



Dual Enrollment Handbook

Lee Honors College
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Western Michigan University

Welcome to Dual Enrollment

Lee
Honors
College

Dean's Message

Knowing that today will be one of new places and faces and rules, we would like to share some information that we hope will enhance your dual enrollment experience at WMU. We hope this orientation session will be valuable in helping you transition from an environment that is familiar and comfortable to one that is new and perhaps a little disorienting and challenging.

To begin, I would like to take this opportunity to say a few words to you about the spirit of this new transition and what we wish for you as an academically talented student.

Many of you are trying dual enrollment for the first time; for others this might be your second or third semester here. It is risky, true, but also a time to seek out challenges and garner the rewards of a good education. As an advanced student, you know that your education points you in the right direction and will stay with you for a lifetime.

This is a time for you to try unusual classes and acquire enriching new knowledge, while creating fresh relationships with fellow students and great faculty.

Since this is your life, your education, I encourage you to engage in intellectual symposia, cultural enrichment events, and the other activities available on a large university campus. Being on campus will give you a taste of the opportunities that will be open to you when you become a college freshman. You will begin to think of travel abroad, internships, and applications for scholarships that are so much a part of college life. Much of the excitement of your education is dependent on how willing you are to explore and utilize the opportunities that are available to you, so start thinking and talking about those possibilities now. We can help!!!

Our building has been designed for students. Come in and use the lounge and kitchen. Feel free to come in the office and get to know the staff. We are all here to help you succeed. I encourage you to integrate yourself into our community in every way possible. True, you are here to acquire knowledge and practical skills, but you are also beginning new experiences that will reach beyond your academic focus.

As a faculty member, advisor, and now dean, I have watched over the years as each generation of young people like you have enthusiastically and successfully engaged the challenges that awaited them. It is your opportunity now, and everyone here wishes you the very best success!

Dr. Keith M. Hearit,
Dean, Lee Honors College



Orientation Edition

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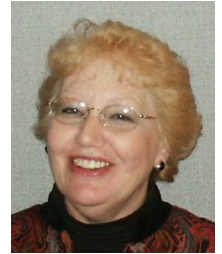
Special points of interest:

- ♦ **LHC offices are open 8— 5 Monday through Friday.**
- ♦ **Our main office phone is (269) 387-3230. Call to make an appointment with any LHC staff member.**
- ♦ **Visit our website at www.wmich.edu/honors for additional information about Dual Enrollment and the Lee Honors College.**

Welcome to the Lee Honors College!

Sue Oole, Academic Advisor

The Lee Honors College is here to provide you with a supportive academic environment while you attend WMU for your dual enrolled classes. We hope all of you enjoy your time here as a student and we will do all we can to help you meet the challenges you may face. I'm sure you have lots of questions as you enter WMU but, hopefully, many of them will be answered during this orientation session. If not, feel free to call us at (269) 387-3230 at any time, or visit us on campus.



At the first sign of problems, no matter what it's regarding, don't think you have to handle it alone. My job is to help you make the most of your time at WMU while you succeed in completing your course studies. Whether you are struggling in a class, having trouble registering for a class, or are finding it difficult to access the resources available to you, I am here to help.

Connecting with an advisor is one of the most important things for you to do. I can help you find just the right course that will enhance your overall educational goals and get you started on your college career. It also gives me an opportunity to see how you are doing and to make sure you are enjoying your campus experience.

Other Advising Resources

Each college within Western Michigan University has an advising director available to help you with specific courses offered by that college or offered in your major. Here is contact information for those advisors:

College of Aviation

Annemarie Bates (269) 387-0347 annemarie.bates@wmich.edu

College of Arts & Sciences

Kevin Knutson (269) 387-4369 kevin.knutson@wmich.edu

Haworth College of Business

Paul Hildenbrand (269) 387-5075 paul.hildenbrand@wmich.edu

College of Education

Laura Ciccantell (269) 387-3474 laura.ciccantell@wmich.edu

College of Engineering & Applied Sciences

Sandy Blanchard (269) 386-3258 sandra.blanchard@wmich.edu

College of Fine Arts

Margaret Hamilton (269) 387-4672 margaret.hamilton@wmich.edu

College of Health & Human Services

Jeanine Bartholomew (269) 387-2638 jeanine.bartholomew@wmich.edu

Notes:

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Financial Information

When a dual enrollment form is received by Consumer Accounts Services at WMU, they:

1. Verify that you are registered for the course;
2. Determine billing based on history for your high school (if they don't have that information, they contact your school to find out what will be paid);
3. Post the amount to your account as a credit based on a third party payment (TPPY);
4. Send your school an invoice (after drop/add period); then
5. Charge you if the school does not pay.

Payment activity can be seen on GoWMU (www.wmich.edu), but the student/parent also should be receiving information from the high school regarding payment.

If for some reason you don't get this information from your high school, contact WMU Consumer Accounts Services, at (269) 387-4251. They will give you the information or refer you to the right person at the high school.

Expectations

- ◆ You will use your WMU e-mail account for all correspondence.
- ◆ You will keep your address and phone information current.
- ◆ You will meet all the financial obligations of your education.
- ◆ You will give parents authorized access to your account so they can pay outstanding bills. (Access is for financial information ONLY.)

Registration

Registration dates are based on the number of WMU credits already earned. Click on *When to Register* on the Registrar's web site to find the schedule. You will register through the GoWMU portal at www.wmich.edu.

You can enroll for subsequent semesters without submitting a new application, provided you meet the University's academic criteria for continuing enrollment. If you are accepted for a certain semester and don't enroll, you will have to reapply for admittance.

The Third Party Billing Authorization for Dual Enrollment Students form must be submitted for each semester you are enrolled.

Notes:

Lee Honors College Dual Enrollment

Bronco ID Cards

The Bronco ID Card is your photo identification card for Western Michigan University. It is your access card for the Waldo Library, the computer centers around campus, and security access for some buildings on campus. The Bronco ID Card also enables you to ride Metro Bus Service on any route around the Kalamazoo area for free.

Your first Bronco ID Card is free. Replacing your Bronco ID Card requires a \$25 fee. Bring a picture ID and proof of course registration to the second floor of the Bernhard Center and your Bronco ID Card can be printed while you wait.

Parking Stickers

As a dual enrolled student, you may purchase a “W” (commuter) parking sticker for your car if you plan to park on campus. If you are taking a total of 4 credits or less, the cost of a part-time sticker is \$130 per semester. If you are taking 5 credits or more the semester cost is \$180. You may also purchase a sticker for the academic year, which includes Summer I and Summer II, for \$300. Parking permits cannot be billed to your student account—you must pay at the time of purchase.

You must bring your Bronco ID card, driver's license, and vehicle registration to the Parking Services Building to obtain a parking sticker or permit. There are two ways to get your sticker:

1. Go online to www.parking.wmich.edu and click on vehicle registration. Fill out the form, submit it online, then go to the Parking Services building (located across from Trimpe) and pick up your sticker, **or**
2. You can go directly to the Parking Services office to complete the form and pick up your sticker.

Information concerning parking regulations, parking permits and parking violations can be obtained at www.parking.wmich.edu or by visiting or calling Parking Services between 7:30 am - 5:00 pm Monday thru Friday at (269) 387-4609.

Purchasing Books

There are three ways that books can be purchased for class:

1. **USE** Textbook Express, a pre-ordering system that charges a \$5.00 handling fee. When a student signs up, the WMU Bookstore prints out the student's course schedule, pulls the books off the shelf, boxes them up, and holds them until the student comes to pick them up. Payment is due at the time of pick-up.
2. **ORDER** Textbooks from the web at www.wmubookstore.com. You will need your schedule in hand to order over the web. Then you can choose to “pick-up” (\$5.00) or “ship” (\$8.00).
3. **SHOP** at the WMU Bookstore in the Bernhard Center.

If you have questions, feel free to call the WMU Bookstore at (269) 387-3930 or (800) 922-6794.

Notes:

Lee Honors College Dual Enrollment

SUGGESTED COURSES FOR DUAL ENROLLED STUDENTS

College of Arts & Sciences

AFS 2000	Introduction and Foundations to Africana Studies
AMS 2000	Introduction to American studies
ENVS 1100	Nature and Society
INTL 2000	Introduction to Global and International Studies
MDVL 1450	Heroes and Villains of the Middle Ages
WMS 1000	Media and the Sexes
ANTH 1100	Lost Worlds and Archaeology
ANTH 1200	Peoples of the World
ANTH 1500	Race, Biology, and Culture
BIOS 1910	Introduction to Human Anatomy and Biology
COM 1040	Public Speaking
COM 1700	Interpersonal Communication
JRN 1000	Foundations of Journalism
REL 1000	Religions of the World
ECON 1080	Contemporary International Economic Issues
ECON 1090	History of Modern Economic Society
ENGL 2220	Literature & Cultures of the U.S.
ENGL 2230	African American Literature
ENGL 2520	Shakespeare
ENGL 2660	Introduction to Creative Writing (fiction/poetry)
ENGL 3120	Western World Literature
ENGL 3130	Asian Literature
ENGL 3140	African Literature

FOREIGN LANGUAGES requires a placement test

GEOG 1000	World Ecological Problems and Man
GEOS 1000	Earth Studies
HIST 1900	Historians in the Modern World

MATH courses are by permission of the department

PHIL 2000	Introduction to Philosophy
PHIL 2010	Introduction to Ethics
PHYS 1010	The Science of Music
PHYS 1040/1030	Intro to the Sky and Solar System and Lab
PHYS 1060/1050	Intro to Stars and Galaxies and Lab
PHYS 1130/1140	General Physics and Lab
PSCI 1050	Critical Thinking About Politics
PSCI 2000	National Government
PSY 1000	General Psychology
PADM 2000	Introduction to Nonprofit Leadership
SOC 1900	Men and Women in Contemporary Society

College of Aviation

AVS 1200	Introduction to Aviation
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Haworth College of Business

BUS 1750	Business Enterprise
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SUGGESTED COURSES FOR DUAL ENROLLED STUDENTS

College of Education

HPER 1000	Health for Better Living
HPER 1110	Healthy Living
HPER 1500	Foundations of Physical Education
HPER 1700	Introduction to Leisure and Recreational Services
ED 2000	Introduction to American Education

College of Engineering & Applied Sciences

ENGR 1010	Introduction to Engineering and Technology
CCE 1490	Introduction to Architectural Drawing
CS 1000	Fluency with Information Technology
ID 1430	Industrial Design Fundamentals Studio
MSE 2510	The Evolution of Materials
IMAG 1500	Introduction to Imaging
PAPR 1600	Introduction to Environmental Technology

College of Fine Arts

All courses are open to students if they have the prerequisites and there is space in the class. Contact Margaret Hamilton, Director of Advising at (269) 387-4672.

College of Health & Human Services

HSV 1000	Health & Human Services Career Seminar
HSV 1100	Introduction to Health & Human Services
HOL 1000	Choices in Living
SPPA 2000	Communication Disorders and Sciences

Notes:
