

**East Lansing Public Schools
Dual Enrollment/Postsecondary Application 2023-24 School Year**

Student Name _____ Student Email _____ Date _____ Grade _____

Program Prerequisites

- The request must align with student's EDP.
- Student's attendance must be compliant with the ELHS attendance policy.
- PLAN/PSAT/MME/EXPLORE scores must be aligned with this request.
- Student must be in good standing for graduation.
- The student will submit a grade report from the secondary institution to the registrar if credit for the course is to be added to the transcript.

Fill this out for one semester only, Fall or Spring. Online registration will only be approved if this form is completed and turned in.

To be completed by the parent/guardian

The School District will be responsible for 1/6 of the state foundations allowance per semester course. Parents will be responsible for the remainder of the actual cost of tuition and fees charged by the postsecondary institution as well as all books and materials. Parents will pay the balance of the tuition directly to the institution. In the case that the institution requires payment in full prior to the school portion being paid, the institution will reimburse the parent after the school has paid their allowance. **Additionally, if students sign up for any course other than those which the school approved (as listed below), the family will be responsible and billed for the entire cost of the course.** The post-secondary institution will bill the district directly for the determined allowance at: East Lansing School District, Business Office, 504 Burcham Drive, East Lansing, MI 48823. The district will not reimburse the student or their family. Questions may be addressed to the Business Office (517) 333-7434. This application form must be filled out for each semester the student requests Dual (Postsecondary) Enrollment.

Students that take dual enrollment coursework at a post-secondary institution (Lansing Community College, Michigan State University, etc) will receive the grade issued by that institution. The grade will be calculated into the students grade point average using an unweighted scale. East Lansing Public Schools does not change a grade issued by another institution nor can it alter the point value associated with the grade and how it is applied towards a student's Grade Point Average.

If a student takes the dual enrollment course as part of a their six-period school day, the grade will be reflected on a student's high school transcript and will be calculated as part of a student's grade point average. If a student takes and pays for the dual enrollment course as an additional class outside of the school day, it is at the family's discretion if they want the student's course and grade to be reflected on the transcript.

Parent Signature _____

Date _____

This section to be completed by the student's counselor.

- * ☐ The student has achieved the minimum required test scores require by the State of Michigan.
- * ☐ Is enrolled in the district and is also enrolled in the postsecondary institution during the district's regular academic year. The number of postsecondary courses a student may take per year varies depending on when they enroll in their first postsecondary course.

Number of ELHS classes _____ + Number of college classes _____ = Total number of classes _____ **6** _____

* ☐ The course at the postsecondary institution is an academic course not ordinarily taken as an activity course and is not offered by the district or it has been determined that the course is not available to the student because of a scheduling conflict beyond the student's control.

* ☐ Credit for this course may be transferred to the student's ELHS transcript.

* ☐ The suitability of this course has been discussed with the student's counselor.

Class selection to be completed by student.

Postsecondary Institution: _____ Lansing Community College
_____ Michigan State University
_____ : Other _____

Semester: ☐ Fall 2023 ☐ Spring 2024

Name of Approved course(s):

Section#: _____ Name of course: _____ Credits: _____ Period to Drop: _____

Section#: _____ Name of course: _____ Credits: _____ Period to Drop: _____

Section#: _____ Name of course: _____ Credits: _____ Period to Drop: _____

School Counselor Signature: _____ Date: _____

Office Use Only

Administrator Signature _____ **Date** _____

Remitted to Central Office for payment by: _____ Date: _____

MSU – ONLINE APPLICATION STEPS

LINK: <https://dualenrollment.msu.edu/applying>

STEP 1: Visit the ONLINE APPLICATION and begin by creating a profile. From there you will select your course and course number from a drop-down menu. Be sure to enter all section numbers that fit into your schedule (this information is obtained at student.msu.edu)

- If a course/department is not listed, it is not available to Dual Enrollment students. Parents and families (including MSU staff) are prohibited from contacting departments directly to advocate or intervene on their student's behalf.
- If you are planning to enroll in a course based on an AP exam score, you must have your AP Score Report in order to apply. You should NOT request that an official copy be sent to the University, because the Dual Enrollment staff won't receive it. Rather, you should login online at apscore.collegeboard.org/scores after clicking "View your scores." Then, when you are on the page that shows your scores, select "download score report" and attach that PDF report to your application materials upon applying. Screen shots will not be accepted, it must be the score report from College Board.

STEP 2: Once you are done with your application you will submit it to your school.

- **Note for School Administrators & Staff** you will need to visit <https://apply.dualenrollment.msu.edu/> and create a profile. Once you've done so, please email deinfo@msu.edu with your name, email address, school, and title. We will then update the database so that you are notified when a student at your school submits an application. This will only need to be done once.

STEP 3: Once the school receives the application they will:

- review the courses
- ensure that AP scores, transcripts, and other applicable materials are attached
- enter billing information
- Either approve and submit the application to MSU Admissions as it is, or send it back to the family to make any changes.

PLEASE NOTE: The Admissions office will process your application and send the decision materials to the Dual Enrollment office. **Any Dual Enrollment questions should be directed to the Dual Enrollment office (deinfo@msu.edu), not the Admissions office.**

STEP 4: MSU Admissions will send a letter to your home address via USPS with the information needed for you to activate your MSU NetID account and e-mail address, which should be completed as soon as possible.

PLEASE NOTE: You MUST have this letter in order to obtain your MSU credentials. This information will not be shared over the phone or via email from anyone at MSU for security reasons.

STEP 5: After the Dual Enrollment Office receives your application, we will send both the student and parents an email with a Dual Enrollment Letter and Checklist attached. These documents will include all the information needed to enroll and prepare for classes. The Dual Enrollment office will review your application and desired courses and communicate with MSU departments to obtain the necessary permissions for you to enroll. While you are waiting to hear from us, you can start the first few tasks on the Checklist that was emailed to you.

RVSM Training Waiver: From Prevention, Outreach, and Education Department regarding Dual Enrollment students and RVSM training:

*I need to be clear that H.S. students that are dual enrolled will always be **assigned** to the online RVSM Prevention training. There is no provision with the 2015 Resolution Agreement between MSU and the Federal Department of Education for any student enrolled to be exempt. Our office **does advise** these students to request a **written accommodation** that includes a confirmation receipt. The intention is for these students to review the document with their guardian on the resources available and reporting mechanisms. Many have done so in the past few years. Please inform the students and parents during the **enrollment** process of this requirement. Please have them send the request **from** their MSU email account (cc'd to guardian) to empower@msu.edu.*

University Required DEI Training For ALL Dual Enrollment Students

Dual Enrollment students will be required to complete the MSU Diversity, Equity and Inclusion (DEI) Foundations Online Educational Module. President Stanley has instituted this program as an important educational component of building an inclusive community, an institutional value at MSU. The module urges participants to consider various individual identities and multiple perspectives in an effort to build communities where everyone has the opportunity to be acknowledged holistically in ways that support their success. We understand that these ideas may challenge our own lived experiences and cause discomfort, but through this comes learning and understanding. Awareness of these key concepts can benefit students in both their personal and professional lives.

Courses and qualifications are further restricted at the discretion of Michigan State University and the Designated Course List and program requirements can be changed without notice.