

Kalamazoo County Early/Middle College

2019-2020 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 1, 2019)**

- 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.
- The student and parent/guardian complete and sign the EMC application.
- The completed application is returned to the High School Counseling Office.
- The Counselor needs to fill in the student's UIC number and sign the application before submitting it to the EMC Coordinator.

Student completes the KVCC Application by the **second Friday in March (March 8, 2019)**

- The KVCC application is available on-line at 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 KVCC Placement Testing by the **third Friday in March (March 15, 2019)**

- 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 needed in their program of study before they will be allowed to enroll.
- Students may be able to access the placement testing in their high school. Talk with your high school counseling office to see if this is available in your building.
- Placement 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 373-7836 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.
 - Students who take the 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)
- Students will be tested in three areas – Math, Reading and Writing. The Accuplacer assessment is used for Reading and Writing. The Aleks PPL assessment is used for Math. There are no time limits on the tests, so students can focus on doing their best to demonstrate their skills.
- The Aleks PPL Math test uses computer-adaptive technology. Questions are presented based on individual skill level. The response to each question determines the difficulty level of the next question. It's important to give each question as much thought as you can before selecting your answer.
- For the Accuplacer test, we encourage students to review practice questions beforehand to learn the format of the questions. Accuplacer information and test taking study guides are available online at:
 - <https://accuplacer.collegeboard.org/student/practice>

- KVCC uses the Next-Generation Accuplacer placement exam. You will need to select this type when using the web-based study app or looking at sample questions.
- Placement scores are provided the day you complete the tests. Scores should be given to the High School Counselor and EMC Coordinator. 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 22, 2019)**

- 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.
- For eligible students, the High School Counselor scans and emails pages 9-12 of the EMC application, along with the students' placement test scores, to Lisa Bartell at lisa.bartell@kresa.org. Please send each students' information in a separate email attachment.

Student meets with High School Counselor to create a tentative schedule by the **fourth Friday in March (March 22, 2019)**

- Students should be enrolled in the College Success Strategies Course in 10th 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 **May 7, 2019 or May 23, 2019 from 6:00-8:00 p.m.**

- There are two orientation sessions 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 May 7 or May 23 EMC Orientation.

Student meets with KVCC Academic Counselor and plans out classes needed for the Fall semester by the **second Friday in May (May 10, 2019)**

- 9th grade students who will not be taking 10th grade KVCC courses will not have this meeting. They will meet with the KVCC Academic Counselor as a 10th grade student when they are ready to begin scheduling courses.
- This meeting takes place at the high school in 10th and 11th grades. The meeting may take place at the high school or KVCC in 12th grade depending on the students' schedule. The meeting takes place at KVCC in the 5th year.

Student registers for KVCC courses by the **second Friday in May (May 10, 2019)**

- 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 to register for courses.
- Students should only register for classes approved by the EMC Coordinator and their high school.

Students complete the KVCC Postsecondary Enrollment Options (PSEO) form by the **third Friday in May (May 17, 2019)**

- This form must be completed each semester for any students taking KVCC courses in the upcoming semester.
- The KVCC PSEO form is available at the local High School Counseling Office or on the KVCC website at www.kvcc.edu/earlycollege.
- Students must complete the form and return it to the High School Counselor.
- The high school submits the form to KVCC to ensure the school district is billed for the courses instead of the student.

Students attend the EMC Kickoff event at KVCC on **August 21st, 2019**

- **The EMC Kickoff event is mandatory for current 10th grade EMC students who will be in 11th grade in the 2019-2020 school year. Please put the date in your calendar now. More details will be provided closer to the event.**
- Students will explore KVCC's campus, meet their EMC Mentor, hear from older students in the program, get to know students from other schools in their EMC cohort, hear tips for success in the program, and lots more.

Students obtain their KVCC Student ID Card

- ID cards are available 10 days before the semester begins. Students will get their ID card as part of the Kickoff event.
- Students visit the KVCC Student Service Center near the Bookstore to get their ID card.
- Students taking classes at the Arcadia Commons Campus need the ID card for parking validation and door access.

Students obtain textbooks needed for KVCC Fall courses

- Students should follow their school district's textbook guidelines for Early/Middle College.
- Most of the districts in our Kalamazoo County EMC program use a reimbursement process for textbooks. Students purchase their textbooks at the beginning of a course. If they would like reimbursement, they turn in receipts after the course is successfully completed. Reimbursement only occurs if money remains in the students' allocated amount after tuition and fees have been paid.

Students check KVCC email on a regular basis

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

Students begin KVCC Fall Courses **on September 3, 2019**

- Have a wonderful semester!