

## **Westford Academy Expectations for a Dual Enrollment (DE) Student**

After reviewing the document below in its entirety, please sign and return to your counselor.

Student name \_\_\_\_\_ ID \_\_\_\_\_

School year \_\_\_\_\_ Counselor \_\_\_\_\_ Today's Date \_\_\_\_\_

### **Dual Enrollment courses are well suited for high school students who:**

- Want to take the general education courses that are required by most colleges and universities.
- Are seeking opportunities to take classes not offered at WA.
- Want to save money on college tuition costs. Middlesex offers Massachusetts dual enrollment students a reduced tuition rate. The rate for the 23-24 school year is \$126/credit. DE students are not eligible for financial aid but if you are experiencing financial hardship, please see your school counselor.

### **General guidelines:**

1. Full-time dual enrollment is for WA **juniors and seniors only**.
2. Students can enroll in either one Dual Enrollment course not offered at WA or be a full-time Dual Enrollment student enrolling in a full course load through MCC. One semester based DE course is equal to 5 WA credits. A full course load is the enrollment of the equivalent of 32.5 credits for juniors and 30 credits for seniors. Our recommendation is at least three MCC classes each semester for full-time enrollment.
3. Students are expected to attend and participate in Dual Enrollment courses as fully as you would attend and participate in a course at Westford Academy. Students are responsible for their own transportation to and from MCC.
4. If a student is taking English and Math through Dual Enrollment, they must register for those classes during the fall semester.
5. Mini (or accelerated) session courses aren't comparable to a full semester and are NOT the equivalent of a five credit class at Westford Academy. Therefore they are considered enrichment and won't receive Westford Academy credit.
6. The student is responsible for providing their WA school counselor with a progress report/grade update in early November (first semester) and beginning of March (second semester). A meeting may be necessary to discuss progress for any course grade that is a C or below.
7. Failing to maintain a minimum of 2.0 GPA will result in being found ineligible to continue with the Dual Enrollment program (per Middlesex Community College).
8. WA doesn't have an open campus therefore a full-time DE student cannot be at Westford Academy during school hours unless they have an appointment with their school counselor or dean. Students are allowed to participate in after school co-curricular activities at WA!

9. For the 2023-2024 school year, WA will add DE courses to your transcript and AP weight\* will be awarded. Colleges often recalculate GPA and have varying policies for awarding GPA weight for DE courses.

\*The weight of DE courses is subject to change during the 2024-2025 school year.

### **Expectations for participation in taking a college-level class:**

- Dual enrollment students are responsible for their academic success. This includes, but is not limited to, attending and being on time for class, participating in class discussions, completing assigned reading and submitting assignments on time.
- Dual enrollment students should plan on spending 2.5 hours outside of class for every hour spent in class. So a student can plan to devote about 10 hours a week for each 3 credit class.
- Read the syllabus carefully
- Stay up-to-date with assignments
- Check your college email daily as professors will not be emailing your parent/guardian/caregiver or your counselor with information
- DE students are expected to adhere to the academic integrity guidelines of WA and MCC.
- Read the instructor's feedback on all assignments and ask questions when you don't understand something.
- Utilize the college's resources when you need help (writing center, tutoring center, math center, etc)
- Utilize additional resources that are available to DE students:
  - [Disability Support Services](#) - Visit this web page to learn about support services for students and to begin the intake process
  - [Student Engagement](#) - Dual Enrollment students are encouraged to participate in many clubs and organizations!
  - [Honors Program Opportunities](#) - The Commonwealth Honors Program is a state-wide Honors program that offers students the opportunity to study at a more advanced level.
- At Week 7, email your WA school counselor a screenshot from Blackboard with your current grade.

### **Seniors only:**

- If course grade(s) are in the D range or below, my WA School Counselor will be required to send a "Senior in Danger of Not Graduating" letter to my parent/guardian/caregiver.
- Any senior who is deemed to be making insufficient progress in Dual Enrollment classes at the November meeting will be required to return to Westford Academy as a full-time student and will enroll in a minimum of 30 credits at WA in order to make satisfactory progress towards timely completion of graduation credits. Seniors in this situation must withdraw from classes at Middlesex.
- If applying to four year colleges, students must remain in regular and consistent communication with WA School Counselors to ensure timely processing of school records.

### **Steps for enrollment:**

1. Discuss your plans and review the application materials with your school counselor.  
[The Dual Enrollment Fact Sheet](#) is a helpful guide when starting this process.
2. Attend a [Dual Enrollment Information Session](#)

3. Fill out the following documents. You will need signatures from your school counselor and Director of School Counseling:
  - [Dual Enrollment Application](#)
  - [English Multiple Measures Form](#) and [Math Multiple Measures Form](#) - this will determine your eligibility for college-level courses
  - [Dual Enrollment Registration Form](#)
4. Submit your high school transcript
5. Submit your materials to [DualEnrollment@middlesex.mass.edu](mailto:DualEnrollment@middlesex.mass.edu) or by mailing them to:  
  
Middlesex Community College  
Enrollment Management Center  
33 Kearney Square  
Lowell, MA 01852
6. Register for your classes. You will have a meeting with an admissions counselor who can assist you with course selection.
7. Bring your MCC schedule to your WA school counselor so PowerSchool can be updated.

**What should you do to prepare yourself before the class begins?**

- Log into the necessary tools to familiarize yourself (Email, Blackboard, etc)
- Buy your textbook
- Save your username and password somewhere safe
- Email/call the college's TechSupport helpline with any troubles logging into systems

***Please sign and return this form to your school counselor at least 1 week prior to the first day of class.***

I, \_\_\_\_\_, have read the expectations of taking Dual Enrollment course(s) and understand what I need to do to be successful. I understand that if I do not email my school counselor my grades by Week 7, my parents/guardian/caregiver will be notified.

\_\_\_\_\_ (Student Signature)

I, \_\_\_\_\_, have read and understand the expectations of my student.

\_\_\_\_\_ (Parent/Guardian/Caregiver Signature)