

Early College Course Planning Reference

11th grade students:

- Typically take 1 or 2 college courses each semester.
- Must take EDU 100 in the fall of 11th grade

12th grade students:

- Typically take 2 or 3 college courses each semester
- Most students achieve a full time schedule by taking 3 hours at CTC and at least 6 NMC credit hours. Most seniors do not attend their high school campus, although they can if needed or desired (i.e. for electives)

13th year students:

- Take a full course load at NMC (at least 12 credits each semester) If not taking a full course load they must have a plan with their high school counselor to achieve a full-time schedule with the high school
- Must take one class that also counts for high school credit, can be an elective (new change for 22-23 school year).
- Must take a math or math-related course (high school determines “math-related;” I use a list of NMC classes that are assessed for the quantitative reasoning learning outcome).
- The 13th year requirement and math/math-related course must be scheduled in different semesters so the student can be “counted” in the high school’s membership all year.

General Rules and Policies:

- Early college works best when students can maximize their credits whenever possible. We try to design programs that make the most of NMC and CTC credits towards the state graduation requirements and avoid redundancies.
- Most schools do not pay for developmental coursework, including ENG 11.
- Most schools require repayment for failed classes or classes dropped with record.
- Policies around failing or dropping classes are a local district decision. The early college policy is that a student will be removed from the program if they are placed on academic suspension at NMC (after probation 2).
- NMC accommodations for students with disabilities apply to NMC classes, IEP and 504 plans apply to high school classes. They do not overlap.

- Students complete their FAFSAs and apply to transfer institutions in their 13th year.

Billing Procedures:

- Early college students meet with early college staff and/or college advisors to select the appropriate courses. The student will complete NMC's Enrollment Authorization Form (EAF).
- The local high school counselor and/or principal approves or declines the courses and notes any limits on the number of credits or courses the student can take and the payment rate (full payment, district calculation or parent pay).
- NMC will bill Northwest Education Services directly for the tuition and fees.
- Northwest Education Services will bill the home district for the tuition and fees.
 - Note: As of this time, the tuition for certain classes taught at Career Tech (accounting classes for Business Careers students, calculus classes for Engineering Academy students, etc.) will not be billed to the home district. Should this arrangement change, the tuition will be billed as above.
- Any tuition costs that are not covered by the home district are the responsibility of the home district's to collect directly from the student/parent.