

Name: _____

Semester: SPRING 2026

Turn in by Due Date: Nov. 7, 2025

KHS DUAL ENROLLMENT PACKET

PSAT Scores: Critical Reading _____ **Math** _____

Check all boxes that have been completed:

Phase 1:

- ☐ I have applied to NMC via their website (required each semester)
- ☐ I have sent NMC my transcript via Parchment
- ☐ I have been accepted into NMC
- ☐ I have talked to parent/guardians and chose classes I'm interested in taking
- ☐ I have completed my enrollment form with my class/es
- ☐ I have signed and returned the Kingsley Dual Enrollment Contract (by due date)
- ☐ I have completed my NMC student orientation (only required one time)
- ☐ I have registered for my NMC classes

Phase 2:

- ☐ I met with my school counselor, have my classes approved, and my schedule has been adjusted accordingly for this semester

Phase 3:

- ☐ Class materials are the responsibility of the student. I have the materials needed and the start date marked on my calendar

Phase 4: Be a successful college student

Important to note:

- ❖ **Attend every class! Attending class is key to succeeding in college. If you decide to withdraw from a class, be sure to do so before the drop deadline and check with your high school counselor and NMC advisor FIRST! The grade for your class is part of your permanent record - whether you finish the class or not. You are responsible to reimburse KHS for dropped or withdrawn classes.**
- ❖ **Successful college students: meet their professor the first week, attend office hours at least once, attend and engage in all classes, ask questions and for help. NMC has a tutoring center, student success coaches, a writing center, etc. Use the free resources and stay on top of things, especially if you have an online class - procrastination is the biggest reason for poor grades in an online class. Also, students will meet with Mrs. Heitmeyer at the regularly scheduled time every other week to monitor progress in class/es.**

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KHS Facts for Dual Enrollment Information

Dual Enrollment Requirements for Kingsley High School

1. To be an eligible student, a student must have achieved a qualifying score in all subject areas on the PSAT/SAT. The student is an eligible student only for the limited purpose of enrolling in 1 or more eligible courses in a subject area for which they have a qualifying score, or in computer science and foreign language not offered by the school district.
 - a. Annual qualifying scores: See Dual Enrollment Readiness Qualifying Assessments and Scores (MDE updated table) - see next page for current information.
2. Any cost incurred by the student due to prior dual enrollment course failure must be paid prior to any subsequent dual enrollment.
3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district must not offer an equivalent college course. An exception to this could occur if it is determined that scheduling conflict exists which interferes with a student's ability to graduate on time with all graduation requirements met which is beyond the school's or student's control.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education. The School reserves the decision to deny classes for which equivalent courses are offered.
6. State law states that pupils may enroll in no more than 10 college courses over their high school career. Also, students can take up to 10 credit hours each semester. Students will be required to pay for any credits beyond 10 in a semester.
7. If a student requests high school credit, the student will receive the grade for the course and 1 credit per class per semester for each passing NMC course that is a 3 or 4 college credit course. Any dual enrolled courses that are less than 3 college credits will receive a .5 credit.
8. Students have the option to elect dual enrollment courses as high school credit, college credit, or both. Students must present this decision in writing prior to the course start date. Please note: *KHS transcripts **will** indicate all dual enrolled courses and grades (even if you choose not to have them calculated into total credits and high school GPA) unless the student requests in writing to have the college course excluded from the high school transcript. ****If you are planning to play Division I or II college sports, the NCAA requires the dual enrollment grade to be factored into your GPA.**
9. It is recommended to go on campus and take a class whenever possible for the best possible success rate. This can be done in conjunction with scheduling.
10. Students will receive one KHS course period for every one NMC elective course. Students may receive two course periods for a 4 credit core class with counselor approval. If a student attends in person NMC class/es, KHS course periods may be modified with counselor approval.

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11. NMC courses are rigorous. If a student fails or withdraws from a class, (0.0, 0.5, or 1.0), the student is responsible for repaying the cost of the class.
12. Sometimes students need to take a placement test for class selections. See your NMC email for more information on this requirement. It is to be scheduled in your own time, by the registration deadline.
13. Students are responsible for books, lab fees, technology fees, or any other needed materials.
14. The student is responsible for their own transportation and the transportation form must be filled out completely by the registration deadline.
15. Athletic eligibility (includes band, choir, and drama) for dual enrolled students will be the same as it is for high school students. Students must meet with their scheduled mentor regularly to confirm eligibility status.
16. Students are not permitted to take an NMC course pass/fail.
17. If a student withdraws or drops a class after the drop/add NMC and KHS period, The student must pay for the class. The student must also make up the lost credit to graduate on time. Students will be put into a high school class if NMC class is dropped. Students must communicate with the school immediately of their intentions.
18. KHS transcripts will indicate all dual enrolled courses and grades, unless a student requests in writing to have the college course excluded from the high school transcript.

Grades for dual enrolled classes will follow NMC's Grading Scale:

Letter Grade	Percent Grade	4.0 Scale
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
E/F	Below 65	0.0

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Kingsley High School Dual Enrollment Contract

Students have the option to elect dual enrollment courses as high school credit, college credit, or both. Students must present this decision in writing prior to the course start date. Please note: *KHS transcripts **will** indicate all dual enrolled courses and grades (even if you choose not to have them calculated into total credits and high school GPA) unless the student requests in writing to have the college course excluded from the high school transcript. ****If you are planning to play Division I or II college sports, the NCAA requires the dual enrollment grade to be factored into your GPA.**

Please fill in the accurate information in the table below.

I am registered for the following: Full Course Title/s of NMC Class/es	# of NMC Credit Hours for this class	Would you like this course to count for KHS credit and GPA? (Yes or No)	# of NMC classes have you already taken? (0 - 9)	# of KHS course periods as approved by counselor
Example: Introduction to Psychology (PSY 101)	3	No	2	1
1.				
2.				
3.				

Signatures below confirm that Kingsley Area School accepts responsibility for payment of tuition and fees outlined in Dual Enrollment Legislation. However, if the named student does not successfully complete the academic class indicated, I, student/parent, agree to reimburse the Kingsley School District by the close of the current school year for all payments made to the college. (This is according to Michigan State Law)

Our signatures below also indicate that we have read and understand the Dual Enrollment Requirements for Kingsley High School.

Student Signature

Date

Parent/Guardian Signature

Date

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NMC Transportation Contract

I am enrolled in my NMC course/s during the following KHS hours:

(please mark all that apply)

1st hour	2nd hour	3rd hour	4th hour	5th hour	6th hour

Students enrolled in NMC courses that begin or end the student day do not have to be in the building during that time, but are certainly welcome to work in the school library. **Once students arrive at the building for classes, they are expected to stay at school until the student day is over.** Dual enrolled students who show up any time after 8:15 AM must sign in to the office upon arrival. Students enrolled in NMC courses during 2nd, 3rd, 4th, or 5th hour must report to the library for attendance and all school rules apply. Students can not leave the building or be in any other class during the scheduled NMC class period. Students must arrive five minutes before the start of their Kingsley scheduled classes, and must remain in the building until the completion of their Kingsley scheduled classes. Students leaving during 6th hour must sign out in the office. During the school day students will report to the library for attendance and remain there until the bell rings. Students must follow all school guidelines and stay in the designated area. The expectation is that the attendance policy applies to this student. (EXAMPLE: Library from bell to bell. Mr. Wagatha will keep attendance records and tardies as well as students who leave).

Please circle **all** the driving permissions (1, 2, 3) that apply for your child this semester:

1. Driving to Northwestern Michigan University Campus to attend scheduled courses or take assessments in person. Student will sign in/out in the front office for scheduled course classes.
2. Driving to an off-campus location to work on their online NMC course. Students will sign in/out in the front office. For example, if a student has NMC 1st period or 6th period of the day, they must arrive five minutes prior to their next class and/or they can leave at the end of their KHS scheduled school day.
3. At the conclusion of the NMC class this semester, my child has permission to sign out in the main office for their scheduled dual enrolled class period. Students are expected to sign back in and arrive back to school five minutes before their next scheduled class.

Your signature below indicates you have read and understand the transportation contract and grant the above circled driving permissions for this semester.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Name: _____

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2 English, 2 Humanities, 1 Math, 2 Natural Sciences, 2 Social Science

<u>English Dept.</u> ENG 111 - English Composition I ENG 112 - English Composition II	Credits: 4 4
<u>Economics Dept.</u> ECO 201 Macroeconomics ECO 202 Microeconomics	3 3
<u>Geography Dept.</u> GEO 101 - Intro to Geography	3
<u>Political Science Dept.</u> PLS 101 - Intro to Am. Politics	3
<u>Psychology Dept.</u> PSY 101 - Intro to Psychology	3
<u>Sociology Dept.</u> SOC 101 - Intro to Sociology	3
<u>Art Dept.</u> ART 100 - Art Appreciation	3
<u>History Dept.</u> <i>*also meets Cultural Perspective/Diversity Course</i> *HST 111 - US History to 1865 *HST 112 - US History since 1865	4 4
<u>Philosophy Dept.</u> PHL 101 Intro to Philosophy	3
<u>Math Department</u> MTH 121 College Algebra MTH 131 Intro to Prob & Stats MTH 122 Trigonometry MTH 141 Calculus I	4 3 3 5
<u>Foreign Language</u> ASL 101 - American Sign Language I ASL 102 American Sign Language II	4 4
<u>Health Sciences</u> HAH 101 - Medical Terminology	3
<u>Scientific Research - Mrs. Olenchek</u> Bio 297/297A	1

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