



## ECMC Student Application

The application process for ECMC includes two stages. The first and most comprehensive is the application to the ECMC Program. This process is detailed below. The second stage is the application to the School for attendance at ECMC during the third through fifth years of high school. The second stage is contingent upon acceptance into the Program during the third year of high school.

### Application Process

1. Each public school district within the Muskegon Area ISD service area is guaranteed three seats for qualified and recommended students in the program per year. The remaining seats will be available for student from Charter schools, non-public and home schools.
2. Local school scoring committees with more than three qualified applicants will "rank order" the remainder of the students. (Home school slots will be reviewed and ranked by Early College staff.) The ECMC Student Application Rubric (subsequent pages) will be used to determine the rank of students within their school cohort.
3. As openings occur, the fourth candidate from the largest school will be selected. Then, the fourth applicant from the next largest high school will be selected, and so on down the line until no more fourth applicants are available. The process will go to the fifth applicants; always starting with the largest school first until the group of 40 is filled. The same process will be used to place up to ten students to be labeled as alternate candidates.
4. Qualified students selected from each school will be required to attend the Summer College Success Camp and dual-enroll in the College Success Course within the summer or following fall. Failure to do so will eliminate them from acceptance to the school.
5. Alternate candidates are encouraged to attend the Summer College Success camp and successfully complete the College Success Course. In the event that seats become available, participating in the camp and course ensures that students will have met these requirements should they be selected to fill openings.
6. A home school student is defined as any student who is not a full 1.0 FTE in a local school district and who takes any coursework as a home school student. These students will be required to enroll in their home public school district.



## Student Application for the 2012-13 School Year

Last Name \_\_\_\_\_ First/Middle \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Gender  Male  Female

Name(s) of Parent/Legal Guardian with whom the student resides:

\_\_\_\_\_

Home Address \_\_\_\_\_  
(Street)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

Phone – Mother (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Phone – Father (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

High School \_\_\_\_\_  Public  Charter  Home School  Private

### Parent/Student Signature and Agreement

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

I also understand that attendance and full participation in all program activities is vital to my child's success. These activities will include both ECMC College Success Camp and dual enrollment into Muskegon Community College's College Learning Strategies either during the summer before, or during the fall of my child's 11<sup>th</sup> grade.

I also understand that acceptance into the school is a privilege and my child must adhere to the Campus Standards set by Muskegon Community College in order to remain enrolled. Failure to meet those standards may result in his/her dismissal from ECMC.

By signing this form, I authorize Early College of Muskegon County to access my child's EDP as well as other pertinent high school records.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



### Student Information Release Authorization

I (print name) \_\_\_\_\_ authorize Muskegon Community 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 or organization and address to whom disclosure is to be made:

ECMC Staff

Dean of Students

College Success Mentor

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 ECMC staff to provide appropriate support services

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Unless otherwise requested, this authorization ends upon your withdrawal or graduation from ECMC.



## Application Essay

As part of the application process, students must write and submit a one-page essay.

Please address the following questions for our evaluation committee:

- Why do you feel that the ECMC program would be a good fit for you?
- How are you prepared for college-level work and expectations?

In addition to the specific questions above, this writing assignment will be judged on:

- How well it is written (organization, language, style, grammar, spelling, punctuation, etc.)
- Your passion for entering both ECMC and pursuing your career.



### Academic Progress Worksheet

To be filled out by your high school counselor

Student name \_\_\_\_\_ Date \_\_\_\_\_

Counselor name \_\_\_\_\_

School \_\_\_\_\_

### High School Graduation Progress (courses and credits earned)

**Mathematics** *Grade* *Grade*

Algebra I		Geometry	
Algebra II		Final Year Math Course*	

**English Language Arts** *Grade* *Grade*

ELA Grade 9		ELA Grade 11	
ELA Grade 10		ELA Grade 12*	

**Science** *Grade* *Grade*

Biology		One additional Science credit	
Physics or Chemistry			

**Social Studies** *Grade* *Grade*

.5 Credit in Civics		.5 Credit in Economics	
U.S. History and Geography		World History and Geography	

**Other** *Grade* *Grade*

Physical Education & Health -1 credit		Visual, Performing and Applied Arts-1 credit	
Online Learning Experience*		Language other than English-1 credit	

**Cumulative GPA**

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\*Indicates that the course does not need to be completed by the end of the student's junior year.



### Test Scores

To be filled out by your high school counselor

<i>TEST</i>	<i>Reading</i>	<i>Writing/Eng</i>	<i>Science</i>	<i>Math</i>	<i>Social Studies</i>	<i>Composite</i>
ACT						
SAT						
Plan						
Explore						
MEAP (8th)						
COMPASS*						

\*COMPASS test results required for the ECMC Application to be completed. Students are responsible for bringing the results page to their high school counselor.

### Category

*Applicable*

Free and Reduced Lunch	
Frist Generation College Student	
Curriculum Limitations	
English Language Learner	
Single Parent Household	
Homeless	
Other:	

Are there any additional classes this student has taken? \_\_\_\_\_

\_\_\_\_\_

What extra-curricular or volunteer activities is this student involved in? \_\_\_\_\_

\_\_\_\_\_



ECMC Recommendation Form

P1

Thank you for taking the time to write a letter of recommendation for a prospective student at the Early College of Muskegon County located on the campus of Muskegon Community College. Please put this form in a sealed envelope with your signature over the seal OR scan and email directly to the high school counselor.

*To be completed by student:*

Student Name: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Counselor email: \_\_\_\_\_

School Mailing Address: \_\_\_\_\_

How long have you known the student? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Please rate the student in terms of the following attributes:

	<i>No basis for evaluation</i>	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>	<i>Exceptional</i>
Academic capability to succeed in Muskegon Community College courses					
Levels of personal commitment to academic achievement, perseverance and effort					
Self-discipline & initiative, willing to take responsibility for one's own behavior/learning					



**Recommendation Form**

**P2**

In the box below, briefly describe your interactions with the student and how you think he/she will respond to a community college education environment. Please also describe any characteristics which set him/her apart from other high school students.

Based on my experience with the applicant, my overall recommendation for this student is as follows:

- Highest Recommendation
- Recommendation
- Recommendation with reservation
- Do not recommend

Name \_\_\_\_\_

\_\_\_\_\_ Title

\_\_\_\_\_ School

\_\_\_\_\_ Phone Email

\_\_\_\_\_ Signature

\_\_\_\_\_ Date



## Application Checklist and Information

Please submit your completed application packet to your high school counselor.

<i>Responsibilities</i>	<i>Completed</i>
Family Interview with ECMC Staff	
COMPASS test taken at Muskegon Community College	
Application (with parent/student agreement signed)	
Academic Progress Worksheet (completed by your high school counselor)	
Two recommendations & forms	
Application essay (one page maximum)	
Student Information Release Authorization	
Read through Student Application Rubric Explanation	

### COMPASS Test Information:

Location:

Hours of operation:

Alternative testing dates:

If you are unable to take the COMPASS during the regular testing hours, you must contact the ECMC staff to sign up for one of the above testing sessions. If you have already taken the COMPASS test, please bring your results page to your high school counselor. You will not need to test again unless you need to improve your score for acceptance.

If you are a home school student, please have your COMPASS test completed, and bring your results page along with a finished application packet to your family interview.

Important dates:



### Family Interview

Student Name \_\_\_\_\_

Parent/Legal Guardian(s) interviewed: \_\_\_\_\_

Phone – (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

<i>Students</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4 (highest)</b>
Goals and aspirations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous educational experience/ Lack of education opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concerns for fears about ECMC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ready for college?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <i>Parents</i>				
How do YOU plan to partner with us at ECMC? (i.e., transportation/ free and reduced lunch)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Why is this school a good match?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 <i>Score</i>	<hr style="width: 20px; border: 0.5px solid blue;"/>	<hr style="width: 20px; border: 0.5px solid blue;"/>	<hr style="width: 20px; border: 0.5px solid blue;"/>	<hr style="width: 20px; border: 0.5px solid blue;"/>
<b>TOTAL SCORE</b>			<hr style="width: 100px; border: 0.5px solid blue;"/>	

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Comments:

## Student Application Rubric

<i>Criteria</i>	<i>Not Acceptable</i>	<i>Adequate</i>	
Required forms	Will not be accepted without all forms completed & submitted to ECMC	10 points for a complete packet Completed & reviewed with HS Counselor: 1. EDP 2. Transcripts 3. Behavior reports	Completed & submitted by student and parents: 1. Application 2. Academic progress sheet 3. Two letters of recommendation 4. Application essay 5. FERPA student release form
GPA	Below 2.2 HS GPA not eligible to apply	2.20-2.39 = 1 pt 2.40-2.59 = 2 pts 2.60-2.79 = 3 pts 2.80-2.99 = 4 pts 3.00-3.19 = 5 pts	3.20-3.39 = 6 pt 3.40-3.59 = 7 pts 3.60-3.79 = 8 pts 3.80-3.99 = 9 pts 4.00 + = 10 pts

<i>Criteria</i>	<i>Not Acceptable (0 points)</i>	<i>Adequate (1 – 6 points)</i>	<i>Exemplary (7 – 10 points)</i>
HS graduation progress	If unable to complete all MCC graduation requirements by the end of the junior year (with the exception of ELA 12 and the final math requirement), the student is NOT eligible to apply	On track with EDP indicating completion of all but English 12 and final math credit by the end of junior year. Algebra II must be completed by the end of the junior year. EDP allows for completion of College Success Course during junior year.	Ahead of track for graduating (e.g. 10 <sup>th</sup> grade Algebra II or beyond, three science courses completed by the end of the 10 <sup>th</sup> grade, additional technology coursework, or students who have earned extra high school credits)
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 1. ACT (17 or above in English, Reading, Math & a composite score of 23 or below) 2. SAT (800-1199) 3. Plan (Math 18-23, Reading 17-23, Science 19-23 and English 19-23. 4. Explore (19-22) 5. 8 <sup>th</sup> grade MEAP (1's, 2's, with limited 3's) 6. COMPASS (Reading 76-100, Math 46-65)	Scores in the indicated ranges for at least two of the following, including acceptable dual enrollment scores: 1. ACT (17 or above in English, Reading, Math & a composite score of 24 or higher) 2. SAT (1200-1600) 3. Plan (All subjects above 23) 4. Explore (All subjects above 23) 5. 8 <sup>th</sup> grade MEAP (All 1's and 2's) 6. COMPASS (Reading 76-100, Math 46-65)
Risk Factors	No risk factors, zero points for this section. Students without any risk factors ARE STILL eligible to apply, however, these students receive zero points in this section.	Any one or two of the following: 1. F&R lunch 2. First generation 3. Curriculum limitations * 4. ELL 5. Single parent household 6. Homeless 7. Other:	Three or more of the following: 1. F&R lunch 2. First generation 3. Curriculum limitations * 4. ELL 5. Single parent household 6. Homeless 7. Other: <b>(up to 15 points)</b>
* Curriculum limitations – personal curriculum, special education modifications, etc.			

## Student Application Rubric, cont'd

<i>Criteria</i>	<i>Not Acceptable (0 points)</i>	<i>Adequate (1 - 6 points)</i>	<i>Exemplary (7 - 10 points)</i>
Recommendation letters & forms	Less than two letters rated "Recommendation with Reservation."	Two letters from appropriate source rated at least "Recommendation with Reservation."	Two forms from key individuals rated "Recommendation" or "Highest Recommendation."
Application Essay	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
Value to the student	Typical HS or dual enrollment satisfies the needs of the student. DOES NOT exclude student.	Program will benefit student intellectually, emotionally or financially	Program has potential to transform student's future and provides extraordinary opportunities that might not otherwise exist <b>(up to 15 points)</b>
Family Interview			Contact College Success Coordinator for score. Final Family Interview school determined in conjunction with local counselor (required, if not completed student does not qualify to apply)

## Student Application Rubric Explanation

Student evaluation and entrance into the ECMC program will be based on criteria in nine categories. Each of these categories is worth up to ten points or 15 points, with a potential total score of 100 points.

### Application Rubric Breakdown

<i>Criteria</i>	<i>Maximum Points</i>
Required application packet forms finished	10
GPA	10
High School graduation progress	10
Test scores	10
Demographics (risk factors)	15
Recommendations	10
Application essay	10
Value to the students	15
Family Interview by ECMC staff	10
<b>TOTAL</b>	<b>100</b>

Students will not be eligible to apply to ECMC if they:

- Fail to have all forms completed and submitted to their local high school counselor (home school students must submit forms to ECMC staff directly).
- Have a high school GPA lower than a 2.20
- Are unable to complete all Michigan Merit graduation requirements by the end of their junior year (with the exception of ELA 12, the final Math requirement and the online learning experience)
- Do not have qualifying scores on any of the applicable tests.
- Do not meet the Ready To Succeed College requirements of MCC.