



at Montcalm Community College

## About the Program

This unique educational program is designed to fully immerse high school-aged students into the post-secondary learning environment. The institution expects high achievement and realistic planning from all students. It is designed so that students cannot finish the program without completing the coursework of their Educational Development Plan.

Successful students must be willing to take responsibility for their own effort, education and behavior. There are no bells, hall monitors or daily announcements to keep them on track. Students must meet and take responsibility for their own deadlines and requirements. Students are expected to learn how to make smart, sound choices that benefit their learning and success in life. Students are also expected to learn how to monitor their own educational progress, advocate for their own learning needs and successfully negotiate their way through the post-secondary environment.

**Life Management Skills or “Soft Skills”** – Soft skills are the key to success in both life and college, perhaps even more so than academic skills. The student who applies himself or herself consistently is more likely to complete the program than a brilliant student who does not turn in homework assignments. Soft skills must be consistently demonstrated and be incorporated into the student’s every day decision-making process. Teaching, evaluating and monitoring “Life Management Skills” is the cornerstone of the program’s pedagogy. We do not expect students to walk in the door prepared for the rigors of the program, but we require every student to master these skills prior to transitioning to college-level coursework.

**CORE Advisors** – CORE Advisors are an essential component of the program. CORE Advisors serve as “educational anchors” to students, as well as the primary point of contact for the parents and college faculty. Each student is assigned a CORE Advisor upon entry into the program and will keep the same CORE Advisor throughout his/her program. Parents and students are expected to attend scheduled meetings with their CORE Advisor.

**Credentialing a Student for Transition** – Credentialing a student (establishing his or her qualifications) for transition to the program’s courses is determined by program faculty in collaboration with his or her CORE Advisor. The program’s staff and faculty assess, monitor and evaluate both the student’s academic skills and the student’s soft skills as part of the learning process. Soft skills credentialing is done after the first ten weeks of the semester and scheduling into college courses follows. Most students do not transition into full-time college course work after one semester of the program.

**Making the Transition** – Transition to college courses is critical in meeting the program’s completion requirements. A student who does not receive soft skills credentialing by the end of his/her second semester will have great difficulty completing the program. For those students who struggle to meet the soft skills credentialing requirements of the program, the student’s CORE Advisor and the program



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director will advise both the student and parent on more appropriate educational options available to the student.

**Educational Development Plans** – Educational Development Plans (EDPS) are essential components of this educational program. CORE Advisors will assist parents and students in evaluating the numerous educational options available to each student. EDPs are important tools in mapping out a realistic course of study and to assess the student’s progress through the educational program.

**Attendance** – As a component of the program, college course attendance is reported by the student twice per semester. As each student who is attending college courses has a different schedule, every student must request the signature of his or her college instructors to document attendance in each college-level course. This is a serious responsibility. Students who do not submit their enrollment verification forms and attendance verification forms can be removed from the program. Funding for the program follows the submission of state-mandated attendance reports. These produce the funding to operate the institution and to pay student tuition.

**Curricula** – Curricula are designed to broaden students’ understanding of a number of topics, develop their skills in critical thinking and prepare them for the diverse educational environment of college. Students who resist participation in educational activities that they determine irrelevant to them or in conflict with their beliefs will gain far less from their educational experience than they could otherwise. A student can learn how to understand a position or an argument without subscribing to it and learning how to do so is, in part, what the program is designed to do.

Topics encountered in coursework both within the program courses and the college courses are part of curricula that have been developed by educators with specific goals in mind for students. Examples of topics that may be addressed in coursework or on examinations in order to pass a class are listed below.

<b>Science</b>	Natural Selection (Evolution), sexually transmitted diseases, laboratory techniques and processes, metrics, experimental design and others
<b>Political Science</b>	The mechanics of the government of the United States; the effects of political actions or decisions in the past and the present; participation through volunteer work and/or attending public meetings in the process of representative democracy
<b>English</b>	The motivation of characters who affect harm or evil; the actions of characters who violate social norms; the use of language and text that is considered acceptable within the post-secondary environment may be used in program courses as a primer to college-level instruction



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### **Mathematics**

Processes that may not have immediate application but are essential to the understanding of higher level mathematics; applied mathematics

**Tolerance** – On campus, tolerance of people with different appearance, dress, actions and beliefs is critical to the smooth functioning of the institution. Exposure to the diversity of people on campus contributes to the expansion of students' educational experience. Tolerance of others is expected of all students at all stages of the program. The values of the institution are tolerance, inclusion and diversity.

## **Who is Eligible to Enroll?**

To be eligible to enroll in the Early College in the 2014-2015 academic year, the following criteria must be met:

- Students who, as of November 2015, are 10<sup>th</sup> grade high school students – Home School, Parochial, Private or Charter School students are also eligible.
- Students must be residents of the State of Michigan.
- Students must be at least 14 years of age by August 1, 2016.
- You cannot be in the United States under a J-1 Visa.

If you have questions regarding your student's eligibility, please contact the Early College at (616) 225-5706.

## **Directions for Completing the Early College at MCC Enrollment Forms**

Complete and sign all forms in the enrollment packet. Please be sure to check both sides of each form to make sure you have provided all required information and signatures. In addition to completing all forms, please provide the documents listed in Section A (front pocket) and B (back pocket – if applicable). If you downloaded this packet and do not have the enrollment folder, make sure to include all required documents listed for sections A and B.

- All supporting documents required in Section A should be placed in the inside front cover pocket of the enrollment packet.
- Section B documents should be placed in the back inside pocket of the enrollment packet if these documents apply to you.
- Only complete enrollment packets with all required supporting documentation will be processed. Use the enclosed checklist to be sure that all required information has been included.
- Only complete enrollment packets received by **3 pm on Friday, April 15, 2016** will be processed.



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Please note: If you want the Early College at MCC to evaluate your enrollment packet to ensure that it is complete, YOU MUST hand deliver it to our offices located at 2800 College Dr., Sidney, MI 48885 prior to 3 pm on April 15, 2016. All enrollment packets delivered to the Early College at MCC after 3 pm on the 15<sup>th</sup> will not be evaluated for completeness.

Enrollment packets can be mailed to the Early College office or delivered by hand to the Early College office. NOTE: Enrollment packets must be postmarked by April 13, 2016.

### Early College at MCC Lottery

If the number of eligible enrollees exceeds the number of available openings, a lottery will be conducted to determine the fall 2015 cohort. The lottery will be conducted in accordance with the enrollment policies and procedures as developed and approved by the Early College at MCC Joint Steering Committee. We will send a letter to all applicants notifying them of their status by April 19, 2016.

50% of the slots will go to students that are first generation college students. Students that have attended the district they are applying through for at least two years get preference after first generation college. If there are slots still available, they are open to schools of choice students.

The number of available slots for each Early College at MCC district is determined by the policies set for by the Joint Steering Committee.

**The number of slots listed below for each district is an approximation and are subject to change by the Joint Steering Committee without notice.**

<b>School District</b>	<b>Number of Slots</b>
Belding	8
Carson City-Crystal	4
Central Montcalm	7
Greenville	15
Lakeview	5
Montabella	3
Vestaburg	2

If there are more applicants than there are slots, a waiting list will be kept for each district.



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## Early College at MCC District Declaration Form

Students who are residents of a school district in Montcalm County can apply to the program. However, any student who wishes to apply must do so through one of the participating districts.

### List of Districts

Complete the following to verify the district through which you are enrolling. Provide your responses in the box provided for each question:

1. School you are currently attending (2015-2016 school year):

- If the school that you put in box 1 is one of the Early College districts, write your response to box 1 in box 4 below; this is your Official Early College School District. Continue to the next page.
- If the school you put in Box 1 is NOT one of the Early College districts, continue to Box 2.

2. District you currently reside in:

- If the school that you put in Box 1 is NOT an Early College District but the school that you put in Box 2 is an Early College District, write your response to Box 2 in Box 4 below; this is your official Early College District. In the right inside pocket of the enrollment packet there are District Registration forms for each of the seven Early College districts. Complete the District Registration form and the Affirmation of Prior Discipline Record form for the district that you have listed in Box 2 and return the completed forms back into the right inside pocket of the enrollment packet. Continue to the next page.
- If your responses to Box 1 and Box 2 are not Early College districts, you will need to choose an Early College district. You will register with your chosen district. Write your response in Box 3 and Box 4 below; this is your official Early College District. In the right inside pocket of the enrollment packet there are District Registration forms for each of the Early College districts. Complete the District Registration for and the Affirmation of Prior Discipline Record form for the district you have selected and return the completed forms back into the right inside pocket of the enrollment packet. District specific School of Choice paper work will be sent out during the School of Choice enrollment window which is typically during Spring semesters. Continue to the next page.

3. My school of choice selection is:

4. My Official Early College District is:



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## Completing the Enrollment Forms

1. Gather the documents listed on the checklist and place them in the appropriate pocket.
  - a. Section A: Place these documents in the front pocket of the enrollment packet.
    - i. **Student Transcript:** A copy of the student's current transcript. (required)
    - ii. **Montcalm Community College Enrollment Application:** complete the form (required)
  - b. Section B: Place these documents in the back pocket of the packet.
    - i. **District Registration Form:** Indicating the student's registration if new to one of the Early College districts. (if applicable)
    - ii. **Affirmation of Prior Discipline Record Form:** Indicating the student's prior discipline history if new to one of the Early College districts. (if applicable)
    - iii. **Education Support Records:** Students who currently receive education support services are required to submit their current reports.
      1. **Special Education IEPT Report and MDET Report:** A photocopy is acceptable (if applicable).
      2. **Section 504 Plan and Evaluation Report:** A photocopy is acceptable (if applicable).

2. Complete all forms in the Enrollment packet.

### **Student Information**

Make sure that you have completed the Montcalm Community College application.

Having accurate contact information for each student is important for school staff to communicate with parents and guardians. Please provide information that is most helpful on a normal school day, Monday through Friday, 8:30 am to 3:30 pm.

If addresses and telephone numbers change, please contact the school office to update your records.

Please double-check the information you've provided prior to submitting the enrollment packet. Incorrect social security numbers, telephone numbers, and illegible entries inevitably result in delays and problems when processing the student's enrollment application.

### **Parent/Guardian Information**

Communication with families is a crucial component of Early College at MCC. Please complete this section accurately. Information that is provided will be uploaded into our system at the beginning of the term.



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**Statement of Absolutes**

Read the form. Check the appropriate box in front of each statement to verify that both parents and students have read and understand the behavioral expectations for students and parents at Early College at MCC. Sign and date the form.

**Additional Demographic Data – School Related Data:** This information is optional. Some questions help the school understand why students are interested in Early College @MCC. Other items help the school to complete grant applications that ask for information about our students' families.

**Statement of Eligibility for Support Services:** This information is required to help plan appropriate educational support services for students before the fall term. Place copies of current educational plans and other pertinent evaluations in the back pocket of your enrollment packet.

**Family Educational Rights and Privacy Act:** This authorization is required for Early College at MCC to share educational information about students with appropriate staff.

**Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information:** Signing this form **withholds** your consent. Complete this form if you **do not want** your name released without your consent

1. In a public forum, such as a newspaper
2. To military recruiters

**Emergency Medical Technician Release Form:** This authorizes MCC emergency medical staff to provide first aid to student.

**Picture, Audio Taping and Video Taping Release Form:** This authorizes Early College at MCC to include the student in media produced in and about the school.

**Declaration of Emergency Plan Form:** Make a plan to communicate with the student in case of civil emergency. Plans may need to change from one semester to another, as the student's schedule changes.



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## Submitting the Enrollment Forms

Return the complete enrollment folder to the Administration/Library Building on the campus of Montcalm Community College located at 2800 College Dr., Sidney, MI 48885 or Penny Dora at the Montcalm Area Intermediate School District office located at 621 New Street, Stanton, MI 48888. You may mail the packet or deliver it to our office. **Only complete enrollment packets will be processed.**

**If you have any questions about the completion of the enrollment packet, call the Early College at MCC at (616) 225-5706. If you need more forms, you can download the enrollment packet from our web page at [www.montcalm.edu/earlycollege](http://www.montcalm.edu/earlycollege).**





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## Required Forms Checklist

**Early College at MCC will only accept complete enrollment packets.** Any packet that is missing forms or documents or is incomplete will not be processed.

**Section A** – Place these materials in the front inside pocket of the enrollment folder.

- + Current Transcript
- + MCC Application Form
- + Parent/Guardian Form and Emergency Contact Information Forms
- + Statement of Absolutes at Early College at MCC
- + Additional Demographic Data Form
- + FERPA Authorization Form to Share Information
- + Withhold FERPA Directory and Military Recruiter Information
- + EMT Consent Form
- + Picture, Audio and Videotaping Release Form
- + Receipt of Early College at MCC Web Standards, Acceptable Use Policy and Non-filtered Internet Form
- + Declaration of Emergency Plan Form

**Section B** – Place these materials in the back inside pocket of the enrollment folder.

- + District Registration Form (if applicable)
- + Statement of Eligibility for Support Services Form
- + Current IEP Report or Section 504 Plan (if applicable)
- + Current Multi-Disciplinary Evaluation Team Report or current 504 Evaluation Report (if applicable)



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## Parent/Guardian Information

### Parent/Guardian #1:

Parent/Guardian #1 Name: \_\_\_\_\_

First Name

Last Name

Relationship:  Parent  Guardian  Other (specify) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Parent/Guardian #1 E-mail address: \_\_\_\_\_

Parent/Guardian #1 Mailing Address:  Same as student's  Different from student's

Parent/Guardian #1 address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Mail school notices to Parent/Guardian #1's address.

What is the highest level of education you have obtained? \_\_\_\_\_

### Parent/Guardian #2:

Parent/Guardian #2 Name: \_\_\_\_\_

First Name

Last Name

Relationship:  Parent  Guardian  Other (specify) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Parent/Guardian #2 E-mail address: \_\_\_\_\_

Parent/Guardian #2 Mailing Address:  Same as student's  Different from student's

Parent/Guardian #2 address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Mail school notices to Parent/Guardian #2's address.

What is the highest level of education you have obtained? \_\_\_\_\_



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### Emergency Contact Information

In case of emergency, school staff will try to contact the student’s parent or guardian first, either at home or at work. List the names and telephone numbers of other people to contact if the parents cannot be reached in an emergency.

Contact Name	Relationship	Type of Phone			Number
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
		Cell	Home	Work	
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
		Cell	Home	Work	
_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
		Cell	Home	Work	

#### Medical Practitioners

Doctor \_\_\_\_\_  
 Name Office Telephone Number

Dentist \_\_\_\_\_  
 Name Office Telephone Number

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### Emergency Medical Treatment Authorization

I authorize Early College at MCC staff to seek emergency treatment for \_\_\_\_\_  
 Student’s Name

\_\_\_\_\_  
 Parent/Guardian Signature Date

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### Other Medical Considerations

Please describe any medical and/or other health related issues that the school needs to be aware of:



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## Statement of Absolutes

There are six **Absolutes** at the school. Some of them may cause problems initially for new students. Experience has shown that these absolutes must be honored for the student to succeed in the educational process and program.

1. As parents/guardians and as students, we realize the importance of parental involvement in the educational process, and we commit ourselves to be involved in our son/daughter's activities at school.
2. We know that parents/guardians are responsible for staying informed about the activities, deadlines and requirements of the school.
3. As parents/guardians, we understand the importance of regular and daily attendance at school. The importance of an excellent attendance record will become evident as our son/daughter moves into a college setting in which classes are held fewer times each week than initial program classes are held.
4. We understand that moving into a college environment will require additional maturity, self-management skills, and a commitment to reaching well-planned goals.
5. We understand that the college learning environment requires a commitment to continual improvement and a quest for excellence. We understand that future success will be based on how well a job is done, rather than on meeting minimal requirements.
6. Progress through most traditional high schools is based on the number of credits gathered over time. Progress through this program will be determined by performance and skill development.

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Parent signature and date

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Student signature and date



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## Additional Demographic Data/School Related Data

*The information requested below assists Early College at MCC in a variety of ways including but not limited to data analysis, marketing and funding. Any information that you provide on this form will be kept in confidence and considered part of your student's record and therefore not subject to Freedom of Information Act requests.*

**How did you hear about Early College at MCC? (Check all that apply)**

- School Counselor       Advertisement       Parents/Family Friend  
 Student's Friend       Other: (please specify) \_\_\_\_\_

**Approximately how many minutes will your commute be to Early College at MCC? \_\_\_\_\_**

**Is your student currently eligible for free or reduced lunch? (circle one)    Yes    No**

**Does your student plan on participating in extra-curricular activities while enrolled in Early College at MCC? (circle one)    Yes    No**

**If yes, please list the activities your student anticipates participating in:**

**Parent(s) please answer the following questions:**

Why are you interested in EC at MCC?

How do you describe EC at MCC to others?

**The information is very useful in seeking grant funding and data analysis, but your responses are optional. Thank you.**



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## Statement of Eligibility for Support Services

Have you ever received Special Education Services?

Yes

No

If yes, you must provide Early College at MCC with copies of the following documents and information:

1. Current Individualized Educational Program Team Report

Circle the area(s) that apply:

Special education eligibility area:

Autism Spectrum Disorder	Hearing Impairment	Speech/Language Impairment
Cognitive Impairment	Physical Impairment	Traumatic Brain Injury
Deaf-blindness	Other Health Impairment	Visual Impairment
Early Childhood Development Delay	Severe Multiple Impairment	
Emotional Impairment	Specific Learning Disability	Area of eligibility not certain

Recommended appropriate program(s):

Moderately Cognitive Impaired Program	Emotional Impaired Program
Autism Spectrum Disorder Program	Hearing Impaired Program
Early Childhood Special Education Program	Resource Program
Mild Cognitive Impaired Program	Severe Cognitive Program
Severe Multiple Impairment Program	Specific Learning Disability Program
Other _____	

Recommended appropriate service(s):

Early Childhood Special Education Services	Occupational Therapy
Orientation and Mobility	Teacher Consultant/Specialist
Physical Therapy	Nursing
School Social Work	Work-Site Based Learning
Community Training/Vocational Education	Speech/Language Therapy
Homebound/Hospitalized	Non-mandated aide
Other _____	



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## Statement of Eligibility for Support Services cont.

**Have you ever received services under Section 504?**

Yes

No

**If yes, you must provide Early College at MCC with copies of the following documents:**

1. Initial Section 504 Evaluation Report or Student Assessment Team Report
2. Current 504 Accommodation Plan

**Please place these forms in the inside back cover of the enrollment folder.**

IMPACT ON MAJOR LIFE ACTIVITIES				
	Ineligible for 504		Eligible for 504	
			Important, material restriction in condition, manner, duration of performance of MLA in comparison to average person in population.	Prevent, significantly or severely restricts MLA.
Caring for oneself				
Seeing				
Eating				
Walking				
Lifting				
Speaking				
Learning				
Concentrating				
Communicating				
Operation of major bodily function				
Performing manual tasks				
Hearing				
Sleeping				
Standing				
Bending				
Breathing				
Reading				
Thinking				
Working				

To be completed by Early College at MCC:

1. IEP or 504 Accommodation Plan
2. Special Education MDET or 504 SAT Report



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## Family Educational Rights and Privacy Act (FERPA)

The FERPA Release of Information Form must be signed by each Early College at MCC student regardless of the student's age.

### Montcalm Community College

I, \_\_\_\_\_ (student name), give Montcalm Community College staff and faculty permission to share any information contained in my MCC educational or non-educational records, including but not limited to attendance records, grades, or any other information deemed essential by the Early College at MCC staff, faculty and administration. I understand that I am giving this permission pursuant to my rights under the Family Educational Rights and Privacy Act.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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## **Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Early College at MCC, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Early College at MCC may disclose appropriately designated directory information without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Early College at MCC to include this type of information from your child's educational records in certain school publications. Examples include:

- The annual yearbook
- Recognition lists
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, the District's yearbook publisher and data processor. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the local educational agencies that they do not want their student's information disclosed without their prior written consent.

If you do not want Early College at MCC to disclose directory information from your child's education records without your prior written consent, you must notify Early College at MCC in writing by completing the form below. Early College at MCC has designated the following information as directory information:

- Student's Name
- Photograph
- Degrees, honors, and awards received
- Major field of study





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## Emergency Medical Technician Release Form

**Sign one of the paragraphs below:**

I DO authorize the certified first aid providers and licensed Emergency Medical Technicians of the Montcalm Community College Department of Public Safety and/or the certified first aid provider and licensed Emergency Medical Technician of either the Early College at MCC or Montcalm Community College, to administer first aid and emergency medical treatment to me/my child and perform whatever emergency procedures are deemed appropriate in their professional judgment under the provisions the parent/guardian have specified in the emergency medical treatment section of the enrollment form.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**OR**

I DO NOT authorize the certified first aid providers and licensed Emergency Medical Technicians of the Montcalm Community College Department of Public Safety and/or the certified first aid provider and licensed Emergency Medical Technician of either the Early College at MCC or Montcalm Community College, to administer first aid and emergency medical treatment to me/my child and perform whatever emergency procedures are deemed appropriate in their professional judgment under the provisions the parent/guardian have specified in the emergency medical treatment section of the enrollment form.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



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## Picture, Audio Taping and Video Taping Release Form

Throughout the year, photographs, video/digital and audio recordings are taken of students for use in Early College at MCC classes, web page, community publications and advertising. Students may occasionally be video/digital and/or audio taped to document instructional practices, student performance issues, extra- or co-curricular events at Early College at MCC, or to allow the news media to cover such events. Please sign below if you give permission for Early College at MCC to photograph, video/digital record or audio tape your child.

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Parent Signature

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Date

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Student Signature

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Date



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## **Receipt of the MCC Acceptable Use Policy Acknowledgement of non-filtered access to internet form**

By signing below, parents and students declare that they have received a copy of Montcalm Community College Acceptable Use Policy. Furthermore, by signing below we (parent/student) acknowledge that we accept full responsibility for understanding and following the rules, policies, and procedures set forth in the MCC Acceptable Use Policy and failure to understand and/or adhere to any policy, rule or procedure set forth in said documents is our sole responsibility.

By signing below, parents and students acknowledge that Montcalm Community College DOES NOT utilize internet filtering technology and thus students have access to the internet without limitations or restrictions as defined by the MCC Acceptable Use Policy.

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date





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## Eligibility for Extra-Curricular Activities (Including Athletics)

Students and parents/guardians understand and agree that in order to be eligible to participate in district extra-curricular activities in the student's resident district, students must meet the following guidelines, in addition to any eligibility requirements applicable in the student's resident district:

1. Student must be enrolled in no fewer than 3 academic courses.
2. Student must have passed all academic courses for which the student was registered (at the school or its parent institution) in the previous semester [or the equivalent of at least 3 academic courses for which the student was registered]. For purposes of extra-curricular eligibility in the program, a passing grade is defined as a C or better (2.0 on a 4.0 grading scale, or 70 percent).
3. Student must at all times maintain an overall grade point average (in all courses, either program-level or college-level) of not less than 2.0 GPA. Student and parents/guardians understand and agree that if the student's GPA in any program or college class falls below 2.0/70 percent at any point during the semester, the student may be asked to reduce or curtail participation in extra-curricular activities, or make appropriate adjustments to the student's schedule, until the student establishes and implements a plan designed to help the students return to and maintain a position of sustained academic success (at the 2.0 GPA/70 percent level or above).
4. By signing below, the student and parent/guardian are acknowledging and verifying they understand and accept this policy.

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Parent Signature

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Date

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Student Signature

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Date



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## **Thank you for applying**

Thank you for applying to the Early College at MCC. The early college staff is committed to providing an individually designed education for each student in the program. Our goal is to teach students to set and complete realistic educational goals for themselves that help them to transition to the next stage of their life and eventually their careers. To achieve success for all students, the staff will maintain open lines of communication with members of the program staff, the college faculty, and the students' parents or guardians.

If parents, guardians, or other family members have any concerns about a student's behavior, welfare or progress, they are encouraged to contact school staff without delay. Early college staff members are aware of many resources that are available to students within the program, on campus and within the community. Prompt intervention in difficult situations can often minimize disruption to a student's education.

The Early College at MCC encourages parents and guardians to develop clear lines of communication with their student's mentor teacher. Mentor teachers will assist the student in developing the "Soft Skills" necessary for success on the college campus. The mentor teacher will teach the student to plan and complete a college program sequence. The mentor teacher will monitor the student's progress in college classes. We encourage parents and guardians to share their insight about their student with the student's mentor teacher. Together, family and school staff can support the developing maturity and responsibility of students enrolled in the Early College at MCC program more successfully than either group can do alone.