North Central *Now*! Early College
2019-2020
Application Process

G.P.A. of a 2.7 and above

Pursuing
Associate of Arts (AA)
Associate of Science (AS)
Or Associate of General Studies (AGS)

Placement into ENG 111 Cohort Class:
PSAT ERW 420
OR
ACCUPLACER Next Generation Reading = minimum score of 236
and WritePlacer = minimum score of 2

The application process for North Central *Now!* Early College program includes two stages. The first, and most comprehensive, is the application to the North Central *Now*! Early College program. The second stage is contingent upon successful completion of the First Year Experience course (SD 125).

Application for North Central *Now*! Early College program is open to 2019-2020 Sophomores.

Students will submit their completed application to the high school counseling office by December 3, 2019

Qualified applicants will be selected and notified of their acceptance by December 11, 2019

Accepted applicants and their parents/guardians must attend a mandatory meeting on December 19, 2019 at 5:30 pm in the PHS auditorium and computer lab A.

Qualified students accepted and committed will be required to enroll in North Central's First Year Experience course (SD 125) for the winter semester. Final acceptance into the North Central *Now*! Early College program is contingent on enrolling and successfully completing the First Year Experience course (G.P.A of 2.0 or higher).

North Central *Now*! Early College

Application is open to students who meet the follow criteria:

- **Are enrolled in Petoskey High School**
- **Entered 10th grade in Fall of 2019**

Applications will be accepted until December 3, 2019

Application Checklist and Information
Please submit your completed application to the High School Counselor

Responsibilities	Completed
Apply using North Central's Online Application-Fill out the "while attending high school" application (www.ncmich.edu)	
*PSAT Scores submitted to North Central or ACCUPLACER assessment taken at North Central (ACCUPLACER is a "test at your best". Please see high school counselor to prep and/or access test prep materials on NCMC's website).	
North Central Early College Application Form (parent/student signature) **AND** NCN! Early College Commitment Information (initial/signature)	
Student Information Release Authorization-FERPA **AND** Authorization for Enrollment Forms	
Two Recommendation Forms (High School Teachers)	
Application Essay	

*North Central offers the ACCUPLACER by appointment at each of our sites. You can contact the location at which you are interested in testing for an appointment.

Petoskey-- **231.348.6682**
Gaylord – **989.705.3775**
Cheboygan— **231.597.0322**

If you are a person with a disability and require accommodations, please make arrangements through Learning Support Services at North Central in Petoskey. Notify the staff member that you are an Early College student when making your appointment in person or call 231.348.6817

Important Dates:

Application Due to High School Counseling Office	December 3, 2019
Notice of Acceptance	December 11, 2019
Commitment to Attend-Required Parent Meeting	December 19, 2019
Registration Deadline for First Year Experience Course	January 10 , 2019
First Year Experience Course Begins	January 27, 2020

North Central *Now*! Early College
Application Form

Please Print:
Last name:_____First name:_____M.I._____

Home
Address:_____

City:_____State:_____Zip:_____

Birth Date (MM/DD/YY): _____ Circle One: Male Female

Home Phone:_____Cell Phone:_____

HighSchool:_____

Qualifying Score(s): PSAT ERW_____ Accuplacer Reading_____ WritePlacer _____

Parent/Guardian (1) Name:_____email:_____

Level of Education (Circle): Did not finish HS GED/HS Diploma AA/AS BA/BS MA/MA Prof/Doctorate

Parent/Guardian (2) Name:_____ email:_____

Level of Education (Circle): Did not finish HS GED/HS Diploma AA/AS BA/BS MA/MA Prof/Doctorate

Parent/Student Signature and Agreement

I understand that my participation in my child's education will help determine his/her likelihood of success in early college. Therefore, I will voluntarily be involved in North Central *Now*! Early College to promote parent support, shared decisions, and special enrichment. I agree to be accessible and readily available to discuss my child's progress and development. **I understand that acceptance into North Central *Now*! Early College requires a commitment through the fifth year (grade 13).**

I understand that acceptance into the Early College program is a privilege, and my child must adhere to the Student Code of Conduct and Student Rights and Responsibilities set by North Central Michigan College in order to remain enrolled. Failure to meet those standards may result in his/her dismissal from North Central *Now*! Early College program.

Signing this form authorizes North Central *Now*! Early College to access a student's EDP, as well as other pertinent high school records.

_____ _____
(Parent/Guardian Signature) (Date)

_____ _____
(Student Signature) (Date)

North Central *Now*! Early College Commitment Information

Initials

_____ Early College students are committed to the program for 5 years. If collegiate athletics are a potential option, please realize many collegiate coaches will not wait for an extra year of coursework to be completed.

_____ Any student who has been accepted into the Early College program must have applied online at www.ncmich.edu and must take the PSAT

_____ Final acceptance into the program is dependent upon the student successfully completing SD 125 {First Year Experience} with a "C" grade or better during the winter semester of his or her sophomore year.

_____ All North Central Classes held either online or at Petoskey, Gaylord or Cheboygan campuses follow the college's academic calendar- **not** the calendar for the high school.

_____ Acceptance into the Early College program is a privilege and requires commitment to the program.

_____ College courses have college-level content and expectations. Students who are accustomed to earning an "A" in every class may not find it as easy in the Early College program, nor is it expected. It is not unusual for college grades to be lower than high school grades.

_____ Many classes have an attendance policy – check your syllabus.

_____ Students will meet with an advisor each semester to choose classes for the following semester. **Students must turn in their registration forms within 1 week of their advising appointment or they risk losing their selection of classes.**

_____ Textbooks will be paid for by your high school, however you are responsible for securing your textbooks prior to the first day of class (this does not apply to courses taken at your high school).

_____ Textbooks MUST be returned directly to your high school at the end of the semester or you may be charged. Rented textbooks must be returned to the bookstore by the due date or you may be charged a daily late fee. (Keep your receipts!)

_____ Your high school has agreed to pay tuition and fees for 60 credits or the nearest number of credit hours to complete your Associate Degree. Any additional courses/credits and tuition above and beyond that will be charged to the student/parent.

_____ Students who fail a course may be responsible for paying for all course costs and textbooks associated with that course (please check your high school's policy). Failing a course may negatively impact future financial aid and high school GPA.

_____ Students are subject to refund timelines for withdrawing from courses. Check North Central's Academic Calendar.

_____ Students must maintain a "C" *AVERAGE* to successfully graduate from the Early College program. Only an "E", a "W" (withdraw) or an "I" (incomplete) will not count toward your Associate Degree. However, you must earn a "C" or better for a course to satisfy the Michigan Transfer Agreement (MTA).

_____ Students are responsible for communicating any need for disability services directly to the college's Learning Support Services Director. The college cannot use high school accommodations for college courses.

_____ To check whether or not a specific course will transfer to a 4-year institution, visit: https://www.michigantransfernetwork.org/ or contact the transferring institution. Even though your credits will be transferrable within the MTA, neither your high school nor the college can

guarantee that a specific course will apply directly into your future program or degree at your transferring institution.

_____ Early College students must attend mandatory EC-related meetings and read electronic newsletters. It is the responsibility of Early College students to keep up-to-date and aware of new and/or important information.

_____ Early College students are considered North Central students, therefore refer to the NCN! Student Handbook at http://www.ncmich.edu/resources-support/other-support/north-central-policies-resources/ncn-student-handbook.html

_____ By initialing this document, you agree to allow North Central to contact you on your mobile phone utilizing prerecorded and text messages, to notify you of campus emergencies, school closings, class cancellations, important dates and Early College related reminders.

By signing this form you are stating you have read and understand the Early College responsibilities/requirements and potential risk of monetary charges:

_____(Student Signature)_____ (Date)

_____(Parent Signature)_____(Date)

AUTHORIZATION FOR ENROLLMENT
North Central *Now!*
Concurrent/Early College

1515 Howard Street, Petoskey, MI 49770 Phone or Fax 231-348-6626 www.ncmich.edu

*****NOTE: YOU MUST BE AN ACCEPTED STUDENT TO NCMC BEFORE FORM CAN BE SUBMITTED**

Please print legibly. All information must be provided to process information.
Please fax form to Admissions Specialist at 231-348-6626.

Student Information: ***High School:_____ High School Graduation Year: _____***

Social Security Number (last four numbers):_XXX-XX-_____ **Date of Birth:** ____/____/____

Name:_____
Last First Middle Initial

Address:_____
Street City Zip Code County

Home Schooled Student E-mail _____ **Area code & Phone**_____/_____

Mark One: Valid only for one academic year: 201___ to 202___.
Valid only for one semester: Fall 201____ Winter 202____ Summer 202____
Valid for duration of Early College 201____ to 202____

Paid by School District? (circle one) YES NO

I certify that the above named student is currently in the (circle one) 9 10 11 12 grade and the student will be receiving financial support as indicated in the box above. The above named student is endorsed to dual enroll for the semester or years indicated above.

Signature of Principal: _____Date:_____

Parent and Student Certification: Important Information

1. Financial Responsibility: when you sign off on this form you agree to assume full responsibility for accuracy of information and that you have read and understood NCMC policies.
2. You may be responsible for **partial or full payment**, **depending on your high school's policy**. If moving, consult with the high school signing this form and your new high school. NCMC will bill you for the amounts due.
4. Federal Financial aid is not available for Dual/Concurrent/Early College Enrollment students. However, if you fail or do not complete a college course, including withdrawing, it may affect your future eligibility for financial aid at North Central.
5. Withdrawals: Before you withdraw from a course, speak with your high school counselor. Courses must be officially dropped by submitting a CHANGE OF SCHEDULE FORM fax'd by High School Counselor to NCMC at 231-348-6626. You may owe money if you withdraw after the 100% refund period.
6. NCMC does not conduct criminal background checks for admission, except in some selective admission programs.

I hereby submit my authorization for enrollment, agree to the NCMC policies and procedures and grant permission to NCMC to release information concerning my academic progress and grades to the high school of record. Granting of credit toward high school requirements rests entirely with your high school. Address questions to your high school counselor or principal. Granting of college transfer credit rests with the transfer institution.

Student's signature: _____***Date:***_____
Parent's signature: _____***Date:***_____

NCMC Office Use Only:

Processed: _____

North Central *Now!* Early College

North Central Michigan College
1515 Howard St.
Petoskey, MI 49770
231.348.6600

Student Information Release Authorization (FERPA)

I, (name of student)_____ authorize North Central Michigan College to release information contained in my student record to the individual (s) or organization (s) listed below and only under the conditions stipulated:

1. Name of person(s) or organizations(s) and address to whom disclosure is to be made:

   School Counselors: Katie Frentz A-G
   Tamara Kolodziej H-N
   Sarah MacLean O-Z

   High School Principal: Deirdra Gamble

   Parent/Guardian/Other
   _____

   _____

2. Type of information to be disclosed:
   All information which may include but is not limited to college records, schedules, grades, attendance, faculty communications, transcripts, and academic plans.

3. The purpose for disclosure of information:
   To allow North Central *Now!* Early College to provide the appropriate support services.

_____ _____
Student Signature Date

***Unless otherwise requested, this authorization ends upon your withdrawal or graduation from North Central Michigan College.

North Central *Now!* Early College
Recommendation Form

Thank you for taking the time to write a recommendation for a prospective student for North Central *Now*! Early College. Please put this form in a sealed envelope with your signature over the seal and mail to high school OR scan and email this directly to the high school counselor.

To be filled out by the student:

Name of student:_____

Counselor name:_____

Counselor email:_____

How long have you known the student?_____ In what capacity?_____

Please rate the student in terms of the following attributes:

	No basis for evaluation	**Below Average**	**Average**	**Above Average**	**Exceptional**
Level of personal interest in attending college					
Academic capability to succeed in North Central courses					
Levels of personal commitment to academic achievement, perseverance and effort					
Self-discipline & Initiative; willing to take personal responsibility for one's own behavior/learning					

***Please see the reverse side to complete the recommendation form.**

In the box below, briefly describe your interactions with the student and how you think he/she will respond to a community college educational environment. Also, please describe why or why not this student would benefit from the Early College program.

Based on my experience with the applicant, my overall recommendation based on a scale of 1-5 (5 being the highest mark) is:

( ) 1

( ) 2

( ) 3

( ) 4

( ) 5

Name/Title (print):_____

School: _____

Signature: _____

Phone: _____

Date: _____

Note: If you have any questions, please contact Corey Lansing, Director of Student Outreach and Engagement, North Central Michigan College at 231.439.6349 or clansing@ncmich.edu

North Central *Now!* Early College
Recommendation Form

Thank you for taking the time to write a recommendation for a prospective student for North Central *Now*! Early College. Please put this form in a sealed envelope with your signature over the seal and mail to high school OR scan and email this directly to the high school counselor.

To be filled out by the student:

Name of student:_____

Counselor name:_____

Counselor email:_____

How long have you known the student?_____ In what capacity?_____

Please rate the student in terms of the following attributes:

	No basis for evaluation	**Below Average**	**Average**	**Above Average**	**Exceptional**
Level of personal interest in attending college					
Academic capability to succeed in North Central courses					
Levels of personal commitment to academic achievement, perseverance and effort					
Self-discipline & Initiative; willing to take personal responsibility for one's own behavior/learning					

***Please see the reverse side to complete the recommendation form.**

In the box below, briefly describe your interactions with the student and how you think he/she will respond to a community college educational environment. Also, please describe why or why not this student would benefit from the Early College program.

Based on my experience with the applicant, my overall recommendation based on a scale of 1-5 (5 being the highest mark) is:

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( ) 3

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Name/Title (print):_____

School: _____

Signature: _____

Phone: _____

Date: _____

Note: If you have any questions, please contact Corey Lansing, Director of Student Outreach and Engagement, North Central Michigan College at 231.439.6349 or clansing@ncmich.edu

North Central *Now!* Early College
Application Essay

As part of the application process, there is an essay that you must write. Please type in 12 font.

In this essay, please address the following questions for our evaluation committee. (One page maximum)

- Why do you feel that the North Central Now! Early College program would be a benefit for you?
- How are you prepared for college level work and expectations? Please give one example or experience that describes your preparedness for college.
- Please explain any barriers (divorce, death, financial, illness, moving, etc.) that might impact your ability to attend college upon graduation.

***In addition to the specific questions about, this writing will be evaluated on:**

- How well they are written (organization, language, style, grammar, spelling, punctuation)
- Your passion for entering North Central Now! Early College and completing a college degree

North Central *Now*! Early College

Explanation of Student Application Rubric

Student evaluation and entrance into the North Central Now! Early College program are based on criteria in five categories. Each of these categories vary in possible points with a potential total score of 45 points.

Application Rubric Breakdown

Criteria	Points Possible
GPA	5
Recommendations	10
Test Scores	5
Application Essay	10
Value to Student	15
Total	**45**

Students will not be eligible to apply to North Central *Now*! Early College if they:

- Fail to have all forms completed and submitted to their high school counselor by deadline date
- Have a high school GPA lower than a 2.7
- Do not have the qualifying scores on any of the applicable tests.

North Central *Now*! Early College

Student Scoring Sheet

Student Name: _____ Date:_____

Counselor Name:_____ School:_____

Criteria	Points
GPA	
Recommendations	
Test Scores	
Application Essay	
Value to Student	
Total	

North Central *Now*! Early College
Essay Scoring Rubric

Application Essay Scoring Rubric

Scoring Criteria	Unacceptable 0 Points	Fair 1 point	Excellent 2 Points
Student's letter exhibits an understanding of the NCN! Early College program			
Student's letter explains and gives examples of how they are a good fit & conveys a passion for being selected			
Student's letter explains how the student is prepared for college-level work & expectations			
Student's letter is well-written with an introduction, supporting paragraphs, and conclusion			
Student's letter uses proper grammar, punctuation, spelling, and word usage			
Total Points:			

Notes:

Criteria	Not Acceptable	Adequate
GPA	Below 2.7 HS GPA not eligible to apply	2.70-2.89 = 1 pt 2.90-3.09 = 2 pts 3.10-3.39 = 3 pts 3.40-3.79 = 4 pts 3.80-4.00+ = 5 pts
Value to Student		First Generation College Student = 5 pts Qualifies for Free/Reduced Lunch = 5 pts Overall Need of the Program = 5 pts

Criteria	Not Acceptable 0 points)	Adequate (1-3 points)	Exemplary (4-5 points)
Test Scores (See Test Score Worksheet)	Students without qualifying scores on any of the applicable test do not qualify to apply	Scores in the indicated ranges for any one of the following. <u>PSAT (ERW 420 and above)</u> **420-499 = 3pts** **500-599 = 4pts** **600-759 = 5pts** **760 = 6pts** <u>ACCUPLACER</u> **Reading = 236+** **WritePlacer = 2+** **>236 +2 = 3pts** **>236 + 3 = 4pts** **>236 + 4 = 5pts** **>236 + 5 = 6pts**	Scores in the indicated ranges for at least two of the following; including acceptable dual enrollment scores: <u>PSAT (ERW 420 and above)</u> **420-499 = 7pts** **500-599 = 8pts** **600-759 = 9pts** **760 = 10pts** <u>ACCUPLACER</u> **Reading = 236+** **WritePlacer = 2+** **>236 +2 = 7pts** **>236 + 3 = 8pts** **>236 + 4 = 9pts** **>236 + 5 = 10pts**
Criteria	Not Acceptable (0 points)	Adequate (1-3 points)	Exemplary (4-5points)
Application Letter (1 page maximum) Refer essay to rubric	Poorly written or submitted with significant errors.	Cleanly written letter expressing interest in the program.	Well written letter with passionate desire to attend and succeed.