



Dual Enrollment Handbook

Lee Honors College
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www.wmich.edu/honors



Western Michigan University

Welcome to Dual Enrollment

Lee
Honors
College

Dean's Message

We would like to share some information that we hope will enhance your dual enrollment experience at WMU. To begin, I would like to take this opportunity to say a few words to you about the spirit of this new transition to a college campus and what we wish for you as an academically talented student.

Many of you are trying dual enrollment for the first time; for others this might be your second or third semester here. It is risky, true, but also a time to seek out challenges and garner the rewards of a good education. As an advanced student, you know that your education points you in the right direction and will stay with you for a lifetime.

This is a time for you to try unusual classes and acquire enriching new knowledge, while creating fresh relationships with fellow students and great faculty.

Since this is your life, your education, I encourage you to engage in intellectual symposia, cultural enrichment events, and the other activities available on a large university campus. Being on campus will give you a taste of the opportunities that will be open to you when you become a college freshman. You will begin to think of travel abroad, internships, and applications for scholarships that are so much a part of college life. Much of the excitement of your education is dependent on how willing you are to explore and utilize the opportunities that are available to you, so start thinking and talking about those possibilities now. We can help!!!

Our building has been designed for students. Come in and use the lounge and kitchen. Feel free to come in the office and get to know the staff. We are all here to help you succeed. I encourage you to integrate yourself into our community in every way possible. True, you are here to acquire knowledge and practical skills, but you are also beginning new experiences that will reach beyond your academic focus.

As a faculty member, advisor, and now dean, I have watched over the years as each generation of young people like you have enthusiastically and successfully engaged the challenges that awaited them. It is your opportunity now, and everyone here wishes you the very best success!

Nicholas Andreadis, MD
Dean, Lee Honors College



Orientation Edition

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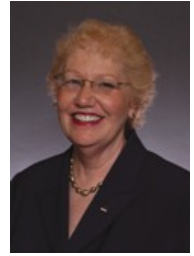
Special points of interest:

- ◆ **LHC offices are open 8 AM to 5 PM Monday through Friday.**
- ◆ **Our main office phone is (269) 387-3230. Call to make an appointment with any LHC staff member.**
- ◆ **Visit our website at www.wmich.edu/honors for additional information about Dual Enrollment and the Lee Honors College.**

Welcome to the Lee Honors College!

Sue Oole, Director of Academic Advising

The Lee Honors College is here to provide you with a supportive academic environment while you attend WMU for your dual enrolled classes. We hope all of you enjoy your time here as a student and we will do all we can to help you meet the challenges you may face. I'm sure you have lots of questions as you enter WMU but, hopefully, many of them will be answered within this handbook. If not, feel free to call us at (269) 387-3230 at any time or visit us on campus.



At the first sign of problems, no matter what it's regarding, don't think you have to handle it alone. My job is to help you make the most of your time at WMU while you succeed in completing your course studies. Whether you are struggling in a class, having trouble registering for a class, or are finding it difficult to access the resources available to you, I am here to help.

Connecting with an advisor is one of the most important things for you to do. I can help you find just the right course that will enhance your overall educational goals and get you started on your college career. It also gives me an opportunity to see how you are doing and to make sure you are enjoying your campus experience.

Other Advising Resources

Each college within Western Michigan University has an advising director available to help you with specific courses offered by that college or offered in your major. Here is contact information for those advisors:

College of Aviation

Sharon Van Dyken (269) 387-0347 sharon.vandyken@wmich.edu

College of Arts & Sciences

Kevin Knutson (269) 387-4369 kevin.knutson@wmich.edu

Haworth College of Business

Paul Hildenbrand (269) 387-5075 paul.hildenbrand@wmich.edu

College of Education

Laura Ciccantell (269) 387-3474 laura.ciccantell@wmich.edu

College of Engineering & Applied Sciences

Sandy Blanchard (269) 386-3258 sandra.blanchard@wmich.edu

College of Fine Arts

Margaret Hamilton (269) 387-4672 margaret.hamilton@wmich.edu

College of Health & Human Services

Jeanine Bartholomew (269) 387-2638 jeanine.bartholomew@wmich.edu

Notes:

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Financial Information

When a dual enrollment form is received by Consumer Accounts Services at WMU, they:

1. Verify that you are registered for the course;
2. Determine billing based on history for your high school (if they don't have that information, they contact your school to find out what will be paid);
3. Post the amount to your account as a credit based on a third party payment (TPPY);
4. Send your school an invoice (after drop/add period); then
5. Charge you if the school does not pay.

Payment activity can be seen on GoWMU (www.wmich.edu), but the student/parent also should be receiving information from the high school regarding payment.

If for some reason you don't get this information from your high school, contact WMU Consumer Accounts Services, at (269) 387-4251. They will give you the information or refer you to the right person at the high school.

Expectations

- ◆ You will use your WMU e-mail account for all correspondence.
- ◆ You will keep your address and phone information current.
- ◆ You will meet all the financial obligations of your education.
- ◆ You will give parents authorized access to your account so they can pay outstanding bills. (Access is for financial information ONLY.)

Registration

Registration dates are based on the number of WMU credits already earned. Click on the "Calendars" tab and on *When to Register* on the Registrar's website (www.wmich.edu/registrar) to find the schedule. You will register through the GoWMU portal at www.wmich.edu.

You can enroll for subsequent semesters without submitting a new application, provided you meet the University's academic criteria for continuing enrollment. If you are accepted for a certain semester and don't enroll, you will have to reapply for admittance.

The Third Party Billing Authorization for Dual Enrollment Students form must be submitted for each semester you are enrolled.

Notes:

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Bronco ID Cards

The Bronco ID Card is your photo identification card for Western Michigan University. It is your access card for the Waldo Library, the computer centers around campus, and security access for some buildings on campus. The Bronco ID Card also enables you to ride Metro Bus Service on any route around the Kalamazoo area for free.

Your first Bronco ID Card is free. Replacing your Bronco ID Card incurs a \$25 fee. Bring a picture ID and proof of course registration to the main floor of the Bernhard Center and your Bronco ID Card can be printed while you wait.

Parking at WMU—fall 2011 and spring 2012

Parking permits may be obtained for \$50 per semester at WMU Parking Services, 2507 W. Michigan Avenue, Kalamazoo, MI 49006. Parking Services is located east of the intersection of Howard Street and W. Michigan Avenue. Permits may be purchased Monday through Friday, 7:30 a.m. – 5:00 p.m. Permits must be paid at the time of purchase by cash, check, or credit card (MasterCard, Visa, and Discover). All open or unpaid WMU tickets must be paid before a permit may be obtained or purchased. Online service for dual enrolled students is not available.

All motor vehicles, including motorcycles and mopeds, parked on Western Michigan University property must be registered with the Parking Services office and shall properly display a WMU parking sticker or parking permit.

A WMU Bronco ID card, driver's license, and a current vehicle registration certificate are needed to complete the vehicle registration process. Two vehicles may be listed on a permit for dual enrolled students, but copies of each vehicle registration must be produced at Parking Services at the time of purchase.

Dual enrolled students may not park at meters; Most of the meters are for the exclusive use of visitors. The permit may be used by the dual enrolled student only. Violations of misuse of the dual enrolled permit may result in fines, loss of parking privileges and impounding the vehicle.

Please contact the Parking Services Office at (269) 387-4609 for any questions or concerns.

Purchasing Books

There are two ways that books can be purchased for class:

1. **ORDER** Textbooks online at www.wmubookstore.com. You will need your schedule in hand to order online. Then you can choose to “pick-up” or “ship” your books. There are shipping and handling fees associated with this service.
2. **SHOP** at the WMU Bookstore in the Bernhard Center.

If you have questions, feel free to call the WMU Bookstore at (269) 387-3930 or (800) 922-6794.

Notes:

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SUGGESTED COURSES FOR DUAL ENROLLED STUDENTS

***All students must meet pre-requisite and co-requisite requirements for each course. You may contact the LHC Advising office at (269) 387-3230 to determine if your AP scores are on file and meet these requirements prior to registration.**

College of Arts & Sciences

AFS 2000	Introduction to Africana Studies
ANTH 1100	Lost Worlds and Archaeology
ANTH 1200	Peoples of the World
ANTH 1500	Race, Biology, and Culture
BIOS 1050	Environmental Biology
BIOS 1500	Molecular and Cellular Biology
BIOS 1910	Introduction to Human Anatomy and Biology
CHEM 1100	General Chemistry I
CHEM 1110	General Chemistry Lab I
COM 1040	Public Speaking
COM 1700	Interpersonal Communication
ECON 1080	Contemporary International Economic Issues
ECON 2010	Principles of Microeconomics
ENGL 1050	Thought and Writing
ENGL 1100	Literary Interpretation
ENGL 2110	Folklore and Mythology
ENGL 2220	Literature & Cultures of the U.S.
ENGL 2230	African American Literature
ENGL 2520	Shakespeare
ENGL 2660	Introduction to Creative Writing (fiction/poetry)
ENGL 3120	Western World Literature
ENGL 3130	Asian Literature
ENGL 3140	African Literature
ENGL 3210	American Literature II
ENGL 3310	British Literature II
ENVS 1100	Nature and Society
FOREIGN LANGUAGES requires a placement test (includes Arabic, Chinese, French, German, Italian, Latin, Russian, Spanish)	
GEOG 1000	World Ecological Problems and Man
GEOS 1000	Earth Studies
GWS 1000	Media and the Sexes
HIST 1000	Early Western World
HIST 1010	Modern Western World
INTL 2000	Global and International Studies
JRN 1000	Foundations of Journalism
MATH courses are by permission of the department	
MDVL 1450	Heroes and Villains
PHIL 2000	Introduction to Philosophy

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PHIL 2010	Introduction to Ethics
PHYS 1010	The Science of Music
PHYS 1040/1030	Intro to the Sky and Solar System and Lab
PHYS 1060/1050	Intro to Stars and Galaxies and Lab
PHYS 1130/1140	General Physics and Lab
PSCI 1050	Critical Thinking About Politics
PSCI 2000	National Government
PSY 1000	General Psychology
PADM 2000	Introduction to Nonprofit Leadership
REL 1000	Religions of the World
SOC 2000	Principles of Sociology

College of Aviation

AVS 1200	Introduction to Aviation
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Haworth College of Business

BUS 1750	Business Enterprise
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College of Education and Human Development

HPER 1110	Healthy Living
HPER 1500	Foundations of Physical Education
HPER 1700	Introduction to Leisure and Recreational Services
ES 2000	Introduction to American Education

College of Engineering and Applied Sciences

CCE 1490	Introduction to Architectural Drawing
CS 1000	Fluency with Information Technology
GPS 1500	Introduction to Graphic and Printing Science
PAPR 1600	Introduction to Environmental Technology

College of Fine Arts

All courses are open to students if they have the prerequisites and there is space in the class. Contact Margaret Hamilton, Director of Advising at (269) 387-4672.

College of Health & Human Services

ADA 2250	Drug Use: Personal and Social Impact
HSV 1000	Health & Human Services Career Seminar
HSV 1100	Introduction to Health & Human Services
HOL 1000	Choices in Living
SPPA 2000	Communication Disorders and Sciences

Notes:
