

# Dual Enrollment Handbook



2025 - 2026



[montcalm.edu/dual-enrollment](https://montcalm.edu/dual-enrollment)

# Overview of the Program

## How does it work?

Through the Dual Enrollment program at Montcalm Community College you can enroll in up to 10 college classes throughout your high school career. These college classes grant college credit and may also satisfy a core or elective high school graduation requirement.

**MCC Course**

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**MCC  
Credits**

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**High School  
Class Requirement**

*Check with your counselor to confirm that your school will accept your dual enrollment courses to satisfy your high school requirements.*

## Who is eligible for Dual Enrollment?

Students who are:

- ✓ Enrolled in at least one high school course
- ✓ Have not been in high school for more than four years
- ✓ Meet high school score requirements on testing

\*Check with your counselor for your high school's requirements.

## What classes can you take?

Any credit-granting courses offered at MCC, except *physical education, theology, divinity, or religious education courses*. It must also be a course not offered by the school district or a course that is offered but is not available to the student because of a scheduling conflict, as determined by the board of the school district.

Advanced Placement (AP) classes may be taken instead of the corresponding MCC class. For example, AP Language may grant a student credit for ENGL 100.

## How many classes may you take?

These limits can be exceeded with written permission from your high school.

Grade entering the program	Breakdown of number of classes allowed
Freshman	not more than two courses per year in 9th, 10th, and 11th grade, and not more than four courses in 12th grade
Sophomore	not more than two courses in 10th grade, and not more than four courses in 11th and 12th grade
Junior	not more than six courses per year
Senior	not more than six courses per year

# Overview of the Program

## What classes should you take?

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If MCC classes are offered in your high school, they have been strategically selected as good options for students. If you wish to eventually transfer to a university for a bachelor's degree, using our **Liberal Studies Certificate** (Michigan Transfer Agreement) as your guide for selecting classes will ensure the greatest likelihood that the classes will transfer.

Visit [montcalm.edu/liberal-studies-certificate/](http://montcalm.edu/liberal-studies-certificate/).

## Course selection

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To select the best courses for you, work with your high school counselor to build an appropriate schedule. Often dual enrolled classes are offered on your high school campus, but you can also take them at any MCC campus or online, if approved by your high school.

The Dual Enrollment program does not take place over the summer term, but students can enroll in summer classes on their own. Contact MCC Student Services at [studentservices@montcalm.edu](mailto:studentservices@montcalm.edu) or call or text (989) 625-3741 for assistance.

## The costs

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High schools provide tuition assistance for Dual Enrollment classes up to an approved dollar amount per course. The tuition allotment is the same regardless of the course. Please meet with your high school counselor for more information.

Please be aware that if you are not successful in your course, you may be required to pay back your high school for the costs.

## Textbooks

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Required textbooks can be purchased through the MCC Bookstore in the activities building on the Sidney campus.

For more information visit [bkstr.com/montcalmstore/home](http://bkstr.com/montcalmstore/home), email [montcalm@bkstr.com](mailto:montcalm@bkstr.com) or call (989) 328-1278.

# Academics in College

If you are participating in the Dual Enrollment program you are a college student just like any other student at MCC. You will be held to the same standards and procedures as any MCC student, even if your class is taking place on a high school campus. When you make the decision to become a Dual Enrolled student, you are deciding to commit to your college academics.

## Grades

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Students should always strive for as high of a grade as possible in their courses. While grades as low as D- technically may be passing, a 2.0 GPA is required to graduate from MCC. Additionally transfer schools usually require a straight C or higher to consider a course for transfer, and scholarship opportunities and admission to the transfer school may also be linked to your GPA.

# Attendance

## Will my instructor have an attendance policy?

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Check your course syllabus for the attendance policy and communicate with your instructor if you are going to be absent. There is a strong correlation between class attendance and grades. Information presented in class is important.

## Snow days and class cancellations

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If you are taking a class at a high school campus and that high school closes the building, your college class will be canceled. If the high school has an in-service or early release day when students are not attending but the building is open, you are still required to attend your college class. If you take a college class outside of your high school, you are required to attend all scheduled class periods, regardless of the schedule taking place at your high school.

If MCC has a snow day or the instructor cancels class, you are not required to attend class that day. In the event of any cancellation or missed class, always check your Canvas site for instructions from your instructor.

# Dropping & Withdrawing

If you decide you no longer wish to take a course you are registered for, you can **drop** the course until the semester drop date published on MCC's Academic Calendar at [montcalm.edu/academic-calendar](http://montcalm.edu/academic-calendar). After that date, you will need to complete the **withdraw** process.

## How do I drop a course?

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To drop a course, you must consult your high school counselor and the MCC Admissions Representative to remove the course from your schedule. This must be done before the published drop date.

## How do I withdraw from a course?

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Before withdrawing, you should first consult your high school counselor regarding your intention. You will be required to submit a **Withdrawal Form**, signed by your instructor, to MCC's Student Services Department. If you fail to withdraw from a course properly, you will receive an "E" on your transcript for the course, which will affect your permanent academic record.

## What grade will I receive if I withdraw?

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You will receive a "W" grade if you withdraw. This will not affect your college GPA, but could affect your high school graduation requirements.

## Is there a deadline to withdraw?

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Yes. Check the course syllabus in each course for your instructor's withdrawal policy. This date may vary from class to class.

## What happens to my tuition allotment if I drop or withdraw?

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If you **drop** a course, the tuition paid will be returned to your high school. Please note that if you used some of those funds to purchase textbooks you may receive a bill in the mail.

If you **withdraw** from a course, you will be responsible for the cost of the course.

# Support Services

## Counseling/Advising

Email: [studentsuccess@montcalm.edu](mailto:studentsuccess@montcalm.edu) Call: 989-328-1264

## Tutoring

Email: [studentsuccess@montcalm.edu](mailto:studentsuccess@montcalm.edu) Call: 989-328-1264

## Writing Center

Email: [writingcenter@montcalm.edu](mailto:writingcenter@montcalm.edu) Call: 989-328-1261

## The Food Source at MCC

Email: [john.davis@montcalm.edu](mailto:john.davis@montcalm.edu) Call: 989-328-1209

Visit: [montcalm.edu/food-source](http://montcalm.edu/food-source)

## Career Advising

Email: [amyz@montcalm.edu](mailto:amyz@montcalm.edu) Call: 989-328-1234

## Accessibility Services

Email: [studentsuccess@montcalm.edu](mailto:studentsuccess@montcalm.edu) Call: 989-328-1264

## Math Center

Email: [writingcenter@montcalm.edu](mailto:writingcenter@montcalm.edu) Call: 989-328-1261

## IT Help Desk (Password retrieval help)

Email: [servicedesk@montcalm.edu](mailto:servicedesk@montcalm.edu) Call: (989) 328-1246



# Getting Started

1. Apply!
2. Visit **[studentservices.montcalm.edu/register/apply](https://studentservices.montcalm.edu/register/apply)** to fill out our application.
3. Students must also meet with your high school counselor to discuss your interest in Dual Enrollment. Another great resource on your path to getting started is our Admission Representative, Taryn.
4. You will receive communication regarding the Dual Enrollment Guide. This outlines what is needed to get started as a student at MCC. You will also receive a letter and text from our Dual Enrollment Conductor.
5. Using the information sent to your personal email listed on your application, complete the First-Time Login process or visit **[login.montcalm.edu](https://login.montcalm.edu)**.
6. After that process has been completed and students are ready to register for classes, you will have to submit an Authorization Form with your information and the classes they want to register for. The form will then be sent to your high school counselor for approval and once it is approved, you will be enrolled in the class.



# After Graduation

Continue at MCC to achieve a degree, certificate or classes you can transfer to a university for a bachelor's degree. You can take advantage of transfer options through the Michigan Transfer Agreement and more than 125 articulation agreements with four-year institutions, which provide seamless transfer of credits. We will help you map your way to your goal. The annual tuition at MCC is a fraction of the cost of a private college or four-year institution, and with an average class size of 12 students, you'll get personalized instruction in a variety of subject areas.

If you would like to attend classes as a traditional MCC student after high school graduation, you do not need to re-apply. You simply need to fill out a **Change of Program form** located at [montcalm.edu/dual-enrollment](http://montcalm.edu/dual-enrollment). Contact Student Services at [studentservices@montcalm.edu](mailto:studentservices@montcalm.edu) to assist you with this transition.

If you are interested in transferring your MCC courses, remember the key to a successful transfer is to know where you will transfer, your degree goal, and what that college suggests you take at MCC. Please work directly with the future institution to make sure the classes you take through Dual Enrollment not only transfer but are also helpful toward your long-term goal.

## Contact Information

**Taryn Muilenburg** Admissions Rep.

Call: (989) 328-1017

Email: [taryn.muilenburg@montcalm.edu](mailto:taryn.muilenburg@montcalm.edu)

**Student Services/Admissions**

Call: (989) 328-1277

Email: [studentservices@montcalm.edu](mailto:studentservices@montcalm.edu)

**Student Success Center**

Call: (989) 328-1264

Email: [studentsuccess@montcalm.edu](mailto:studentsuccess@montcalm.edu)

Visit: [montcalm.edu/student-success-center](http://montcalm.edu/student-success-center)



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