



**Greenspire High School
Northwestern Michigan College
Early College Program
Student/Parent Handbook**



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Greetings, and Welcome to Greenspire - NMC Early College Program!

You are in for an exciting, enriching experience. You can expect to be challenged by your academic courses, encouraged by your high school and college instructors, and congratulated for your successes by everyone at Northwestern Michigan College and Greenspire High School.

Your commitment to the Greenspire - NMC Early College Program is key! Hard work and dedication, perseverance, and personal achievement are crucial to your success. Starting today, you are not only a high school student, but also a college student. You will be held to the standards of college-level work and will be accountable to your instructors, counselors, and family for your achievement.

As you begin your journey through the Early College Program you may feel uncertain about your college and career pathway, or you may know for certain exactly where you're headed in the future. Whatever your situation, remember that your high school counselors and teachers, your college academic advisors and instructors are here to help guide you and answer your questions about the many possibilities ahead. We are also here to support you in your journey, offering assistance and reassurance when you need it.

The Early College Program is an exciting opportunity for you to learn about the world, the community, and yourself in an environment of trust, respect, and integrity. During the course of your studies, you will work collaboratively with other students and faculty to pursue your passions while mastering the skills and knowledge necessary to be successful in the ever-changing and challenging 21st century.

Welcome to the Early College Program!



Now you're a Sturgeon



and



a Hawk Owl!

Greenspire - NMC Early College Student Handbook

What is the Greenspire / NMC Early College Program?

Greenspire - NMC Early College Program represents an extraordinary partnership, where Greenspire High School students (grades 10 – 13) attend high school on the traditional high school campus, and also engage in an exciting college curriculum taught by Northwestern Michigan College (NMC) teachers on the NMC campuses.

Like most Early College Programs, Greenspire seeks to bridge the gap between high school and college. To that end, we encourage the continued engagement with high school courses, co-curricular and extracurricular activities through senior year. Our goal is for each student to graduate after five years with a highly respected Greenspire high school diploma, and a valuable associate degree from Northwestern Michigan College.

Greenspire is committed to helping increase post secondary access and opportunities for all students.

Greenspire - NMC Early College Graduates will:

- Be confident, self-directed, and enthusiastic lifelong learners;
- Have the ability to express themselves clearly and self-confidently, both orally and in writing;
- Be able to think adventurously and tackle ambiguous problems with unclear solutions;
- Be able to seek out, and use responsibly, information from a variety of sources;
- Be able to cooperate with others, and to see the world as it may be seen by others;
- Take on thoughtful intellectual risks enthusiastically and appropriately;
- Be ready to navigate the world in civic life, higher education, and the workplace.

Early College = Success

A substantial amount of research has been done on the Early College Programs and High Schools in the United States. In sum, students who attend Early College:

- Experience a meaningful secondary and post-secondary educational program.
- Have dramatically higher college graduation rates than the general student population, and usually outperform traditional college students in college courses.
- Earn up to two years of transferable college credit and/or their Associate Degree while still in high school, thus ending up a year or more ahead of traditional high school students.
- Receive substantial assistance in overcoming the economic, academic and cultural barriers frequently encountered by traditional high school students in earning their college degrees.

Important Contacts

Greenspire High School

Main Office	(231) 421-5905, ext 2
Head of School	Erica Walsh, erica.walsh@greenspireschool.org
Counseling	Sarah Schaub, sarah.schaub@greenspireschool.org

NMC

Admissions Office	855-FIND NMC, admissions@nmc.edu
Rorie Kawula	(231) 995-1022, rkawula@nmc.edu
Advising Center	(231) 995-1040, advising@nmc.edu
Lindsey Dickinson	(231) 995-1037, ldickinson@nmc.edu
NMC Disability Support Services	(231) 995-1929, lbaumeler@nmc.edu

Family Educational Rights and Privacy Act (FERPA)

Because of the federal requirements governing the protection of student academic records, it is important that students know their rights and responsibilities when they are provided access to sensitive information. The Family Educational Rights and Privacy Act (FERPA) applies to all schools that receive funding from the Department of Education. Breach of FERPA enforcement could result in the revocation of all federally awarded financial aid funding. Therefore, compliance with FERPA requirements is stringently monitored and reported. Breach of institutional procedure could result in revocation of student access privileges or revocation of a computer account, depending upon the severity of the breach.

Upon reaching the age of 18 years, the right of ownership for one's decisions transfers from the parent to the student. (Northwestern Michigan College has determined any student who is attending receives the right of ownership even if they are under 18 years of age.) A student is defined as one who has been admitted to the college. Applicants for admission are not protected by FERPA until they enroll in classes and attend.

The College will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student. Each student, however, has the right to restrict the release of any or all of this information by submitting a written request to the Registrar's Office. Directory information includes:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities
- Enrollment status (full-time, three-quarter time, or part-time)
- Dates of attendance
- Degrees and awards received

Course Sequence Guide

The Greenspire - NMC Early College students will apply and work towards completing a Liberal Arts [Associate Degree in Science & Arts](#) (ASA) or [Engineering Technology - Marine Technology](#) (AAS) from NMC. The Liberal Arts ASA is flexible and designed for students who plan to transfer to a four year university to complete a Bachelor's Degree. The Greenspire Liberal Arts Early College Sample Course Sequence is used as a guide. Students will meet each semester with an NMC academic advisor to help them choose courses that meet their academic and career goals.

Academic Advising & Registration

Each semester, students will have an academic hold that will prevent them from registering at NMC until they complete the following:

1. Meet with their assigned NMC academic advisor (Lindsey Dickinson)
2. Follow up with their high school counselor
3. Submit an [Enrollment & Tuition Approval Form](#)
4. Receive an email from NMC that their courses have been approved by the high school
5. If you have a 504 or IEP, please contact NMC Disability Support Coordinator to discuss receiving accommodations in college courses at NMC. **Greenspire High School cannot provide accommodation information to NMC to protect student privacy under the Family Educational Rights and Privacy Act (FERPA).*
6. Students are encouraged to notify their NMC Instructors that they are dual-enrolled high school students. This is not to ask for concessions or special treatment, but simply to make the instructor aware that you may have schedule conflicts because they are enrolled in two schools.

Use of Campus Resources

Upon acceptance to the Early College program, Greenspire students also become students of Northwestern Michigan College. As such, students are encouraged to use [NMC resources](#) listed below.

- Academic support: NMC Tutoring, Writing & Reading Center, Math & Science Center
- Personal counseling support
- Academic & Career Advising
- Academic Success Coaching
- Library Services
- [Participation in appropriate student life activities and campus events](#)
- [Academic Calendar](#)

Appointments for many of these services can be made using My Success, from your NMC student website.

GREENSPIRE HIGH SCHOOL EARLY MIDDLE COLLEGE STANDARDS

- A student's cumulative GPA must be above 3.3 at Greenspire High School
- Families must provide their own transportation or use public transit to the NMC campus for in-person courses unless they are held at the University Center.
- Student NMC courses will only be paid for when taken during the GHS school year. (NMC Fall: August-December and Spring: January-May Semesters)
- GHS Students must pass their courses with a 1.0 or higher at NMC for The Greenspire District to pay for the course. If a GHS student does not pass the course with a 1.0 or higher, course payment defaults to the student's primary guardian/parent of record. *
- The Greenspire School is provided access to all NMC/GHS dual-enrolled student information and records. However, GHS will not monitor students during their NMC courses.
- Student is required to meet with their GHS counselor once per year and their NMC advisor/counselor once per semester (October and March) to review their status in the program and plan for the following semester
- EMC Students are required to attend EMC Council meetings on Fridays once a month

Grades and Academic Standing

Greenspire Early College Program expects its students to pursue and achieve academic excellence in all high school and college courses. NMC and high school courses will appear, with the grade and credit earned, on the student's official high school transcript. All college courses from NMC will appear, with the grade and credit earned, on the official college transcript. All students are required, as part of their continued admission to Greenspire - NMC Early College Program, to maintain a minimum semester grade point average of 2.0 or higher at both the high school and college combined.

While Greenspire High School is provided access to all NMC/GHS dual-enrolled student information and records. However, GHS does not monitor NMC course materials or assignment due dates so it is imperative that dual-enrolled students remain diligent with their calendar and time management.

High School Grading

The letter grades received from NMC courses will be reported on the high school transcript and unweighted in the high school GPA. Credit will also be awarded for all NMC courses earning a passing grade. Failed NMC courses will be reported as an "F" on the high school transcript with "0" credit. Refer to the credit and grade conversion charts below. Early College students are eligible for academic awards through the senior (12th grade) year. NMC grades will be used for the high school transcript.

NMC courses that are 5 or more credits = 1.0 Greenspire credit

NMC courses that are 4 or less credits = 0.5 Greenspire credit

College Grading

The following are standard grades at Northwestern Michigan College

4.0 - outstanding

3.5 - excellent

3.0 - good

2.5 - above average

2.0 - average

1.5 - below average

1.0 - deficient

0.0 - failed

S - satisfactory

U - unsatisfactory

I - incomplete

W - withdrawn

FA - failed to attend

AU – audit

"I" (incomplete) may be given at the discretion of the instructor if it is believed that the student has a valid reason for not having completed the course work and can fulfill the requirements of the course during the next semester. An incomplete not made up by the end of the next semester automatically becomes a 0.0. Incompletes may be extended one additional semester at the discretion of the instructor.

"W" (withdrawn) will be given to students who are officially withdrawn from their class after the drop/add period and before the last twenty-five percent of the session.

"FA" (failed to attend) may be given by an instructor if a student registered for a course but did not attend and did not officially drop.

Grade vs. Pass/Fail on High School Transcripts

All students have the option to have the grades they receive in their college courses appear on their high school transcripts as either CR/NC (Pass/Fail) or as a letter grade. **By default**, the grade will appear, unless a student fills out a form with their high school counselor and requests CR/NC prior to the first day of the course. Students who are potential NCAA athletes should not request CR/NC.

Greenspire - NMC Early College Program Student Class Failure Procedure

If a student receives a 0.0, fails to complete a course, stops attending and/or does not drop the course by the final drop date, this is considered a class failure or 0% completion. It is recommended at NMC and most institutions, when a student fails a course, to repeat the course for a better grade in order to be able to transfer the college credits. The student will retake the course and must receive at least a 2.0 or higher.

Failure, or final grade below 2.0, of any NMC course will necessitate a meeting with the high school counselor, an NMC advisor and a parent/guardian to discuss continuation of the Early College program.

Students will be exited from the Early College program if any of the following criteria are met:

- Grade below 2.0 in the first Early College course - EDU 100
- Grade below 2.0 in two or more NMC courses
- Not following the Greenspire or NMC student code of conduct

The high school is not responsible to pay for additional NMC classes until the student repays the cost of any failed course(s) to the high school.

*Note: A student may have future issues regarding eligibility for federal student aid and scholarships due to failed college courses, even as an Early College student.

Potential NCAA Athletes

Students who are potential division 1 or 2 athletes are advised to work closely with their high school counselor and NMC advisor to choose courses that will meet eligibility requirements. Careful consideration should be given to online courses and courses receiving CR/NC.

Attendance Guidelines

NMC Classes Taught on the High School Campus

If school is canceled due to inclement weather (i.e. snow days) at Greenspire, the NMC class taught on the high school campus will also be canceled. A make-up day for the class will be arranged during school hours with the instructor and students.

NMC Classes Taught at NMC

Class is only canceled if NMC is closed during the appointed class time or if the instructor cancels class independently. If Greenspire is closed due to inclement weather, students are expected to attend college classes. All missed work is the responsibility of the student and the student will be held to all college class attendance policies as set forth in the instructors' syllabus.

Conflicting Extracurricular Activities and NMC Classes

As a student in the Greenspire-NMC Early College Program, you have committed to making your college career a priority. This means committing to attend all class sessions because research shows a strong correlation between attendance and success. In the event that you must miss class, it is your responsibility to communicate with your NMC instructors. Your ability to make up the missed work or lost participation points will depend on individual instructor policies and procedures. Instructors do not "excuse" absences but are willing to work with students in the case of illness or family emergencies.

College Tuition and Fees

Greenspire High School will pay the full cost of tuition and fees at NMC for appropriate college coursework approved for that student by the school.

Greenspire may not pay for courses or require reimbursement of tuition and fees in the following circumstances:

- Additional or unapproved coursework, remedial coursework, or courses taken when Greenspire is not in session
- Students who drop or add college courses without approval from Greenspire
- Students who drop or withdraw from a course after the 100% deadline
- Students who fail courses, or do not attend courses regularly and fail as a result
- Students who do not meet with an NMC academic advisor and a Greenspire High School counselor prior to registering

Each semester a student is enrolled in NMC classes, he/she will need to submit an Enrollment & Tuition Approval Form. This form is completed before the student registers for classes for the semester and must be approved by the high school. This form is available online at:

<https://www.nmc.edu/admissions/high-school-services/dual-enrollment.html>

Textbooks & Supplies

The most reasonably priced textbook option will be paid for by the high school. In most cases, this will be a rental, digital or used textbook. Please see your high school counselor for assistance with textbook purchasing. Check your NMC email prior to each semester for information about how to access your textbook(s). A listing of prices for new, used, and rental textbooks as well as an online price comparison tool can be found at www.bookstore.nmc.edu

Fifth Year, Testing and Graduation

Fifth Year

All students are required to commit to attending the Greenspire / NMC Early College Program for an additional two semesters after the senior year (a 13th year).

Mandatory Testing

In order to satisfy the requirements for high school graduation, every student must take all state-mandated tests at the grade level mandated unless excluded under the guidelines established by the Michigan Department of Education. Additionally, students will take the Accuplacer placement test in May of the junior year.

Greenspire High School Diploma

Students and parents should carefully review Greenspire' graduation requirements for their planned year of graduation. The Michigan Merit Curriculum requires a specific number of credits in content areas of Math, ELA, Science, Social Studies, World Language, Visual Performing & Applied Arts, and Physical Education.

NMC Associate Degree

All Greenspire students must commit to the Liberal Arts and Sciences course sequence (60 credits) or the Engineering Technology - Marine Technology course sequence (67 credits) and strictly follow that course of study.

MEMCA Certification

Early College students who will earn between 15-59 credits at NMC, and complete the required career development and community service hours by the end of their 13th year, will receive a MEMCA Certificate. This allows the student to remain in the Early College program through the 13th year, with state paid tuition, and earn transferable college credits.

Student Email & Self-Service Accounts

All registered NMC students have an assigned college email account. It is the main source of official college communications. *Check your NMC email daily.* Computer labs are available throughout NMC for this purpose. Your email address for NMC will be: NMCID@mail.nmc.edu

NMC Self-Service (www.nmc.edu/students) provides access to student information through a web browser (Chrome, Firefox, Internet Explorer, etc.). Students can:

- register/drop/add courses
- view their schedule
- view their tuition and fees

- view holds
- look at and print **unofficial** transcripts
- Use MAP (My Academic Plan) to view degree requirements
- change their NMC Password
- view their semester grades
- print Enrollment Verifications that can be forwarded to a health insurer, housing provider, credit issuer, or other student services providers as proof of enrollment at NMC

Use of Electronic Devices

Students are welcome to bring laptops/Netbooks, smartphones and other devices to NMC, and to use them in an academically appropriate manner. However, they are only to be used during class with instructor permission, and students are expected to abide by Greenspire and NMC standards regarding appropriate technology usage.

Student Code of Conduct

Greenspire-NMC Early College Program students are expected to abide by the Student Code of Conduct of Greenspire High School and by [Northwestern Michigan College's Student Rights and Responsibilities](#).

Federal Application For Student Aid – FAFSA

Students in the Early College program are beginning their college transcripts, however they are not eligible for financial aid until they complete the program. The state pays for the college courses the student takes at NMC. When the student completes their 13th year, the student then becomes a traditional college student and can apply for the Free Application for Federal Student Aid (FAFSA). It is important to understand the grades and courses the student completes can affect the FAFSA, even though the student was not eligible prior to their application. If the student was taking college courses, and therefore has a college transcript record, this can affect their FAFSA eligibility. **Students should plan to complete FAFSA in October of their 13th year for use following completion of the Early College program.**

FAQs

What if I decide I don't want to continue with the Greenspire / NMC Early College Program in my 11th or 12th grade year?

If a student leaves the Greenspire / NMC Early College program, they still earn all the college credits up to that point, but can potentially jeopardize their ability to graduate from high school on-time with their class. A student can continue on as a dual enrolled student and take college courses, as long as they have not reached the 10 course maximum.

What is the difference between Dual Enrollment and Greenspire / NMC Early College Program?

Dual enrollment is for students who want to take college courses while in high school, but are not interested in completing a 13th year. Dual Enrolled students can take up to 10 college courses paid for by the state through the high school. Greenspire / NMC Early College Program is for students who are interested in completing a 13th year of high school in order to complete a program track of courses that lead to an associate degree, while also completing their high school diploma requirements.

Will all of my college courses transfer?

According to the Michigan Transfer Agreement (MTA), every Michigan college and university is required to accept 30 credits of general education courses from transfer institutions, such as NMC. Students who take courses which fall under the MTA will have these courses guaranteed to transfer, if they score a 2.0 or better. Courses taken through the Greenspire / NMC Early College Program are designed to transfer. Students should work closely with their NMC advisor to plan for transfer. More information regarding specific courses and transferability can be found through the advising center at NMC and the [Michigan Transfer Network](#).

Can I walk with my class and go to prom?

Greenspire schools allow you to walk with your graduating class and attend your high school senior prom in your senior year (12th year). A student may participate in graduation if they are within two classes (1.0 credit) of meeting all Greenspire high school graduation requirements. In the 13th year, you will be on NMC's campus all year and take your final high school class at GHS. Have fun in your 12th grade, senior year, and participate just like a typical senior student!

When do I apply to college and scholarships?

You will apply to colleges in the fall of the 13th year. Most colleges will allow Early College students to apply as a first year (freshman) student, to take advantage of first year scholarships and grants. Similarly, you will apply for Federal Financial Aid (FAFSA) in the fall of your 13th year. Private scholarships can be applied to anytime during high school, depending on deadlines and qualifications. The Greenspire local scholarships are awarded at Honors Convocation in the senior year and Early College students need to apply for those during their senior year (12th grade year).

Early College Commitment Guidelines

Academic Content

Because the Greenspire-NMC Early College is a “hybrid” high school and college program, students may take coursework addressing complex and/or mature themes. Academic content, particularly at the college level, may include books with mature themes.

Parental concerns about mature, difficult and/or complex content should be addressed to the principal or their designee prior to academic scheduling.

As students will have access to college resources, students may have unrestricted access to unfiltered internet content or literature. However, all students are required to abide by the Greenspire code of conduct.

Academic Honesty

The College encourages a mature attitude toward learning and sound academic morale, and discourages illegitimate aids in examinations, laboratory work and homework assignments.

Cheating or plagiarism on written or oral examinations, quizzes, papers, or other academic work is prohibited. Cheating is defined as falsifying data on a report, exam, summary, or paper; the giving or receiving of aid in an examination situation; and/or the use of unauthorized materials as an aid during an examination. Plagiarism consists of offering as one’s own work, the words, ideas, or arguments of another person, without appropriate attribution by quotation, reference, or footnote. Plagiarism occurs both when the words of another are reproduced without acknowledgment, and when the ideas or arguments of another are paraphrased in such a way as to lead the reader to believe that they originated with the writer.

More information regarding the NMC Academic Code of Conduct can be found online: nmc.edu/about/policies/board-staff/D-602.01.html

Class Preparation & Students Rights & Responsibilities

For each hour you are in a college class per week, you can expect to spend two hours on homework and preparation outside of class in a variety of activities. These activities include:

- Reading assigned texts or doing specific homework assignments.
- Re-reading, organizing, and reviewing notes from class.
- Preparing questions about topics from class discussions or about unfamiliar topic areas.
- Pre-reading assignments ahead of time to prepare for class.
- Making flashcards or other memory aids to help solidify learning.
- Working on long-term projects or course outlines in preparation for final exams.
- Meeting with a study group or tutor.
- Meeting with your professor/instructor to ask questions and talk about class work.

Responsibilities for Students

- Check your NMC email daily.
- Schedule to meet with your NMC advisor once per semester.
- Use a notebook, planner/agenda or the calendar in your phone to record and review assignments daily.
- Find a good place to do homework and study.
- Make time for long-term projects.
- Spend more time on more difficult homework than easy homework.
- Ask for help when homework is too hard and access support services.
- Share homework assignments with family members.

Responsibilities for Families

- Provide a place to do homework that is free of distractions and conducive to the learning needs of the student.
- Expect homework to be a regular part of the student's daily routine.
- Plan extracurricular activities, dental/doctor appointments, vacations/family trips, etc., around the college and high school academic schedule to help your student succeed and prioritize.
- Provide encouragement, motivation and support to complete homework.
- Encourage the student to be an independent problem solver when completing homework or when addressing class issues.
- Provide guidance, not answers, when the student asks for help.
- Help your student learn to navigate the college process and be a self advocate.
- Reimburse course tuition to Greenspire if their student fails a course or withdraws from a course after the withdrawal deadline for a 100% refund.

Student Code of Conduct

Greenspire-NMC Early College Program students are expected to abide by the Student Code of Conduct of Greenspire High School and by Northwestern Michigan College's Student Rights and Responsibilities.

Greenspire High School EMC Enrollment Understanding

The purpose of this agreement is to confirm responsibilities between the Greenspire / NMC Early College Program and _____ (student name). It is important for you to understand what you can expect from the program, and what NMC and your high school expect from you. Please sign below that you have carefully read this handbook and agree to the terms. Failure to abide by this agreement will result in a release from the program and potential consequences regarding your college transcript.

Parent - Initial Each Line

____ I acknowledge that I have received and reviewed the Greenspire Early Middle College Handbook & the Commitment Guidelines

____ Families must provide their own transportation or use public transit to the NMC campus for in-person courses unless they are held at the University Center.

____ NMC courses will only be paid for when taken during the GHS school year. (NMC Fall: August-December and Spring: January-May Semesters)

____ GHS Students must pass their NMC courses with a 1.0 or higher for The Greenspire District to pay for the course & grant high school credit. If a student does not pass the course with a 1.0 or higher, course payment defaults to the student's primary guardian/parent of record.

____ 3-credit & 4-credit 16-week college courses are awarded 0.5 HS credits; 5-credit and above 16-week college courses are awarded 1 HS credit.

____ The Greenspire School is provided access to all NMC/GHS dual-enrolled student information and records. However, GHS will not monitor students' NMC courses and assignments.

____ Course Limits: The sequence of courses for NMC is at the discretion of NMC. The student must obtain permission from NMC to change the sequence of courses in the EMC and have NMC provide written notification of these changes to GHS.

____ Colleges generally only transfer credits when the student obtains a grade of 2.0 or higher in the course. Transfer of credits is at the discretion of the institution that is transferring the credits into.

Student Signature

Date

Parent/Guardian Signature

Parent/Guardian Printed Name

Return this page to your high school counselor