

DUAL ENROLLMENT STUDENT GUIDE

2022-2023

FERRIS STATE
UNIVERSITY

OFFICE OF TRANSFER
AND SECONDARY SCHOOL
PARTNERSHIPS

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FSU Office of Transfer and Secondary School Partnerships

Purpose

The purpose of the Office of Transfer and Secondary School Partnerships is to promote, support, and complement the academic mission of the institution by working collaboratively with local schools, career and technical education centers, community colleges, universities, students, faculty, and staff. The Office of Transfer and Secondary School Partnerships and its partners create and extend transfer services and student learning opportunities outside the classroom.

Contact Information

Email: ferrisnow@ferris.edu

Website: www.ferris.edu/ferrisnow

Deedee Stakley
Director
Ferris State University
Office of Transfer and Secondary School Partnerships
901 South Street, STR 313
Big Rapids, MI 49307
Phone: 231-591-5983
Email: ferrisnow@ferris.edu

Benefits of Dual Enrollment

- The credit students earn through dual enrollment may help them to complete their college degree sooner.
- Taking dual enrollment classes can save students money on college tuition.
- Students have an opportunity to take classes that may not be available in their high schools.
- College courses provide students with additional academic challenges beyond the high school level.
- By taking college classes through dual enrollment, students may have more options when they get to college to pursue an additional major or minor, or participate in internships and study abroad.
- Students are able to develop college-level skills such as studying, critical thinking, research, and writing.
- Students have access to all of the same resources a traditional Ferris student has including: MyFSU, a Ferris State email account, and the Ferris Library for Information, Technology, and Education (FLITE).
- Students can request Bulldog ID.

Expectations of Dual Enrollment Students

- Use your FSU e-mail account for all dual enrollment correspondence.
- Give your high school and/or parent(s)/guardian(s) authorized access to disclose information by completing the FERPA authorization found in your MyFSU account.
- Login and complete the Dual Enrollment Orientation located in MyFSU.
- Adhere to Ferris State University policies and procedures as well as faculty/course guidelines and expectations.
- Communicate with your professor, arrive on-time to class and complete all assignments by the established due dates.
- Be respectful of your classmates and professor.
- Stay up to date by logging into MyFSU and when applicable, Canvas, daily.

Student Eligibility

NOTE: Participation in Ferris State's Dual Enrollment Program does not guarantee admission to Ferris State following a student's high school graduation. Students must meet the FSU admissions criteria.

All Dual Enrolled Students

All high school students participating in a dual enrollment program offered through FerrisNow must meet the following criteria:

- Have a 2.50 overall high school GPA.
- Meet the required assessment scores as established by the Michigan Department of Education (MDE) and their respective high school and meet program or course prerequisites when applicable.
- Have approval from the high school counselor, principal, or other authorized high school representative.
- Earn a "C" or higher in each college course to enroll in dual enrollment at Ferris the next semester.

Student Application Process

- Students must complete the Ferris Dual Enrollment Application at www.Ferris.edu/FerrisNow by the established deadline.
- Students must watch for an email that their account was created and to follow the link to complete their application.

Requirement for Continued Enrollment

Students must complete a new application for dual enrollment prior to the start of each fall semester.

Students must maintain a 2.00 college and high school GPA to continue in a dual enrollment program.

Dual Enrollment Admissions Appeals

Appeals regarding admission to and/or continued enrollment in the Dual Enrollment program may be sent to the Office of Transfer and Secondary School Partnerships at the following address:

Office of Transfer and Secondary School Partnerships
Attn: Deedee Stakley, Director
FerrisNow@ferris.edu

Registration Process

To Register for Classes

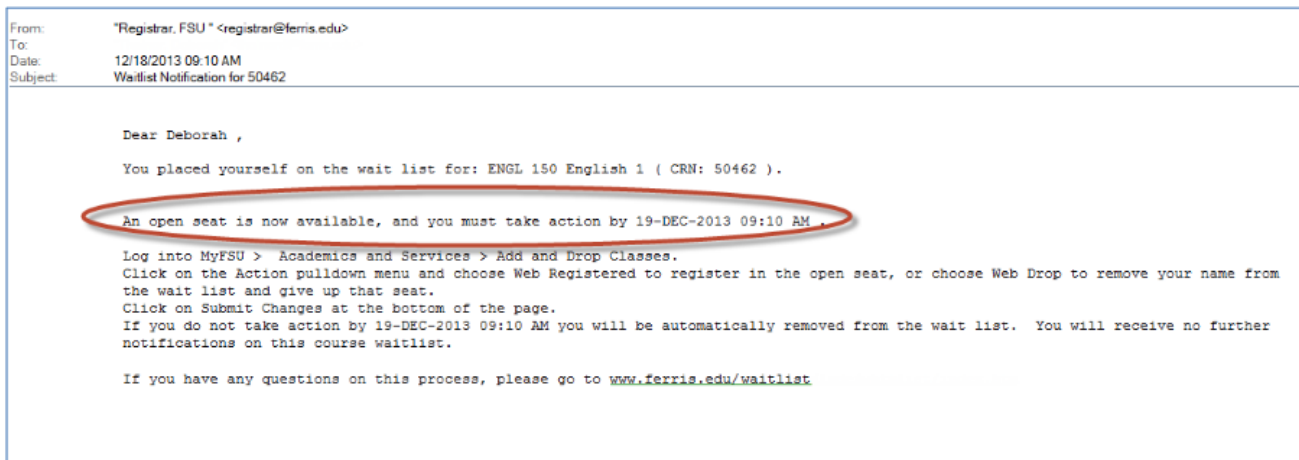
Students should work with their high school counselor to choose courses for dual enrollment and determine eligibility to participate.

Advising Holds

All dual enrollment students have a Registration-Advising Hold placed on their accounts. This hold prevents students from registering, dropping or withdrawing from classes. If a student wishes to make a change to his/her course schedule, he/she must contact his/her high school guidance office. The high school will send the schedule change request to the Office of Transfer and Secondary School Partnerships.

Waitlist

Occasionally a dual enrollment student may want to enroll in a course section that is currently full. The Office of Transfer and Secondary School Partnerships will place that student on the course waitlist. The student will be notified through his/her FSU email account once the class enrollment drops below the enrollment cap. The open seat will be offered to the first person on the waitlist. Once the student has been notified, he/she must register for the course **within 24 hours from the time the email notification was sent**. The content of the email will be similar to this:



Notice that the email indicates the date and time by which the student must take action or lose their offered seat in the class.

To register for the open seat the student must:

1. Log-in to MyFSU.
2. Click on the “**My Registration**” quick link under the student tab.
3. Click on **Add or Drop Classes**.
4. For your waitlisted class, use the Action pull-down and choose **Web Registered**.

Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options in the Action column. Registration activity will be suspended at 5:00 PM on the business day before the semester begins (and of late is suspended at 5:00 PM (fourth day of the semester)).

Students should review their account balance and ensure payment/sufficient financial aid is in place to avoid fees.

WARNING: Dropping below a credit hour may negatively impact the amount of financial aid you receive.

[Click here to order your books from your college bookstore.](#)

Current Schedule

Class	Action	CRN	Sec	Sec Level	Credit	Grade Mode	Title
all listed on Oct 15, 2013 11:00 am		10812	8196	290	1.0	Undergraduate	0.000 Standard Letter Gr
	Web Registered						

all Credit Hours: 0.000
Reg Hours: 0.000
Minimum Hours: 0.000
Maximum Hours: 15.000
date: Oct 15, 2013 10:14 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

5. Click on **Submit Changes**. You will then see the course listed as a registered course.
 - Once the student is registered for the waitlisted course, he/she *must* notify his/her high school counselor and send an email to FerrisNow@ferris.edu stating that they are registered for the class they were waitlisted for.
 - Students may add their name to multiple waitlists for a course through the Office of Transfer and Secondary School Partnerships, provided they meet all registration requirements, course prerequisites and have no time conflicts or other registration conflicts.
 - Students are encouraged to check their Ferris State email frequently if they are on a waitlist.
 - Ferris email can be forwarded to another email account. Directions can be found at http://www.ferris.edu/HTMLS/mytechsupport/sts_icconnect/mail/AccessEmail-iPhoneiPadAndroid.htm.

Class Schedule Changes

A student wishing to make a change to his/her FSU dual enrollment schedule must have his/her request submitted by the high school guidance counselor or the secondary administrator responsible for dual enrollment. Requests for schedule changes should be emailed to FerrisNow@ferris.edu.

Add/Drop Period

Once classes start, dual enrollment students may adjust their schedules during the first four days of the term. Students are not permitted to register for classes following the drop/add period.

Withdrawal/Withdrawal Fail

Dual enrollment students wishing to withdraw from a Ferris State course following the drop/add period must have their high school submit a schedule change request to FerrisNow@ferris.edu prior to the last day to withdraw and receive a “W.” Withdraw requests made after the last date to withdraw will be recorded as a “WF” (Withdrawal Failing) on the student’s transcripts. The withdrawal/withdrawal fail dates will be provided to the high school to share with students. These dates may vary depending on which dual enrollment option the student is participating in during the semester.

Drop/Withdrawal Policy and Process

- Consult with your high school counselor if you wish to drop a class as a dropped class may have a negative impact on your college GPA and high school graduation requirements.

- A grade of “W” is issued when no more than 63% of a student’s class(es) has been completed. This grade is not computed in to a student’s cumulative GPA.
- A grade of “WF” is issued when 63% or more of a student’s class(es) have been completed. This grade has a grade point value of zero (0.00) and is used when computing the GPA.
- Withdrawing from college classes can have an impact on your financial aid eligibility after high school.

Attending Class

- Being a dual enrollment student through the FerrisNow Program means that you are enrolled in a college course that has college expectations. Whether your college course is located on the Ferris campus, online or in your high school or career and technical education center, the expectations are the same.
- Be sure to attend class and adhere to the professor and university requirements.
- It is your responsibility to attend class and complete the required assignments and tests by the established deadlines.
- Attendance requirements are developed by the professor and may vary depending on the course.
- The professor determines consequences for absences from their class.
- You are expected to attend all of your Ferris classes when they are scheduled to meet.
- For college classes on the Ferris campus or offered online, your high school calendar and Ferris calendar may not match. If there is a scheduled break or a snow day for your high school, you must still attend your Ferris State class. Any requests to not attend a college course must be approved by the professor.

Assignments

Late assignments are generally not accepted by college professors. Consult your Ferris course syllabus for your instructor’s policy.

Classroom etiquette

- Take responsibility for your education. Whether you learn or not depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course.
- Arrive on time. Coming to class late is a distraction for other students and your professor. Tardiness communicates lack of interest and lack of dependability.
- Come to class prepared. Make sure to bring pencils, pens, a notebook, textbooks, and any other required materials.
- Be respectful of your fellow students.
- Ask appropriate questions and keep them related to the classroom discussion.
- Practice common courtesy. Disruptions such as talking and texting are not welcome in class. Cell phones should be turned off.
- Respect all opinions. Others may have different ideas and opinions from yours, they may ask questions that you perceive to be “stupid,” but they deserve the same level of respect from you as you wish from them.
- Respect your professor.
- If you are struggling with your coursework, seek assistance from your professor and/or Ferris State’s Academic Support Center.

Syllabus

- Read your course syllabus. It contains essential information about course expectations, key dates, class attendance, projects, and grading.
- Keep your syllabus (and all your exams, papers, reports, and other assignments) after the course has ended. If you attend a college other than Ferris State University, having the syllabi from the classes you took through dual enrollment may help you to secure recognition.

- Policies for each class are set within the faculty member's syllabus.
- Be sure you understand what is expected of you for each class. If you don't understand, ask questions!

Academic Honesty

The University encourages a mature attitude toward learning and sound academic morale, and discourages illegitimate aids in examinations, laboratory work and homework assignments. Cheating, plagiarism and other forms of academic dishonesty including the acquisition, without permission, of tests and other academic material belonging to a member of the University community, and the sale and/or distribution of such material are in violation of University policy and subject to disciplinary action.

- **"Cheating"** includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
- **"Plagiarism"** includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- A student who has been found to be in violation of academic misconduct may receive a failing grade in the course and any of the disciplinary sanctions outlined in the Board of Trustees policy of student responsibilities, including suspension or dismissal from the University.

Disability Services

Educational Counseling and Disabilities Services (ECDS) is committed to promoting student access and success. They facilitate access to students with disabilities by determining reasonable accommodations and working with campus partners to create an inclusive environment.

Educational counselors empower students to adopt healthy habits that lead to success. Counselors may also work with students to find a career path that works for them.

ECDS is open for virtual appointments with students. In-person appointments are available by request.

Students with a documented disability (physical, learning, mental, emotional) requiring a classroom accommodation should contact the Ferris State University Educational Counseling and Disabilities Services Office.

FSU Educational Counseling and Disability Services

Arts, Sciences and Education Commons (ASC) 1017

ECDS@Ferris.edu

Phone: (231) 591-3057

Fax: (231) 591-3939

Website: www.ferris.edu/ecds

Dual Enrollment Orientation

Dual enrolling in college courses while still in high school is a great way for students to expand their interests and experiences while earning credits that may help them complete their college degrees sooner.

To help students prepare for the dual enrollment experience, students are expected to login to their MyFSU account and complete the Dual Enrollment Orientation.

Family Education Rights and Privacy Act (FERPA)

FERPA stands for the Family Education Rights and Privacy Act and provides for the confidentiality of student education records. Ferris State may not disclose student information about students nor permit others to view their records without permission. Dual Enrollment students are required to complete the “FERPA Authorization to Disclose Information” form that is located in their MyFSU account. For instance, a student may want to indicate their parents or guardians as individuals that we can share information with.

Below is what student’s need to do to complete the form:

"To complete your FERPA form, simply log into MyFSU with your username and password. Using the top navigation tabs, click ‘Student’, followed by the ‘MyRecords’ icon. On the left side, you will click ‘FERPA Authorization to Release Information’ below the ‘MyInfo’ heading. From there you may add or remove FERPA authorizations.”

Grading system

- All credits offered are expressed in term hours. One semester hour of credit is granted for the successful completion of one hour per week of lecture, or two or more hours per week of laboratory training, for the period of fifteen weeks.
- At the end of each semester, faculty members are required to submit final course grades. Students may access their grades by using MyFSU. Official grades are available starting the Tuesday following exam week starting at 8:00 a.m.
- Students requiring a printed copy of their grades, can obtain it by using MyFSU.
- The following grading system and grade point values are used for all courses at Ferris State University:

A (4.0)	A- (3.7)	
B+ (3.3)	B (3.0)	(2.7)
C+ (2.3)	C (2.0)	(1.7)
D+ (1.3)	D (1.0)	(0.7)
F (0.0)		

- Grades of CR (Credit), NC (No Credit), AU (Audit), I (Incomplete), IP (In Progress), W (Withdrawal), and AW (Administrative Withdrawal) are not considered in computing grade point averages.
- Grades of WF (Withdrawal Failing) or AWF (Administrative Withdrawal Failing) are computed as a grade point value of (0.0).

It is important for you to perform well in your dual enrollment classes as these courses will go on your permanent college transcript. Should you do poorly in a class, it could affect your financial aid eligibility when you apply to college as a full-time university student. If you are having difficulties in a class, speak to the professor. If you feel you need to drop a class, consult with your high school guidance counselor or principal.

Student Resources

The following resources are available at no cost to Ferris dual enrollment students.

- Academic Support Center
 - Tutoring Center: <http://www.ferris.edu/HTMLS/colleges/university/ASC/tutoring.htm>
 - Writing Center: <http://www.ferris.edu/writingcenter/>
- Computer Labs:
http://www.ferris.edu/HTMLS/mytechsupport/sts_ iconnect/computer_labs/index.htm
- Ferris Library for Information, Technology, and Education (FLITE): www.ferris.edu/library
- MyFSU: <http://myfsu.ferris.edu/cp/home/loginf>

- Technology Assistance Center (TAC): www.ferris.edu/techsupport

Textbooks

Please work with your high school or career and technical education center to ensure that you have the required textbooks for your college courses.

Tuition

- Students should discuss tuition and course related expenses with their school district to determine if there is any expected student/parent or guardian contributions.
- Students admitted under dual enrollment are not eligible to receive financial aid from the University while they are still in high school.
- Tuition rates are subject to change. Please note there is an additional fee per credit hour for online courses.

University Status

Participation in a dual enrollment course establishes your Ferris State University transcript, which is a permanent record maintained by the University's Registrar. Your transcript may be forwarded to other institutions at your request if all financial obligations to FSU have been met.

Using MyFSU

- You will receive information about accessing MyFSU in your acceptance email.
- You can view your email, course schedule, grades, and unofficial transcripts through MyFSU.

Student Conduct

As a dual enrollment student at Ferris State University, you are held to the same code of conduct as a traditional university student. The complete "Code of Student Community Standards" may be downloaded from the FSU Student Affairs website at <http://www.ferris.edu/HTMLS/administration/studentaffairs/>.

Your commitment to being a student at Ferris State University begins with an understanding of and appreciation for the Core Values of the institution which are:

Collaboration	Ethical Community	Learning
Diversity	Excellence	Opportunity

Embodied in the University's Core Values are certain expectations of you as a member of our learning community, including, but not limited to, the following:

As a Ferris State University student, you will be an active learner.

- It is expected that you attend class. Appropriate class attendance includes being on time, coming prepared and being attentive.
- It is expected that you study. Studying is an intentional, deliberate act requiring hard work. This includes seeking out the various resources designed to help you be academically successful.
- It is expected that you will treat your professors and fellow classmates with courtesy and respect.
- It is expected that you will be ethical in your scholarship and will practice academic integrity. This includes properly crediting others for their ideas that you may find useful.

As a Ferris State University student, you will be an ethical member of the University community.

- It is expected that you respect the rights and property of others, recognizing that this includes the larger community of Big Rapids.
- It is expected that you respect the rights and property of others, recognizing that this includes the larger community of Big Rapids.
- It is expected that you will discourage bigotry and strive to learn from differences in people, opinions and ideas.
- It is expected that you abide by the Student Code of Community Standards and the laws of the State of Michigan.

- It is expected that you involve yourself in leadership, service and/or personal development opportunities outside of the classroom as part of your comprehensive educational experience.

College After High School

Applying to FSU

- If you plan to attend Ferris State University after high school, there is no need to request transcripts as your dual enrollment classes are already listed on your official Ferris State transcript.
- You may complete the free online application to Ferris State at www.ferris.edu/apply. Students are also required to submit their high school transcripts and ACT and/or SAT scores.

Transferring to another institution

- If you plan to attend a college or university other than Ferris State after high school, you will need to have your FSU transcript sent to that institution in order to receive credit.
- You can request your official transcripts to be sent to another institution at this link: <http://www.ferris.edu/admissions/registrar/transcriptRequest.htm>

Non-Discrimination Statement

Ferris State University does not discriminate on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations in education, employment, housing, public services, or other University operations, including, but not limited to, admissions, programs, activities, hiring, promotion, discharge, compensation, fringe benefits, job training, classification, referral, or retention. Retaliation against any person making a charge, filing a legitimate complaint, testifying, or participating in any discrimination investigation or proceeding is prohibited.

Students with disabilities requiring assistance or accommodation may contact Educational Counseling & Disabilities Services at (231) 591-3057 in Big Rapids, or the Director of Counseling, Disability & Tutoring Services for Kendall College of Art and Design at (616) 451-2787 ext. 1136 in Grand Rapids. Employees and other members of the University community with disabilities requiring assistance or accommodation may contact the Human Resources Department, 420 Oak St., Big Rapids, MI 49307 or call (231) 591-2150.

Inquiries or complaints of discrimination may be addressed to the Director of Equal Opportunity, 120 East Cedar St., Big Rapids, MI 49307 or by telephone at (231) 591-2152; or Title IX Coordinator, 805 Campus Dr., Big Rapids, MI 49307, or by telephone at (231) 591-2088. On the KCAD Grand Rapids campus, contact the Title IX Deputy Coordinator, 17 Fountain St., Grand Rapids, MI, (616) 451-2787 ext. 1113.