

K A L A M A Z O O C O U N T Y

# Early/Middle College

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Student Application Packet

**2017 – 2018**

**Application Deadline: March 3, 2017**

Return pages 9-12 of this application packet to your high school counselor by March 3rd, 2017

Kalamazoo County Early/Middle College questions should be directed to your high school counselor or

Kalamazoo RESA, Attn: Lisa Bartell

1819 E. Milham Avenue | Portage, MI 49002 | [lisa.bartell@kresa.org](mailto:lisa.bartell@kresa.org) | 269-250-9306

## Kalamazoo County Early/Middle College Welcome and Introduction

Dear Parent/Guardian/Student:

Thank you for your interest in the Kalamazoo County Early/Middle College program.

The Early/Middle College (EMC) in Kalamazoo County gives students an opportunity to earn an associate's degree or certificate along with their high school diploma. A listing of specific programs of study is found on pages 7-8. Students will be able to save both time and money as they pursue a college degree and they will have an additional year of high school (13<sup>th</sup> grade) to complete their college program at Kalamazoo Valley Community College.

The EMC is structured so that students gradually increase their exposure to college courses over a five-year span. Initially, (9<sup>th</sup> grade) all of the students' schedules will be comprised of traditional high school classes. As students progress through their educational plan, they will be exposed to more college courses. By the time they reach the 13<sup>th</sup> grade, all of their coursework will likely be on-site at the college campus.

Students in the EMC program will receive support services to assist them in their transition from high school to college. All EMC students will take a College Success Strategies Course in 10<sup>th</sup> grade to develop their academic preparation skills, study skill development, and social maturity skills. They will also be involved in an EMC Seminar and they will work with an EMC Mentor as they progress through the program.

Students who consider the EMC must be willing, motivated, and up for the challenge to perform successfully at the college level. In addition to the college coursework, students must successfully complete all of the requirements of the Michigan Merit Curriculum.

You will find additional information about the program on pages 2-8 of this packet. Please keep these pages for future reference. If you are interested in the EMC, please submit pages 9-12 of this packet to your high school counselor by March 3, 2017.

Sincerely,



Lisa Bartell  
Early/Middle College Program Coordinator  
Education for Employment  
Kalamazoo RESA  
[lisa.bartell@kresa.org](mailto:lisa.bartell@kresa.org)

## **Kalamazoo County Early/Middle College Program Overview for Students**

The Kalamazoo County Early/Middle College is a unique educational option that provides students with the opportunity to graduate with both a high school diploma and an associate's degree or certificate. The Early/Middle College is designed to prepare students for post-secondary study and highly skilled employment opportunities.

Students who are admitted to the Early/Middle College must meet the following expectations:

- Attend school regularly and notify the high school in the event of an absence;
- Arrive at school as scheduled and to all classes on time;
- Devote additional time to studying daily;
- Keep parents/legal guardians aware of academic progress;
- Complete all Michigan Merit graduation requirements;
- Behave in a professional manner that shows respect for oneself, classmates, high school and college faculty, and the college facilities and equipment;
- Follow the handbook rules and regulations of your local high school and Kalamazoo Valley Community College;
- Attend required College Success Strategies course; and
- Meet with the designated Advisor/Mentor regularly to discuss academic progress

Thank you for your interest in the Early/Middle College program. As an Early/Middle College student, you agree to be ready to meet the expectations of the program and you are also ready to make the commitment necessary for success.

***NOTE: Students, keep this document for your records.***

## **Kalamazoo County Early/Middle College Program Overview for Parents**

The Kalamazoo County Early/Middle College is a unique educational option that provides students with the opportunity to graduate with both a high school diploma and an associate's degree or certificate. The Early/Middle College is designed to prepare students for post-secondary study and highly skilled employment opportunities.

Students succeed best when the school, the parent/guardian and the students work together. Parents/guardians of those students selected to enroll in the Early/Middle College should be fully aware and be prepared to:

- Support daily attendance and notify the high school in the event of an absence;
- Provide time each day for the student to study in a quiet environment;
- Discuss academic progress with students on a regular basis;
- Attend and participate in parent/teacher conferences at the high school;
- Fully understand that the Early/Middle College is a five year program commitment; and
- Communicate any questions with your high school counselor or Lisa Bartell, Early/Middle College Program Coordinator, [lisa.bartell@kresa.org](mailto:lisa.bartell@kresa.org).

Thank you for your interest in the Early/Middle College program. As the parent/guardian of an Early/Middle College student you will be an important partner as your son/daughter strives for success.

***NOTE: Parents, keep this document for your records.***

# Kalamazoo County Early/Middle College – Steps for Participation

## Student and parent/guardian complete the Early/Middle College (EMC) Application and return it to the high school counseling office by the **first Friday in March (March 3, 2017)**

- The EMC Application is available at the local High School Counseling Office or can be found on the EMC website which is [www.kresa.org/emc](http://www.kresa.org/emc).
- The student and parent/guardian complete and sign the EMC application.
- The completed application is returned to the High School Counseling Office.

## Student completes the KVCC Application by the **second Friday in March (March 10, 2017)**

- The KVCC application is available on-line at [www.kvcc.edu/apply](http://www.kvcc.edu/apply). Follow the on-line directions to create an account and apply.
- Once the KVCC application has been submitted the student will receive an acceptance letter in the mail within one week. This will have a Valley number on it.
- Students should keep their Valley number in a safe place for their access.
- Students should also provide their High School Counselor with their Valley number.

## Student completes Accuplacer Assessment Testing by the **third Friday in March (March 17, 2017)**

- KVCC has minimum college level benchmarks that must be met for enrollment. There are also higher benchmarks that must be met for particular courses. Students must meet the minimum benchmarks for the EMC courses need in their program of study before they will be allowed to enroll.
- Students may be able to access the Accuplacer testing in their high school. Talk with your high school counseling office to see if this is available in your building.
- Accuplacer testing is also available at KVCC on a walk-in basis in the KVCC testing centers. Students may call 488-4235 for the Testing Center hours at the Texas Township Campus (Room 2210). Students may call 373-7815 for the Testing Center hours at the Arcadia Campus (Anna Whitten Hall Room 211). You may also find the hours and additional information at [www.kvcc.edu/services/testing](http://www.kvcc.edu/services/testing).
  - Students who take the Accuplacer test at KVCC will need to bring the following to the session:
    - Valley ID number (This number is on the KVCC acceptance letter received after applying.)
    - Picture ID (driver's license, school ID, or passport)
- Accuplacer information and test taking study guides are available online at:
  - <https://accuplacer.collegeboard.org/student/practice>
  - KVCC uses the Classic Accuplacer placement exam. You will need to select this type when using the web-based study app or looking at sample questions.
- Accuplacer scores are provided the day you complete the test. Scores should be given to the High School Counselor. If you have not met the minimum benchmarks in one or more areas, please meet with your Counselor to review your options.
- Placement scores are required to be on file with KVCC prior to attending orientation and registering for classes.

## School District Determines Student Eligibility for Participation by the **fourth Friday in March (March 24, 2017)**

- The local district determines if students qualify to be in the Early/Middle College based on their college readiness. Students must meet the KVCC minimum college level benchmarks to participate.
- The High School Counselor scans and emails pages 9-12 of the EMC application for eligible students to Lisa Bartell at [lisa.bartell@kresa.org](mailto:lisa.bartell@kresa.org).

## Student meets with High School Counselor to create a tentative schedule by the **fourth Friday in March (March 24, 2017)**

- Students should be enrolled in the College Success Strategies Course in 10<sup>th</sup> grade at the high school. This is a required course for all EMC students.
- Students should be enrolled in EFE/EFA classes as needed for their EMC Program of Study.
- Students should work with their Counselor to plan out Michigan Merit Curriculum graduation requirements needed for the next school year and how many KVCC classes should be scheduled for their EMC program of study.
- It is very important that this meeting has taken place before students meet with a KVCC Counselor to plan their KVCC courses.

## Students and parents attend an EMC Orientation Session at KVCC **on April 25, 2017 or May 17, 2017 from 6:00-8:00 p.m.**

- There are two orientation sessions specifically for EMC students. **Students and parents must attend one of these sessions.**
- Students sign up by calling KVCC at 488-4040, identifying themselves as a Kalamazoo County EMC student and giving the name of their high school, and requesting either the April 25 or May 17 EMC Orientation. **Sign up closes a week prior to the orientation date for preparation time.**

## Student meets with KVCC Academic Counselor and plans out classes needed for the Fall semester by the **second Friday in May (May 12, 2017)**

- This meeting usually takes place at the high school.
- 9<sup>th</sup> grade students who will not be taking 10<sup>th</sup> grade KVCC courses will not have this meeting. They will meet with the KVCC Academic Counselor as a 10<sup>th</sup> grade student when they are ready to begin scheduling courses.

## Student registers for KVCC courses by the **second Friday in May (May 12, 2017)**

- Some students may register for their classes during their meeting with the KVCC Academic Counselor.
- Students go to their My Valley portal located at [www.kvcc.edu/myvalley](http://www.kvcc.edu/myvalley) to register for courses.
- Students should only register for classes approved by their high school.

## Students complete the KVCC Postsecondary Enrollment Options (PSEO) form by the **third Friday in May (May 19, 2017)**

- This form must be completed for any students taking KVCC courses in the Fall semester.
- The KVCC PSEO form is available at the local High School Counseling Office or on the KVCC website at [www.kvcc.edu/earlycollege](http://www.kvcc.edu/earlycollege).
- Students must complete the form and make sure a parent/guardian signature is obtained. The completed form is returned to the High School Counselor.
- The form must be submitted to KVCC to ensure the school district is billed for the courses instead of the student. The form may be scanned and emailed to [accountsreceivable@kvcc.edu](mailto:accountsreceivable@kvcc.edu), faxed to 488-4555, mailed to PO Box 4070, Kalamazoo, MI 49003-4070 or submitted to KVCC in person to the Financial Services Office Pay Station. Questions can be directed to 488-4162.

## Students check KVCC email on a regular basis

- KVCC uses their student email addresses to communicate. Be sure you are checking this regularly.

## Students obtain their KVCC Student ID Card

- ID cards are available 10 days before the semester begins.
- Students visit the KVCC Student Service Center near the Bookstore to get their ID card.
- Students won't be able to obtain their ID card until the steps above have been completed and verified by KVCC.

## Students obtain textbooks needed for KVCC Fall courses

- Students should follow their school district's textbook guidelines for Early/Middle College.

## Students begin KVCC Fall Courses **on September 5, 2017**

- Have a wonderful semester!

## Kalamazoo County Early/Middle College Programs of Study for 2017-2018

### Transfer Degrees in Associate of Arts (AA) or Associate of Science (AS)

AA or AS degrees are for students planning to transfer to a four-year university. They require successful completion of a minimum of 62 credit hours.

The options listed below transfer to WMU (with the exception of the Fisheries/Natural Resources which is a transfer program to MSU). If you are considering another four-year university, please discuss this with a KVCC Counselor to see if a transfer agreement is in place for your program of interest. If you are planning to go to a four-year university out of state, the Early/Middle College program may not be in your best interest due to transferability of coursework.

### Associate of Arts (AA) Options

Art	<a href="https://www.kvcc.edu/programs/transfer/wmu/art.php">https://www.kvcc.edu/programs/transfer/wmu/art.php</a>
Business Administration	<a href="https://www.kvcc.edu/programs/transfer/wmu/business.php">https://www.kvcc.edu/programs/transfer/wmu/business.php</a>
Computer Info Systems	<a href="https://www.kvcc.edu/programs/transfer/wmu/cis.php">https://www.kvcc.edu/programs/transfer/wmu/cis.php</a>
Computer Science	<a href="https://www.kvcc.edu/programs/transfer/wmu/computerscience.php">https://www.kvcc.edu/programs/transfer/wmu/computerscience.php</a>
Criminal Justice	<a href="https://www.kvcc.edu/programs/transfer/wmu/criminaljustice.php">https://www.kvcc.edu/programs/transfer/wmu/criminaljustice.php</a>
Elementary Education	<a href="https://www.kvcc.edu/programs/transfer/wmu/elementaryeducation.php">https://www.kvcc.edu/programs/transfer/wmu/elementaryeducation.php</a>
Secondary Education	<a href="https://www.kvcc.edu/programs/transfer/wmu/secondaryeducation.php">https://www.kvcc.edu/programs/transfer/wmu/secondaryeducation.php</a>
Social Work	<a href="https://www.kvcc.edu/programs/transfer/wmu/socialwork.php">https://www.kvcc.edu/programs/transfer/wmu/socialwork.php</a>

### Associate of Science (AS) Options

Biology	<a href="https://www.kvcc.edu/programs/transfer/wmu/biology.php">https://www.kvcc.edu/programs/transfer/wmu/biology.php</a>
Engineering	<a href="https://www.kvcc.edu/programs/transfer/wmu/engineering.php">https://www.kvcc.edu/programs/transfer/wmu/engineering.php</a>
Fisheries/Natural Resources	<a href="https://www.kvcc.edu/programs/transfer/msu/fisheries.php">https://www.kvcc.edu/programs/transfer/msu/fisheries.php</a>

### Degrees in Associate of Applied Science (AAS)

AAS degrees are occupational in orientation and are designed to prepare graduates for immediate employment. They require successful completion of a minimum of 62 credit hours.

### Associate of Applied Science (AAS) Options

Accounting	<a href="https://www.kvcc.edu/programs/business/acc.aas.php">https://www.kvcc.edu/programs/business/acc.aas.php</a>
Administrative Assistant	<a href="https://www.kvcc.edu/programs/business/aa.aas.php">https://www.kvcc.edu/programs/business/aa.aas.php</a>
Culinary Arts & Sustainable Food Systems	<a href="https://www.kvcc.edu/programs/sustainable/casfs.aas.php">https://www.kvcc.edu/programs/sustainable/casfs.aas.php</a>
Graphic Design	<a href="https://www.kvcc.edu/programs/art/gdc.aas.php">https://www.kvcc.edu/programs/art/gdc.aas.php</a>
IT Support Technician	<a href="https://www.kvcc.edu/programs/business/it.aas.php">https://www.kvcc.edu/programs/business/it.aas.php</a>
Machine Tool Technology	<a href="https://www.kvcc.edu/programs/engineering/mtt.aas.php">https://www.kvcc.edu/programs/engineering/mtt.aas.php</a>



## Certificates (CERT)

Certificate programs prepare graduates for a specialized occupation. They require successful completion of 30 credits hours or more.

### Certificate (CERT) Options

Administrative Support	<a href="https://www.kvcc.edu/programs/business/as.cert.php">https://www.kvcc.edu/programs/business/as.cert.php</a>
Graphic Design	<a href="https://www.kvcc.edu/programs/art/gdc.cert.php">https://www.kvcc.edu/programs/art/gdc.cert.php</a>
Machinist	<a href="https://www.kvcc.edu/programs/engineering/ma.cert.php">https://www.kvcc.edu/programs/engineering/ma.cert.php</a>
Office Management	<a href="https://www.kvcc.edu/programs/business/om.cert.php">https://www.kvcc.edu/programs/business/om.cert.php</a>

## Certificates of Achievement (COA)

Certificate of Achievement programs requires fewer courses than a regular certificate program providing training in a specific set of skills for employment in a specific occupation. They require successful completion of more than 3 but less than 30 hours of credit.

### Certificate of Achievement (COA) Options

Auto Brake Systems	<a href="https://www.kvcc.edu/programs/engineering/autb.coa.php">https://www.kvcc.edu/programs/engineering/autb.coa.php</a>
Auto Suspension/Steering	<a href="https://www.kvcc.edu/programs/engineering/auts.coa.php">https://www.kvcc.edu/programs/engineering/auts.coa.php</a>
AutoCAD	<a href="https://www.kvcc.edu/programs/engineering/acad.coa.php">https://www.kvcc.edu/programs/engineering/acad.coa.php</a>
CNC Operator	<a href="https://www.kvcc.edu/programs/engineering/cnc.coa.php">https://www.kvcc.edu/programs/engineering/cnc.coa.php</a>
Dietary Manager	<a href="https://www.kvcc.edu/programs/sustainable/dm.coa.php">https://www.kvcc.edu/programs/sustainable/dm.coa.php</a>
Help Desk	<a href="https://www.kvcc.edu/programs/business/hdc.coa.php">https://www.kvcc.edu/programs/business/hdc.coa.php</a>
Autodesk Inventor	<a href="https://www.kvcc.edu/programs/engineering/inv.coa.php">https://www.kvcc.edu/programs/engineering/inv.coa.php</a>
Machine Tool Operator	<a href="https://www.kvcc.edu/programs/engineering/mtt.coa.php">https://www.kvcc.edu/programs/engineering/mtt.coa.php</a>
Network Manager	<a href="https://www.kvcc.edu/programs/business/nwm.coa.php">https://www.kvcc.edu/programs/business/nwm.coa.php</a>
Office Support Specialist	<a href="https://www.kvcc.edu/programs/business/oss.coa.php">https://www.kvcc.edu/programs/business/oss.coa.php</a>
PC Support Technician	<a href="https://www.kvcc.edu/programs/business/pcst.coa.php">https://www.kvcc.edu/programs/business/pcst.coa.php</a>
Software Specialist	<a href="https://www.kvcc.edu/programs/business/ss.coa.php">https://www.kvcc.edu/programs/business/ss.coa.php</a>
Welding	<a href="https://www.kvcc.edu/programs/engineering/wt.coa.php">https://www.kvcc.edu/programs/engineering/wt.coa.php</a>
Word Processing Specialist	<a href="https://www.kvcc.edu/programs/business/wps.coa.php">https://www.kvcc.edu/programs/business/wps.coa.php</a>

# KALAMAZOO COUNTY EARLY/MIDDLE COLLEGE

Kalamazoo RESA ♦ 1819 East Milham Avenue ♦ Portage, MI 49002 ♦ 269-250-9300

## STUDENT APPLICATION for 2017 - 2018

Application Deadline: March 3, 2017. Return the completed application packet (pages 9-12) to your High School Counselor.

### STUDENT INFORMATION

Student Name: \_\_\_\_\_  Male  Female Date of Birth: \_\_\_\_\_  
mm / dd / yy

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: ( \_\_\_\_ ) \_\_\_\_\_ Student Cell Phone: ( \_\_\_\_ ) \_\_\_\_\_

Student E-mail: \_\_\_\_\_ Parent/Guardian Name/s: \_\_\_\_\_

Current high school (2016-2017): \_\_\_\_\_ Current grade (2016-2017): \_\_\_\_\_

Career field of interest: \_\_\_\_\_ Early/Middle College Program of Study: \_\_\_\_\_  
(refer to pages 7-8 for a listing of programs)

If an Associate of Arts/Science transfer program, please indicate which university you plan to transfer to: \_\_\_\_\_

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### SIGNATURES

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice of Non-discrimination:** It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Director of Human Resources, Tom Zahrt; Assistant Superintendents, Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

# Kalamazoo County Early/Middle College Student/Parent/Guardian Contract

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

As parent/guardian and student participants in the Kalamazoo County Early/Middle College program, we understand and agree to the terms and conditions listed below by initialing each statement:

Parent Initials	Student Initials
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1. I, the parent/legal guardian of the above named student, understand that the Kalamazoo County Early/Middle College (EMC) program is an early college program for eligible high school students.

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2. I understand/agree that enrollment in the Early/Middle College program involves being enrolled in high school for a total of five years (grade 9 – grade 13). I understand that EMC students will not be eligible for high school graduation until the completion of grade 13. I also understand that the Early/Middle College program provides an opportunity to obtain both a high school diploma and an Associate degree, a Certificate, a Certificate of Achievement, or a Michigan Early/Middle College Association Technical Certificate.

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3. I understand/agree that EMC students will take an approved math course in the final year (Grade 13) to fulfill their Michigan Merit Curriculum graduation requirements.

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4. I understand/agree that if EMC students elect to pursue the Michigan Early/Middle College Association Technical Certificate, then they must fulfill the requirements of the Michigan Merit Curriculum, successfully complete a minimum of 15 transferable college credits, and complete either 40 hours of a non-paid work internship/job shadowing/career exploration activity, or 100 hours of verified community service (or a combination of the two that equals 70+ hours).

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5. I understand/agree that EMC students will be required to participate in placement testing in order to determine appropriate college course placement, attend and actively participate in an “Early/Middle College Seminar” series during the duration of their participation in the program, meet with a designated Advisor/Mentor regularly to discuss academic progress, successfully complete the “College Success Strategies” curriculum, and successfully complete and pass all assignments with an acceptable level score.

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6. I understand/agree that EMC students must attend and pass all required high school classes and all program-approved college courses during their high school career and up through grade 13.

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Parent Initials	Student Initials

7. I understand that the cost of college tuition, fees and required materials for approved Early/Middle College courses will be paid up to an allocated amount as determined by the district in which the student is enrolled.

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8. I understand/agree that I will be responsible to repay the school district any tuition costs that were expended by the school district for failure to complete a district paid post-secondary course. Failure to complete includes the following: receiving a grade less than a 2.0 in a class that is required for a transfer program of study or a class that is a prerequisite for another class in the program of study, taking an incomplete for a class and not having it converted to a passing grade prior to the end of the high school semester, or withdrawing from a class after the college 100% refund deadline.

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9. I understand/agree that I will reimburse the school district for the tuition costs associated with the non-completed course prior to the start of the next semester.

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10. I understand/agree that all required textbooks, equipment and approved supplies, as defined by and purchased by the district in which the student is enrolled for use in approved courses in the Early/Middle College, shall at all times remain the property of the school district.

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11. I understand/agree that I am responsible for the care and custody of said materials and agree to return all textbooks, equipment and appropriate supplies to the school district at the conclusion of each college session.

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12. I understand/agree that I will assume financial responsibility for the loss or damage to textbooks, equipment, or appropriate supplies issued as a part of the Early/Middle College.

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13. I understand/agree that I will reimburse the school district for costs associated with lost or damaged textbooks, equipment, and/or appropriate supplies prior to the next semester, or within 30 days, whichever is sooner. I also understand/agree that further participation in the Early/Middle College will not be allowed until all past costs are paid.

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14. I understand/agree that EMC students are responsible each semester to enroll and register in the pre-approved Early/Middle College program courses with the college in accordance with procedures established by the Early/Middle College program.

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15. I understand/agree that some courses will be offered on a college campus and involve students taking classes which may include college content not typically taught or considered appropriate in high schools. I also understand/agree that EMC students will be exposed to college-aged students during the course of their participation on the college campus.

Parent Initials	Student Initials

16. I understand/agree that EMC students will still be considered enrollees of their school district and that they are subject to laws, policies, and graduation requirements of said school district.

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17. I understand/agree that EMC students are subject to student academic and disciplinary standards and policies of the district in which the student is enrolled and the school district and/or college campus where college courses are located.

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18. I understand/agree that EMC students will be held responsible for any inappropriate or offensive communications or actions as part of their participation in the Early/Middle College and use of the equipment is governed by the applicable technology code of conduct and student code of conduct policies.

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19. I understand/agree that the transportation to the college is the responsibility of students and their parent/guardian.

20. I understand and agree to select one of the two options presented below regarding permission to have my son/daughter photographed or filmed for educational purposes while participating in the Early/Middle College program.

A. I understand/agree that as the parent/legal guardian of this student, I am giving permission for my son/daughter to be photographed and/or filmed for educational purposes while participating in the Early/Middle College program.

	N/A
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**OR**

**OR**

B. I understand that as the parent/legal guardian of this student, I am exercising my “opt out” right to not have my son/daughter filmed or photographed for educational purposes while participating in the Early/ Middle College program.

	N/A
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21. I understand and agree that the parent or guardian or students’ failure to comply with the Early/Middle College program contract could result in dismissal from the program.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date