



# Congratulations on Your Acceptance into the 2025-2026 KVCC Media Arts Program!

## WELCOME to EFA Media Arts Dual Enrollment!

Students must complete this required paperwork to be eligible for **KVCC Media Arts**.

To ensure you are fully prepared for the dual enrolled EFA Media Arts course at KVCC's Center for New Media, please read the enclosed **Student Guidelines Packet** thoroughly and complete the following steps by the deadlines listed on the timeline.

*NOTE: You are receiving this packet because your school counselor has identified you as enrolled in this course. If you are unsure about your enrollment, please discuss with your counselor.*

## EFA MEDIA ARTS Dual Enrollment Guidelines for High School Students

The Media Arts classes take place at the KVCC Center for New Media. KRESA Education for the Arts (EFA) is fortunate to partner with KVCC in the offering of this program. Taking dual enrolled classes as a high school student is a wonderful way to begin your college career. Students who choose to dual enroll need to be fully aware of the extra duties and responsibilities that high school students face as new college students. These guidelines are meant to introduce students to some of these responsibilities. This document is not meant to be inclusive of all the guidelines and policies imposed by your high school, EFA, and/or KVCC. Consequently, EFA strongly suggests students also read the KVCC Student Handbook prior to the beginning of the fall term. A copy of the handbook can be found on the KVCC website ([www.kvcc.edu](http://www.kvcc.edu)) and searching for *student handbook*. **Detailed course descriptions can be found on the KVCC website.**

Kate Yancho, Director  
Education for the Arts  
[kate.yancho@kresa.org](mailto:kate.yancho@kresa.org)

Sose Klein, Registrar  
KRESA Career & Technical Education  
[Sose.klein@kresa.org](mailto:Sose.klein@kresa.org)

# KVCC Media Arts Student Checklist

<p><b><u>By June 1</u></b></p> <p><b>Step 1</b></p>	<p><input type="checkbox"/> <b>ADMITTANCE TO KVCC</b></p> <p>As a high school student entering a dual enrollment program, you must APPLY and be accepted to KVCC. The KVCC application is available online at <a href="http://www.kvcc.edu/apply">www.kvcc.edu/apply</a>.</p> <p>Follow the online directions to create an account and apply. There is no cost to apply.</p> <p>You should receive your acceptance letter in the mail within one week which contains your Valley number and KVCC email. <u>Students should keep their acceptance letter for future reference.</u></p> <p><b>IMPORTANT: Begin to monitor your KVCC email on a <u>regular</u> basis. CTE and KVCC will communicate with you via email during the summer.</b></p>
<p><b>Step 2</b></p>	<p><b>SUBMIT THE FOLLOWING FORMS TO CTE REGISTRAR</b> <a href="mailto:sose.klein@kresa.org">sose.klein@kresa.org</a></p> <p><i>Please convert documents to PDF prior to sending them.</i></p> <ol style="list-style-type: none"> <li>1) Dual Enrollment Guidelines Acceptance Form</li> <li>2) KVCC's Authorization for Release of Information High School Dual Enrollment Form - FERPA</li> </ol>
<p><b><u>By July 1</u></b></p> <p><b>Step 1</b></p> <p><b>Step 2</b></p>	<p><b>KVCC PLACEMENT TESTING</b></p> <ol style="list-style-type: none"> <li>1) Students are required to demonstrate that they have met the minimum benchmarks in Reading, Writing, and Math, as defined by KVCC (see table below).</li> <li>2) Students will need to complete placement testing with KVCC testing centers, if they don't meet one or more benchmarks through SAT scores.</li> <li>3) To view available hours at KVCC Testing Center, please follow this link: <a href="https://www.kvcc.edu/services/testing/">https://www.kvcc.edu/services/testing/</a></li> <li>4) Students must apply to KVCC before this step can begin if taking placement tests at KVCC</li> <li>5) Email your official SAT score report with full name displayed to the Registrar / EFA through College Board placement test scores and meet KVCC's minimum benchmarks (get full report online: <a href="http://studentscores.collegeboard.org">studentscores.collegeboard.org</a>)</li> <li>6) Placement test scores must be on file prior to KVCC allow student to register for course(s).</li> </ol> <p><input type="checkbox"/> <b>REGISTER FOR FALL KVCC COURSE(S)</b></p> <p>Once placement scores have been received and audited for successfully meeting minimum benchmarks, EFA will email approval to register for your course(s). Please check your <b><u>KVCC email regularly</u></b> for this important information. If you do not register for your KVCC course online, you will not be able to begin the class.</p>
<p><b>Late August</b></p>	<p><input type="checkbox"/> <b>STUDENT ID</b></p> <p>As college students, students should obtain their KVCC student ID. Visit their website at: <a href="https://www.kvcc.edu/admissions/student-service.php">https://www.kvcc.edu/admissions/student-service.php</a> for more details. Students <b>will not</b> be able to obtain their ID until the above steps above are completed and approved by KVCC.</p>
<p><b>August 26</b> <b>4:30-5:30 PM</b></p>	<p><input type="checkbox"/> <b>ATTEND MANDATORY ORIENTATION FOR STUDENTS AND PARENTS</b></p> <p>Bring this packet and your KVCC acceptance letter.</p>

# ACADEMIC CALENDAR AND PROGRAM SCHEDULE

Student schedules require being open to extended class time and the college’s calendar. Students are expected to attend every scheduled KVCC session, even when their high school is closed. This includes high school breaks that are different than KVCC’s recesses listed below. The academic calendar can be found on KVCC’s website. Your instructor, Madeline Brennan will go over program expectations, in detail, during the first week of class.

## Fall 2025 Semester

Semester Begins: **Wednesday, September 3**  
 Thanksgiving Recess: **Wednesday, November 26 – Sunday, November 30**  
 Semester Ends: **Saturday, December 13**

## Winter 2026 Semester

Semester Begins: **Monday, January 12**  
 MLK, Jr. Recess: **Monday, January 19**  
 Spring Recess: **Monday, March 2 – Sunday, March 8**  
 Semester Ends: **Monday, April 27**

<b>FALL SEMESTER (September – December) Full 14 weeks (Part of Term 1)</b>					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
AAMT 100 Design & Production Studio CRN #11365  3 Credits  8:15am – 9:30am	AAMT 120 Bus Practices/ Creative Careers CRN #11437  3 Credits  8:15am-9:25am	AAMT 100 Design & Production Studio  8:15am – 9:30am	AAMT 120 Bus Practices/ Creative Careers CRN #11437  8:15am-9:25am	AAMT 100 Design & Production Studio  8:15am – 9:30am	6 Credits
<b>WINTER SEMESTER – 14 Weeks (January – April)</b>					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Credits
AAMT 143 Storyboarding CRN# 11445  3 Credits  8:15am-9:30am	AAMT 142 Adobe Photoshop  3 Credits  8:15am-9:30am	AAMT 142 Adobe Photoshop  8:15am-9:30am	AAMT 142 Adobe Photoshop  8:15am-9:30am	AAMT 143 Storyboarding  8:15am-9:30am	6 Credits
<b>FALL SEMESTER:</b> Design & Production Studio (Adobe Creative) = AAMT 100, CRN #11365 Bus Practices/Creative Careers = AAMT 120, CRN#11437 Tuesday, Thursday  <b>WINTER SEMESTER:</b> Storyboarding = AAMT 143, CRN# 11445 <b>Monday, Friday</b> Adobe Photoshop = AAMT 142, Tuesday, Wednesday, Thursday					

## CANVAS

Canvas is the course management system where faculty can place course materials and record grades. Each student will have a Kalamazoo Valley login which will give access to all courses through Canvas. Here KVCC students should be able to monitor grades, find instructional materials, take assigned quizzes and upload required work. The faculty use of Canvas may vary from course to course.

## FERPA

Family Educational Rights to Privacy Act (FERPA) grants an eligible student the right of privacy for all education records. An eligible student is someone who has reached 18 years of age or who is attending an institution of post-secondary education. At Kalamazoo Valley Community College, FERPA rights for a dual enrolled student begin the day the student is first admitted and enrolled in a class at Kalamazoo Valley (regardless of age). FERPA rights do not apply to prospects or students who have been admitted but have not

enrolled at Kalamazoo Valley. Under these rules, parent/guardians may attend a student's orientation and initial academic counseling session. Kalamazoo Valley instructors will only communicate with the students. Students should check their Kalamazoo Valley email account daily for important messages from instructors. Consequently, it is the student's responsibility, not the parent/guardian, to consult with the instructor regarding assignments, tests, and grades.

### **INCLEMENT WEATHER**

**Students follow KVCC, NOT local high school, weather related closures.** Listen to local news outlets for information about campus closures. The KVCC website provides information on how to receive campus closure notifications.

### **KVCC COMMUNICATION**

Due to FERPA, KVCC instructors will communicate student progress only to the student. Postsecondary instructors do not initiate communication with parents or other third parties such as school counselors, principals, etc. Parents, counselors, and principals should call Nora Hafez at 250-9309 with any questions. Students are asked to complete an authorization for release form to release limited information to an organization or individual (i.e. parent). The form can be found in this packet.

### **OFFICE OF STUDENT ACCESS**

As a new college student, you will be responsible for advocating for yourself to access special services and college resources that may be needed to be successful at KVCC. Neither your high school, nor your parents, can initiate this communication for you. **The Office of Student Access**, located in room 9300 (Texas Township Campus), brings together campus services to help students navigate through the college experience. From academic and career counseling to tutoring, mentoring and more than 20 different clubs and activities, the Student Success Center has something for everyone. Individualized Education Plan (IEP) and 504 plans are not applicable at the college level; however other services may still be available. Students currently eligible for accommodation and services in high school must register with Kalamazoo Valley's Office for Student Access in Room 2220 on the Texas Township Campus to receive academic support in college-level courses. For more information, call 269-488-4397, TTD 269-488-4358.

### **TEXTBOOKS**

EFA will purchase the required textbook(s) and loan them out for student use. All textbooks, not purchased by students, are to be returned to the instructor on the last day of each semester in useable condition. Students are liable for lost or unusable textbooks. High schools will be notified to place a HOLD on diplomas until any liability is cleared. If you need to replace a textbook, used textbooks, deemed as in reasonable condition, by EFA, are acceptable, provided the textbook is the same publisher's edition issued to you.

### **TRANSCRIPTS, GRADES and CREDITS**

Students have the option of earning both high school and college credit for successfully passing dual enrolled courses. Local high schools set the number of high school credits awarded for each class. For each course, the KVCC transcript grade will be reported to the high school at the end of the corresponding KVCC semester.

**IMPORTANT: It is extremely important to take your dual enrolled course seriously. CTE dual enrolled course grade(s) will go on your official college transcript! If you do not pass according to the scale below, you are not eligible to continue for the next course in the sequence.**

<b>Grading Scale</b>						
100-94% = 4.0	93-88% = 3.5	87-82% = 3.0	81-76% = 2.5	75-70% = 2.0	69-65% = 1.5	64-60% = 1.0

### **CHANGING OR DROPPING AN CTE DUAL ENROLLED COURSE**

Dual enrolled EFA students are enrolled in their program through high school and through KVCC. To register, withdraw, or DROP a course, a student needs to communicate enrollment change with the high school AND KVCC Admissions, Registration and Records Office (My Valley Account on the KVCC website).

***A student who does not properly drop or withdrawal from KVCC will have a failing grade of 0.00 entered on his/her permanent college record.***

## **TUITION and CLASS FEES**

EFA covers tuition and class fees associated with enrollment in this program. If you receive communication from KVCC that your tuition and/or fees are due, please contact Sose Klein, Registrar, in the CTE office at [sose.klein@kresa.org](mailto:sose.klein@kresa.org). **If you decide not to enroll in this program at any time, immediately notify your high school and EFA. You will need to drop the college course correctly through KVCC.**

**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 position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Executive Director of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

LEAVE AS BLANK SHEET

**Turn in this page at orientation or by June 1, 2025 to Sose Klein at [Sose.klein@kresa.org](mailto:Sose.klein@kresa.org).**

I received a copy of the CTE/EFA Dual Enrollment Guidelines and reviewed them. By signing below, I acknowledge understanding the requirements for successful completion of this program. **I understand if I do not pass each sequential course with a grade of a 2.0, I will not be eligible to continue in the EFA program.**

Student name (printed): \_\_\_\_\_

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

**By signing below, I acknowledge understanding the requirements for successful completion of this program.**

Parental/Legal Guardian name (printed): \_\_\_\_\_

Parental/Legal Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Summer Contact Information (please print legibly)**

**KVCC** email: \_\_\_\_\_ @mail.kvcc.edu Valley #: **V00** \_\_\_\_\_

(Plan to check this on a regular basis, beginning with your acceptance. KVCC & CTE will communicate with you through this email.)

Student Cell Number: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**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 position at Kalamazoo RESA has been designated to handle inquiries regarding the nondiscrimination policy: Executive Director of Human Resources. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.

LEAVE AS BLANK SHEET



## Authorization for Release of Information High School Dual Enrollment

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of eligible students' education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Directory Information, including a student's name, address, telephone numbers, date of birth, enrollment status, enrollment dates, major and degrees earned, may be shared without consent unless the student has placed a confidential hold on their records.

Kalamazoo Valley Community College will not release information, other than directory information, without an Authorization for Release of Information signed by the student, unless it is expressly allowed within the act. Even with this authorization, Kalamazoo Valley is not required to release any information. Upon request of the designated individual or organization, Kalamazoo Valley will use discretion when determining what information may be released.

Information will only be released to authorized parents or individuals in person with photo ID or by written request. Based on established relationships and allowances within FERPA, communication with high school personnel and college coordinators will occur via their identified contact methods or address. Only the most recently signed authorization will be honored. Your authorization will remain effective for the dates you specify up to a maximum of one year or until you submit a written request to terminate this release authorization.

Student's Identification		
Name: _____	_____	_____
First	Middle Initial	Last
Valley Number: <u>  V  </u>	If Valley Number is unknown, provide your birth date: _____	
Reason for Disclosure		
<input checked="" type="checkbox"/> Participation in the Postsecondary Enrollment Options Act (PSEO)		
Information to be Released		
<input checked="" type="checkbox"/> All Educational Records (including, but not limited to, the items listed below)		
Or, specify individual records: (check all that apply)		
<b>Enrollment</b>	<b>Grades</b>	<b>Financial</b>
<input type="checkbox"/> Class Schedule	<input type="checkbox"/> Grade Point Average (GPA)	<input type="checkbox"/> Tuition, fees, payment and refunds
<input type="checkbox"/> Number of credit hours enrolled in	<input type="checkbox"/> Grades	<input type="checkbox"/> Tuition Bill (includes class schedule)
<input type="checkbox"/> Program of Study Plan	<input type="checkbox"/> Unofficial Transcript	
<input type="checkbox"/> Other: _____		
Effective Dates of Authorization		
<input checked="" type="checkbox"/> Valid for one academic year beginning June 1, 2025 and ending with reporting PSEO participation to the State June 30 the following year.		
<input type="checkbox"/> Valid from this date: _____	to this date: _____	
Note: The period cannot exceed one year.		
Student's Authorization		
I authorize Kalamazoo Valley Community College to release the specified information to the individual or organization identified. This release remains in effect for the period defined above or until I provide a signed termination letter to the Kalamazoo Valley Admissions, Registration and Records office prior to that expiration date.		
Signature: _____	Date: _____	

Please indicate on the back of this form to whom the information can be released.

Rev. 5/13/2025

## High School Authorization

Authorization allows KVCC faculty and staff to communicate with your high school principal, counselor or business/finance office representatives to provide appropriate support services, program evaluation, and grade reporting requirements. E-mail addresses are provided solely for the exchange of information that does not contain personally identifiable information from your education record, unless the message is encrypted or the confidential information is in a secured attachment.

### Kalamazoo County Schools:

- Climax-Scotts High School  
Ph: 269-746-2300  
@cssschools.net
- Comstock High School  
Ph: 269-250-8700  
@comstockps.org
- Galesburg-Augusta High School  
Ph: 269-484-2010  
@gacsnet.org
- Gull Lake Community Schools  
Ph: 269-548-3500  
@gulllakecs.org

### Van Buren County Schools:

- Bangor High School  
269-427-6844  
@bangorvikings.org
- Bloomingdale High School  
269-521-3917  
@bdalecards.org
- Covert High School  
269-764-3700  
@covertps.org
- Decatur High School  
269-423-6853  
@raiderpride.org

- Loy Norrix High School  
Ph: 269-337-0200  
@kalamazoopublicschools.net
- Kalamazoo Central High School  
Ph: 269-337-0300  
@kalamazoopublicschools.net
- Parchment High School  
269-488-1100  
@parchment.k12.mi.us
- Portage Central High School  
269-323-5200  
@portageps.org

- Gobles High School  
269-628-9347  
@gobles.org
- Hartford High School  
269-621-7000  
@hpsmi.org
- Lawrence High School  
269-674-8232  
@lawrencetigers.com
- Lawton High School  
269-624-7806  
@lawtoncs.org

- Portage Northern High School  
269-323-5400  
@portageps.org
- Schoolcraft High School  
269-488-7350  
@schoolcraftschools.org
- Vicksburg High School  
269-321-1100  
@vicksburgschools.org

- Mattawan High School  
269-668-3361  
@mattawanschools.org
- Paw Paw High School  
269-415-5611  
@ppps.org
- South Haven High School  
269-637-0507  
@shps.org

Other: \_\_\_\_\_

Ph: \_\_\_\_\_

E-mail: \_\_\_\_\_

## PSEO College Coordinators

Authorization allows Kalamazoo Valley faculty and staff, school district representatives who coordinate with the high schools, and the high schools to exchange information and communicate with each other to provide appropriate support services and program evaluation.

- Kalamazoo Regional Educational Service Agency (KRESA) Ph: 269-443-7500 E-mail: @kresa.org
- Van Buren Intermediate School District (VBISD) Ph: 269-674-8001 E-mail: @vbisd.org
- Other: \_\_\_\_\_ Ph: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Parent or Individual Being Authorized

- Parent's name(s) \_\_\_\_\_  
FERPA permits Kalamazoo Valley to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes.
  - I certify that my parent(s) claim me as a dependent for federal income tax purposes.
  - I am authorizing my parent(s) even though I am not a dependent for tax purposes, or I do not know if I am.
- Individual's name \_\_\_\_\_  
Relationship: \_\_\_\_\_

Admissions, Registration and Records Office, Room 9140  
6767 West O Ave, PO Box 4070, Kalamazoo, MI 49003-4070  
Phone: 269-488-4281, Fax: 269-488-4161, arr@kvcc.edu