Dual Enrollment Handbook

Lee Honors College
1903 W. Michigan Ave.
Kalamazoo, MI 49008-5244
(269) 387-3789 or (269) 387-4129
(269) 387-3903 fax
wmich.edu/honors/advising/dual-enrollment
wmich.edu/admissions/guest/dualenroll
Welcome to Dual Enrollment

Dean’s Message

It is my great pleasure to welcome you to Western Michigan University! As you no doubt are already aware, WMU offers an enormous range of courses, from foreign languages like Arabic to advanced courses in science and technology that are not typically available in high school settings. I encourage you to explore the WMU course catalog and take some courses in areas that are new to you—try an archaeology course or a course in the philosophy of science or something else that appeals to you. Spend some time looking at course descriptions and take a course or two just because they sound interesting—and in the process you might be surprised to discover new ideas and even new career opportunities that you never considered before.

WMU is classified as a research-intensive university, which means that the faculty teaching your courses are experts in their fields of study and are highly engaged in cutting-edge scholarly and creative activities. As you enroll in courses at WMU, I encourage you to get to know these faculty, many of whom are nationally and internationally known experts. As talented and motivated high school students, you already know that you will get the best education if you come to class prepared and work hard in your classes. As a college student, you should also take advantage of the office hours held by your faculty instructors. This is a chance to get some personalized time with your course instructors. Ask questions about material that you are not sure about—or talk to your instructors in more detail about subjects that you find interesting.

When you are on the WMU campus, you are welcome to use all of the facilities at the Lee Honors College. We have a beautiful lounge, a quiet study library and a full kitchen. Please feel free to spend some time at the LHC! In addition, we host many activities, including our Lyceum Lecture series (Wednesdays, 12-1 pm in the LHC Lounge), Mix It Up Thursdays (7-8 pm in the LHC lounge) and many others. You are welcome and encouraged to participate in these events.

I hope that you will find your classes enriching and intellectually fulfilling, and please do give us feedback regarding your experiences at WMU! I look forward to seeing you on campus.

Dr. Carla Koretsky
Dean, Lee Honors College

Important Information:

- Lee Honors College offices are open 8 a.m. to 5 p.m. Monday through Friday.

- For questions on campus call (269) 387-3789 or email kelly.schultz@wmich.edu.

- For questions at regional sites or with online classes call (269) 387-4129 or email tara.gish@wmich.edu.
Welcome to the Lee Honors College!

Kelly Schultz, Director of ATYP and dual enrollment advisor

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. Frequently, entering a new environment brings lots of questions. Feel free to call (269) 387-3789, email kelly.schultz@wmich.edu or visit us on campus, and we will be happy to help.

At the first sign of problems, 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.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, or FERPA, sets rules regarding the privacy of student records. FERPA governs:

- the release of student education records maintained by an institution.
- access to these records.

Education records are defined as records that are:

- directly related to a student and
- maintained by an educational agency or institution or by a party acting for the agency or institution.
- under FERPA, items defined as directory information may be released by the institution without the written consent of the student.

Students do have the right to request that directory information not be released. To do this, students need to file a request with the Office of the Registrar.

When a student begins attending a post-secondary institution such as WMU, FERPA rights transfer from the parent to the student. This occurs regardless of the age of the student. It is the responsibility of the dual enrolled student to contact WMU employees about their education at WMU. General questions from parents about the University and its policies can be answered by WMU employees but specific information on the student’s participation in classes cannot. Only directory information about a student can be given to someone other than the student.

Your GoWMU Account

When you are admitted to the University (as an ATYP student or as a dual enrolled student), you will be sent a GoWMU information sheet. This sheet has your WIN (Western Identification Number), your email address, and your Bronco NetID on it. You will need this when you access your WMU information online.

There will be directions on the sheet on how to set up your GoWMU login and password. Follow those instructions, and when you login into GoWMU you will be able to view your class list for the current term, your unofficial transcript for previous terms, financial information pertaining to your account, your email, and E-learning (the online course access for course content and grades). If you have difficulty logging into the GoWMU system, you must contact the Help Desk at (269) 387-HELP (4357).

WMU students have the ability to grant access to third party individuals to view certain academic and financial information. To grant access, set your parent or third party up as an authorized user. The authorized user can view your bills, make payments, enroll in the payment plan and/or view academic information. Once your authorized user has logged in, this gives us permission to speak with the authorized user regarding your student account. For instructions on how to set-up an authorized user please visit http://www.wmich.edu/registrar/authorized_user_student.html.
**Financial Information**

Payment from your school comes after you and your school fill out a Third Party Agreement (found on the last page of the dual enrollment application). This form indicates the class(es) and the amount of payment that will be covered by the school. If you have not received a copy of the Third Party Agreement from your high school counselor, ask for it. When a Third Party Agreement form is received by Accounts Receivable at WMU, the analyst:

1. Verifies that you are registered for the course;
2. Determines 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. Posts the amount to your account as a credit based on the third party payment (TPPY);
4. Sends your school an invoice (after drop/add period); then
5. Charges you for the amount the school does not pay.

Payment activity can be seen on GoWMU (gowmu.wmich.edu). Any amount of tuition and fees not paid for by the high school will be the student/family responsibility. Discuss the amount of payment that you might be assessed for the class with your counselor before you register for classes.

WMU students have the ability to grant access to third party individuals to view certain academic and financial information (see page 3 under GoWMU for more information).

**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. (see page 3 under GoWMU for more information).

**Registration**

Registration dates are based on the number of WMU credits already earned. Click on the “Calendars” link and then the Registration link on the Registrar’s website (wmich.edu/registrar) to find the schedule. You will register through the GoWMU portal at gowmu.wmich.edu.

You can enroll for subsequent semesters without submitting a new application, provided you meet the University’s academic criteria for continuing enrollment (see the academic standing page). If you are accepted for a certain semester and don’t enroll, you will have to reapply for admittance. If you take a break of a year or more, you will need to reapply as well.

**The Third Party Billing Authorization for dual enrollment students form must be submitted for each semester you are enrolled.**

**Dual Enrollment Law**

A law signed into effect by the governor in May 2012 allows all students in high school to take advantage of dual enrollment as long as they have passed all the assessments given to them. A cap of 10 total courses will be included in the payment process. Any class over the cap is not required to be paid for by the school district, but a student may elect to take the course anyway. In 9th and 10th grade, a student is only allowed to take two college classes per year.
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Bronco Cards
The Bronco Card is your photo identification card for Western Michigan University. It is your access card for the University libraries and the computer centers around campus, as well as security access for some buildings on campus. The Bronco Card also enables you to ride Metro Bus Service on any route around the Kalamazoo area for free.

Your first Bronco Card is free. Replacing your Bronco Card incurs a $25 fee. Bring a picture ID and proof of course registration to the Bronco Card Center on the main floor of the Bernhard Center (Room 109) and your Bronco Card can be printed while you wait.

Parking at WMU
Parking permits may be obtained for $80 per semester at WMU Parking Services, 2507 W. Michigan Ave, Kalamazoo, MI 49008. Parking Services is located east of the intersection of Howard Street and W. Michigan Ave, by taking the first exit on the traffic circle. Permits may be purchased Monday through Friday, 7:30 a.m. – 5:00 p.m. Permits must be paid for 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 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 or misuse of the dual enrolled parking permit may result in fines, loss of parking privileges, and/or impounding the vehicle.

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

Purchasing Books
There are many ways that books can be purchased or rented for class:

1. ORDER or RENT Textbooks online at wmubookstore.com. You will need your schedule in hand to order. Then you can choose to “pick-up,” “ship,” or download your books. There are shipping and handling fees associated with this service.

2. SHOP at the WMU Bookstore in the Bernhard Center.

3. ORDER your books from an online source.

If you have questions, feel free to call the WMU Bookstore at (269) 387-3930 or email them at wmich@bkstr.com.

Safety on Campus
If you feel you are being mistreated or are in jeopardy of mistreatment, immediately call WMU’s Department of Public Safety at (269) 387-5555. In a non-emergency situation, you may also inform any staff member at the Lee Honors College. We want this to be a safe environment for you; always contact a staff member of the college if you feel threatened in any way.
## Lee Honors College
### Dual Enrollment

**SUGGESTED COURSES FOR DUAL ENROLLED STUDENTS**

*All students must meet pre-requisite and co-requisite requirements for each course. On campus students contact the Lee Honors College Advising office at (269) 387-3789 or kelly.schultz@wmich.edu to determine if your ACT/AP scores are on file and meet these requirements prior to registration. Regional and Online students contact Tara Gish at (269) 387-4129 or tara.gish@wmich.edu.*

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<tr>
<th>College of Arts &amp; Sciences</th>
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<td>AFS 2000 Introduction to Africana Studies</td>
<td>HIST 1000 Early Western World</td>
<td>HIST 1010 Modern Western World</td>
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<td>ANTH 1100 Lost Worlds and Archaeology</td>
<td>HIST 3020 World History To 1500</td>
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<td>ANTH 1200 Peoples of the World</td>
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<td>ANTH 1500 Race, Biology, and Culture</td>
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<td>BIOS 1050 Environmental Biology</td>
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<td>BIOS 1500 Molecular and Cellular Biology</td>
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<td>BIOS 1910 Intro to Human Anatomy &amp; Biology</td>
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<td>CHEM 1100 General Chemistry I</td>
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<td>CHEM 1110 General Chemistry Lab I</td>
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<td>COM 1040 Public Speaking</td>
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<td>COM 1700 Interpersonal Communication</td>
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<td>ECON 2010 Principles of Microeconomics</td>
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<td>ECON 2020 Principles of Macroeconomics</td>
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<td>ENGL 1050 Thought and Writing</td>
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<td>ENGL 1100 Literary Interpretation</td>
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<td>ENGL 2110 Folklore and Mythology</td>
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<td>ENGL 2220 Literature &amp; Cultures of the U.S.</td>
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<td>ENGL 2230 African American Literature</td>
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<td>ENGL 2520 Shakespeare</td>
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<td>ENGL 2660 Introduction to Creative Writing (fiction/poetry)</td>
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<td>ENGL 3120 Western World Literature</td>
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<td>ENGL 3130 Asian Literature</td>
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<td>ENGL 3140 African Literature</td>
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<td>*FCS 2100 Human Sexuality</td>
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<td>GEOG 1000 World Ecological Problems &amp; Man</td>
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<td>GEOS 1000 Earth Studies</td>
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<td>*GEOS 3220 Ocean Systems</td>
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<td>GWS 1000 Media and the Sexes</td>
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<td>*GWS 2000 Intro to Gender &amp; Women’s Studies</td>
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**WORLD LANGUAGE courses require a placement test for students who have already had language instruction. Some tests are found in the GoWMU portal. Contact the language advisor for other languages.**

**MATH courses are by permission of the department, email steven.culver@wmich.edu.**

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<th>College of Aviation</th>
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<td>AVS 1200 Introduction to Aviation</td>
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<th>Haworth College of Business</th>
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<td>BUS 1750 Business Enterprise</td>
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<th>College of Education and Human Development</th>
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<td>HPHE 1110 Healthy Living</td>
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<td>HPHE 1500 Foundations of Physical Education</td>
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<td>HPHE 1700 Intro to Leisure &amp; Recreational Services</td>
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*Course may be offered in online format

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<td>IME 1420 Engineering Graphics</td>
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<td>CS 1000 Fluency with Information Technology</td>
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<td>GPS 1500 Intro to Graphic &amp; Printing Science</td>
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<td>PAPR 1600 Intro to Environmental Technology</td>
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<th>College of Health &amp; Human Services</th>
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<td>ADA 2250 Drug Use: Personal &amp; Social Impact</td>
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<td>HSV 2250 Human Growth, Development and Aging</td>
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<td>*HOL 1000 Choices in Living</td>
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<tr>
<td>SPPA 2000 Communication Disorders and Sciences</td>
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College of Fine Arts
All courses are open to students if they have the prerequisites and there is space in the class. Contact Julie Nemire, Director of Advising at (269) 387-4672 or julie.nemire@wmich.edu.

Honors Courses
Some honors courses are available to dual enrolled students as well. Check out the course catalog on the honors college website (wmich.edu/honors) for course descriptions. Email kelly.schultz@wmich.edu to register or to find out if a course is available to you.

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 VanDyken (269) 387-0347 sharon.vandyken@wmich.edu

College of Arts & Sciences
Kevin Knutson (269) 387-4366 kevin.knutson@wmich.edu

Haworth College of Business
Betsy Drummer (269) 387-5075 betsy.drummer@wmich.edu

College of Education
Laura Ciccantell (269) 387-3479 laura.ciccantell@wmich.edu

College of Engineering & Applied Sciences
Dannielle Curtis (269) 276-3267 dannielle.m.curtis@wmich.edu

College of Fine Arts
Julie Nemire (269) 387-4672 julie.nemire@wmich.edu

College of Health & Human Services
Melinda Lockett (269) 387-7367 melinda.lockett@wmich.edu

Lee Honors College
Anthony Helms (269) 387-3230 anthony.p.helms@wmich.edu

Regional Locations & Online (EUP)
Tara Gish (269) 387-3270 tara.gish@wmich.edu

Contacting Others in the University
In order to maintain the integrity of the advising process, all advising by email needs to be done from the student’s WMU email address. This ensures that we are discussing the student with the student themselves and not a parent or someone else in the family.

To request a specific class or advice about taking a class, email the appropriate advising director from your WMU email address. Always include your WIN (Western Identification Number) and the course registration number (CRN) in your email. If you use a personal email account you will be asked to email the advisor from your WMU account.

If you are having difficulty logging into the WMU email system, contact the Help Desk at (269) 387-HELP.

Advanced Placement Exams
If you are taking any Advanced Placement exams that might count as prerequisites for WMU courses, please have your exam scores sent to WMU. The code for Western Michigan University is 1902. If a course has a prerequisite and you believe that your AP exam score meets the requirement to give you credit for that course, then email kelly.schultz@wmich.edu (include your WIN, the course you are interested in, and a copy of your AP score report).
Dual Enrollment Checklist:

Once you have decided to dual enroll:

☐ Have you downloaded, filled out, and turned in to your counselor your dual enrollment application? Did both you and your parent sign it?

☐ Have you discussed with your counselor what course you want to take? Have you checked the course for prerequisites?

☐ Have you looked at the course schedule to see if the course will fit into your high school schedule?

Once you have received your acceptance into WMU:

☐ Have you logged into GoWMU and checked your personal information?

☐ Have you registered for your course? If you can't register yourself, have you emailed the appropriate advisor from your WMU email account (and included your WIN and the CRN)?

☐ Have you filled out your Third Party Agreement form and turned it into your counselor?

☐ Have you gotten your Bronco Card?

☐ Have you bought your books?

☐ Have you gone to public safety and bought a parking permit?

☐ Have you checked your schedule and found where the class will be held? Check out WMU's interactive maps (wmich.edu/maps) online to find the building on campus.

☐ Have you checked GoWMU for payment information? You can give your parents access to the financial information on GoWMU. You must pay the remainder of the bill in order to stay in the course.

Once you are in the courses:

☐ Are you keeping up with the reading and homework?

☐ Are you attending every class?

☐ Don’t hesitate to contact the instructor or our office if you have questions or concerns about your course or course material.

To dual enroll next semester:

☐ Meet with your counselor to determine which course you should take next at WMU. Registration occurs for dual enrolled students in late October (for spring term) or late March (for fall term).

☐ Fill out another Third Party Agreement form.

☐ Register for the course on GoWMU at the appropriate time.

To become a degree seeking student:

☐ Take the ACT in your junior year and select WMU as a school to send your scores.

☐ Apply to WMU through the online system Apply Yourself. Your fee will be waived.

☐ Have your counselor send a transcript after you have finished your junior year.

☐ You will be informed of your admittance status by mail.

Please do not hesitate to contact our on-campus office at (269) 387-3789 or kelly.schultz@wmich.edu or our online/regional office at (269) 387-4129 or tara.gish@wmich.edu with questions.

More information is available at wmich.edu/honors/advising/dual-enrollment or wmich.edu/admissions/guest/dualenroll