA

Career Connect

Early/Middle College (EMC)

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PROGRAM INTRODUCTION



Kalamazoo County Early/Middle College (EMC) is a unique educational option that provides students with the opportunity to graduate with both a high school diploma and an associate's degree or certificate. The Early/Middle College is designed to prepare students for post-secondary study and highly skilled employment opportunities. Students will be able to save both time and money as they pursue a college degree and they will have an additional year of high school to complete their college program.

The EMC is structured so that students gradually increase their exposure to college courses over a five-year span. Initially, (9th grade) all of the students' schedules will be comprised of traditional high school classes. As students progress through their educational plan, they will be exposed to more college courses. By the time they reach the 13th grade, all of their coursework will be on-site at the college campus.

Students in the EMC program will receive support services to assist them in their transition from high school to college. All EMC students will take a College Success Strategies Course in 10th grade to develop their academic preparation skills, study skills, and social maturity skills. All EMC students will participate in a Kickoff event to get comfortable on the college campus and prepare for beginning their college courses. All EMC students will work with a coach as they progress through the program.

Students who consider the EMC must be willing, motivated, and up for the challenge to perform successfully at the college level. In addition to the college coursework, students must successfully complete all of the requirements of the Michigan Merit Curriculum for their high school diplomas.

EARLY/MIDDLE COLLEGE TIMELINE

This is a basic timeline breakdown detailing the EMC program.

- **9th/10th grade** – Students apply to become part of the program in January-February. Students must be in the program by fall of 11th grade per Michigan Department of Education requirements.
- **10th grade** – Students take the College Success Strategies course in their high school.
- **11th grade** – Students' schedules consist of both high school classes and CTE and/or college courses. The ratio between the number of high school classes and college classes will vary depending on the program of study chosen.
- **12th grade** – Some students are full-time at the college in 12th grade if they have met all of their MMC requirements that need to be taken in the high school. Students' schedules may consist of both high school and college courses. The ratio between the number of high school classes and college classes will vary depending on the program of study chosen.
- **13th grade** – Students will be full-time college students with all classes on the college campus.

EARLY/MIDDLE COLLEGE COMPLETION OPTIONS

By the end of grade 13, students will be considered a completer of EMC if one of the following is met:

- Associate degree (62 credits minimum)
- 60+ transferable college credits
- Occupational certificate (3-30 credits)
- MEMCA technical certificate (15+ college credits, MEMCA approved College Readiness curriculum and 100 hours of verified community service or 40 hours of career exploration/ internship/job shadowing/clinicals or a combination of the two that equals 70+ hours)
- Right to participate in a registered apprenticeship

ATTENDANCE

Regular attendance is an essential component to success for all EMC students. Students must have good attendance at high school as well as college. All attendance policies through the high school and college will be enforced, as well as those established by individual instructors. Students are expected to attend every college course session, in whatever format the course is offered.

Students are responsible to check each course syllabus for attendance information. The EMC Coach will provide support for students; however, it is the responsibility of students to know the attendance policy for each class and to notify their instructors if there is a conflict that will result in students missing classes.

Students cannot expect to learn or succeed in school unless they attend on a regular basis. While provisions can be made to make up some assignments, nothing can replace the instruction and interaction which has taken place in the classroom. It is essential that students maintain a regular punctual daily attendance in all assigned classes, to develop appropriate work habits for employment in the workforce as an adult. If students are not in attendance daily, students cannot achieve and maintain the level of performance necessary to successfully meet their goals.

DROPPING/WITHDRAWING FROM CLASSES

Once students are registered for a class and it has been confirmed through their advising appointments, they are not allowed to drop or withdraw from a class without contacting the EMC Coordinator and receiving approval. Any drop that occurs after the period for 100% refund (typically first 5 days of semester) is considered a withdrawal and will incur the cost of tuition, fees and books for the class. Students withdrawing from a class will be placed on EMC academic intervention.

COHORT MEETINGS

As part of the EMC program, students are required to attend group cohort meetings. Cohort meetings are established for students to be able to share information with one another as well as for the EMC Coordinator and EMC Career Coach to provide information and reminders to the students.

It is the responsibility of EMC students to adjust their schedules to attend these cohort meetings. Only college classes, high school games, or performances that conflict with these times, are reasons for missing a cohort meeting. Practice or work are not acceptable reasons to miss a cohort meeting. If students need to miss a cohort meeting, students will be responsible to contact the EMC Coordinator in advance for further discussions.

BI-WEEKLY COACH MEETINGS

Students are required to meet with their EMC Career Coach on a bi-weekly basis to discuss class progress, go over important EMC topics and ask any questions they have. The coach will create a schedule of meetings for the term based on all of their students' schedules and send it out to students at the beginning of each term.

COMMUNICATION

College faculty and EMC staff will communicate with students via their student email systems. Students must frequently check their college email. Students should also send communications to their advisors and faculty via their college email. EMC staff may also communicate program information and deadlines through Remind texts (web-based site). Canvas will be used to share information and resources also.



CHANGE OF PERSONAL INFORMATION

If students have a change of address, phone number, or email address at any time during the program, it is critical that notification be given to the EMC Career Coach.

TRANSCRIPT/GRADE EXPECTATIONS

Students' grades will be recorded on their college transcript and may affect enrollment, financial aid, and scholarship opportunities if grades earned are below 2.0. Be advised these grades are permanent records for transcripts.

COURSE INFORMATION

COURSE CONTENT

Course content is determined by college faculty and administration. All courses are instructed by college faculty at the college level. Mature content may be included as part of class discussions and curriculum.

COURSE FORMATS

The mission statement for KRESA/CTE, which includes EMC, states in part, that "Kalamazoo County students will be future ready and prepared to thrive in the workforce of tomorrow." It is the belief of EMC staff that students who work in-person for their learning opportunities will be best prepared for college, work and life beyond EMC. We encourage the options to be considered as follows:

- Work first to find a traditional in person (TIP) class; it will be 100% in-person.
- Look next for a class that is blended (BL).There are two types of blended classes.
  - Look first for part in person and part online.
  - Look next for part on Zoom and part online.
- Your last choice should be a class that is 100% online (ON); there will be no meetings at all.
- Note: All forms will have homework that you are expected to complete on your own.

There are numerous variables that should be considered in your decision:

1. **Know the options KVCC offers:**
   a. Traditional in person classes--These sections meet fully in-person on campus. The instructional method shows TIP. The class will have a room number, day and time.
   b. Blended classes—These classes will meet partly in person or partly on Zoom AND partly online. The instructional method shows BL. If it is partly on Zoom it will say "Remote Zoom" in the listing. This means you will attend a Zoom session at the listed time AND be responsible for additional online learning you do on your own. If it is partly in person, it will have a room number, day and time.
   c. Online classes—These classes will be fully online and will not require you to go to campus or to attend a Zoom session. The instructional method shows ON.

2. **Reasons not to take an online class:**
   a. Research, though still limited on the subject, reveals that students test better and retain knowledge better when working in-person.
   b. In-person classes will help you to develop important interpersonal skills that are in-demand for the 21st Century in academics and careers alike.
   c. In-person classes will help you build relationships with other students and instructors. These people may become an important part of your academic and professional network.
   d. You may experience technological issues (limited internet access, computer/chrome book that doesn't work well with KVCC programs, etc.)
   e. It is easier to procrastinate and push due dates when you are not accountable to an instructor face-to-face.
   f. It is easy to get distracted online and at your residence.

3. **Reasons to take an online class:**
   a. If you need the class this semester, and it is only offered online.
   b. If the classes you need to take are offered at conflicting times.
   c. If transportation is not readily available to you.

4. **Skills needed for success in an online class:**
   a. Highly organized
   b. Strong time management skills
   c. Self-disciplined and can resist the big distractions at home: phone, bed, fridge, streaming, gaming, etc.
   d. Motivation



GRADUATION

The local district is the authorized body to determine whether students participate in graduation exercises with their original class in their home district. School districts are allowing students to participate in commencement at the end of grade 12. The year that will be on students' diplomas should coincide with the year that students complete all high school graduation requirements, which should be their 13th grade.

STUDENT CONDUCT

Students enrolled in the EMC program will follow the rules and guidelines as established from their local school district as well as the rules and guidelines of the college, Kalamazoo County EMC, and the state of Michigan. Proper behavior is expected while in high school and on the college campus. Please refer to the KVCC Student Handbook for more information: https://www.kvcc.edu/admissions and click on Student Handbook on the left.

EARLY/MIDDLE COLLEGE ACADEMIC INTERVENTION

Being part of the Kalamazoo County EMC is a privilege, and EMC students must meet the criteria as set by the handbook to remain in the program. When students fail to meet these set criteria, students will be placed on EMC academic intervention.
To be placed on EMC academic intervention a student has met one or more of the following:

- KVCC class below 2.0
- Withdrew from a class
- Not on track to earn articulated credit in CTE course
- Missed three or more meetings with coach
- Other actions or inactions that may have a detrimental impact on students ability to successfully complete the program in a timely manner as deemed by the EMC Coordinator

For students to move off academic intervention status, all of the following minimum criteria must be met:

- Earn a 2.0 or higher in all KVCC courses
- Not withdraw from any courses
- Consistently participate in a meeting with the EMC Career Coach on a bi-weekly basis
- Development of a plan of action based on the individual student needs for increased success in the EMC program

**In addition to the above, the number of college classes may be decreased in upcoming semester(s) to ensure student success in the EMC program.*

If students continue to fail to meet the minimum requirements, students remain on academic intervention for another semester or will be transitioned out of the program. If it is determined that the program is no longer a good fit for students, then a transition plan created between the local school district and EMC Coordinator will be discussed.

TRANSPORTATION

Students are expected to attend all college classes and it is the responsibility of students to ensure that they have transportation to the college campus.

There is some bussing available through the CTE/EFA/EMC bus hub. Students should talk further with the EMC Coordinator, EMC Career Coach and/or their High School Counselor about the availability and timing of this option.

RESOURCES/ACTIVITIES

Students have full access to all resources available at the college including Academic Advising, Testing Center, Computer Lab, Fitness Center, Learning Center, Transfer Resources, clubs, etc. Students are encouraged to utilize the tutoring in the Learning Center as needed, prior to having trouble in class. EMC students are encouraged to join clubs and engage in the activities provided by the college.

ATHLETICS

Student athletes are eligible to participate in high school athletics during grades 9-12. Under the rules of the Michigan High School Athletic Association (MHSAA), students are not eligible to participate in high school athletics during the 13th grade.

Students are not eligible to participate in collegiate athletics during grades 11 and 12. A student may be recruited by the KVCC coaches to play athletics in his/her 5th year. The athletic teams available at KVCC are Men's and Women's Basketball, Men's Baseball, Women's Softball and Women's Volleyball. You can find more information at https://athletics.kvcc.edu/landing/index. If a student is interested in playing, and he/she has not heard from a KVCC coach by his/her 12th grade year, he/she can reach out to the KVCC Director of Athletics, Dr. Russell Panico, at rpanico@kvcc.edu.

If it is determined that the KVCC coach and the student are interested in moving forward, the student should reach out to the EMC Coordinator for his/her program. The coordinator will work with the student, his/her high school, and KVCC for completion of the necessary paperwork. The student must be enrolled in 12 credits or more at KVCC in fall and winter of his/her 5th year to be eligible. The student must have completed all his/her graduation requirements and be otherwise eligible to graduate if not enrolled in EMC and needing the additional math-related requirement in the 5th year.

Students who are interested in participating in athletics at the collegiate level need to research how their dual enrollment classes impact their eligibility. Student athletes are encouraged to work with their EMC Career Coach, local high school Counselor, communicate with the colleges that they are interested in attending, and visit http://www.ncaa.org/student-athletes/future for more information.

CLOSING OF SCHOOL

Weather: Students should follow local TV and radio stations for college or high school closures. If your high school is closed it does NOT mean that the college campus is necessarily closed. Students are responsible to assure that they are attending school/college classes when open.

Conflicting High School Schedule: If your high school is not in session for any reason (teacher in-service, ½ day for conferences, etc.) KVCC courses still run and students are expected to be in class. Busses may not run on these days so you may need to find alternate transportation. When there are conflicts between high school and college schedules (Ex. SAT testing, exam days), students should talk with their High School Counselor or EMC Career Coach on how best to approach this.

College Schedule: Courses will follow the academic calendar from the college. The college follows a different schedule/calendar than that of your high school. Spring break weeks are different, and students are discouraged from missing college courses during the local school district spring break. This could be detrimental to success in a course. Students need to plan in advance with instructors if they will be absent.

COLLEGE STUDENT ID CARD

A college student ID card is issued to students when they enroll in college courses for the first time. Students are expected to carry their college student ID card with them while on campus. Students can use their card to enter most events on campus and the computer labs and other student services.



TEXTBOOK POLICY

Most of the districts in our Kalamazoo County EMC program use a reimbursement process for textbooks for EMC students up to an allocated amount. The allocated amount includes tuition, fees and books. Students purchase textbooks at the beginning of a course. If students would like reimbursement, they turn in receipts after the class is successfully completed. Reimbursement only occurs if money remains in the students' allocated amount.

Students should check with their High School Counselor or EMC Career Coach about their district's policy and any paperwork that needs to be completed for reimbursement.

CLASS SCHEDULING

Scheduling of college classes for fall and winter semesters will take place with assistance from EMC staff. Students will have an appointment with the college Academic Counselor/Advisor and EMC Career Coach and/or Coordinator. The EMC Coordinator and college Academic Advisor must approve all classes. Classes must be in a student's program of study.

STUDENT PRIVACY

The Family Educational Rights & Privacy Act (FERPA) affords students certain rights with respect to their educational needs. They can be found in the college handbook. The Kalamazoo County EMC program will follow all the appropriate FERPA laws as they pertain to student privacy. EMC students will sign a KVCC Authorization for Release of Information. The authorization will remain effective for the duration of students' participation in the EMC program.

NONDISCRIMINATION/TITLE IX POLICY

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Assistant Superintendent - Mindy Miller.

Contact information: 269-250-9200, 1819 East Milham Ave, Portage, MI 49002.

STUDENT AGREEMENT PAGE

KALAMAZOO RESA
Career Connect
Early/Middle College (EMC)

A signature below indicates:

We have read the complete **Kalamazoo County Early/Middle College handbook** located online at kresa.org/emc and understand all the rules and expectations. We understand the handbook may be amended during the year. Our signatures below acknowledge we agree to be responsible for following all the rules and expectations of the Kalamazoo County EMC program, the local school district, the post-secondary institution partner Kalamazoo Valley Community College, as well as the Michigan Department of Education.

Any severe violation of the rules and expectations, which includes the local district's student handbook and the KVCC student handbook, may lead to dismissal from the EMC program. We understand that if the student is dismissed from the EMC program, the student may be responsible for any costs associated with tuition and/or books. We also understand that a dismissal from the program may jeopardize the timeline of a student's high school graduation; meaning the student may no longer be able to graduate with the student's original class.

Printed Name of EMC Student	*High School*
Signature of EMC Student	*Date*
Printed Name of Parent/Guardian	*Relationship*
Signature of Parent/Guardian	*Date*



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