



CAREER & TECHNICAL  
MIDDLE COLLEGE  
*PROGRAM*

Student Application Packet  
2019-2022

Application Deadline: September 20, 2019

Career and Technical Middle College questions should be directed to your CTMC Advisor  
499 Range Road | PO Box 1500 | Marysville, MI 48040 | 810.455.1010



## St. Clair County RESA - Career and Technical Middle College Program Welcome and Introduction

Dear Parent/Guardian and Student:

Thank you for your interest in the Career and Technical Middle College program.

The Career and Technical Middle College (CTMC) in St. Clair County gives students the opportunity to earn both a high school diploma and one or more of the following: an Associate Degree (60+ credits)\* or up to 60 transferrable college credits toward a Bachelor's Degree, a college program certificate (30+ credits), the Michigan Early Middle College Association (MEMCA) Technical Certificate (15+ credits), or an industry credential. A listing of specific programs and information about CTMC can be found on our website [www.sctec.org](http://www.sctec.org). Click on the CTMC logo, which is on the left side of the page. Students will be able to save both time and money as they pursue a college degree and they will have an additional year of high school (5<sup>th</sup> year) to complete their college program at St. Clair County Community College (SC4).

The CTMC program is structured so that students gradually increase their exposure to college courses over a five-year span. By the time they reach the 5<sup>th</sup> year, virtually all of their coursework will be on-site at the college campus. Initially, (9<sup>th</sup> and 10<sup>th</sup> grade) all students' schedules will be comprised of high school classes. In year 11 of high school, students take classes at their high school and at St. Clair TEC. In year 12, they will take their classes at St. Clair TEC and SC4. In year 13, virtually all their classes will be at SC4.

Students in the CTMC program will receive support services to assist them in their transition from high school to college. All CTMC students will take the College Success class (SD-140) in 11<sup>th</sup> grade to develop their academic preparation skills, study skills, and social maturity skills. All CTMC students will participate in CTMC Boot Camp in August following their junior year to get comfortable on the college campus and prepare for the program. All CTMC students will work with the CTMC Career Pathway Advisor as they progress through the program.

Students who consider the CTMC program must be willing, motivated, and up for the challenge to perform successfully at the college level. In addition to the college coursework, students must successfully complete all of the requirements of the Michigan Merit Curriculum.

You will find additional information about the program in this packet. Please keep these pages for future reference. If you are interested in the CTMC program, please submit an application to St. Clair TEC/Student Services by September 20, 2019.

Sincerely,

A handwritten signature in black ink that reads "Pat Yanik". The signature is written in a cursive, flowing style.

Pat Yanik, Director  
Career and Technical Education

\*Students may earn a significant number of college credits toward their Associate degree but completion cannot be guaranteed by the end of year 13.



## St. Clair County RESA - Career and Technical Middle College Program Program Overview for Students

The Career and Technical Middle College (CTMC) is a unique educational option that provides students with the opportunity to graduate with both a high school diploma and one or more of the following: an Associate Degree (60+ credits)\* or up to 60 transferrable college credits toward a Bachelor's Degree, a college program certificate (30+ credits), the Michigan Early Middle College Association (MEMCA) Technical Certificate (15+ credits), or an industry credential. The CTMC is designed to prepare students for post-secondary study and highly skilled employment opportunities.

Students who are admitted to the CTMC program must meet the following expectations:

- Attend school regularly and encourage their parents to notify the high school and St. Clair TEC in the event of an absence
- Arrive at school as scheduled and to all classes on time
- Devote additional time to studying daily
- Keep parents/guardians aware of academic progress
- Complete all Michigan Merit graduation requirements
- Behave in a professional manner that shows respect for oneself, classmates, high school, St. Clair TEC and college faculty and their facilities and equipment
- Follow the handbook rules and regulations of your high school, St. Clair TEC and St. Clair County Community College
- Complete the required College Success class (SD-140)
- Attend CTMC Boot Camp and Transition camp
- Meet with the CTMC Career Pathway Advisor regularly

Thank you for your interest in the CTMC program. As a CTMC student, you agree that you are willing to make the effort to meet the expectations of the program and you are ready to make the commitment necessary to be successful.

\*Students may earn a significant number of college credits toward their Associate degree but completion cannot be guaranteed by the end of year 13.



## St. Clair County RESA - Career and Technical Middle College Program Program Overview for Parents

The Career and Technical Middle College (CTMC) is a unique educational option that provides students with the opportunity to earn both a high school diploma and one or more of the following: an Associate Degree (60+ credits)\* or up to 60 transferrable college credits toward a Bachelor's Degree, a college program certificate (30+ credits), the Michigan Early Middle College Association (MEMCA) Technical Certificate (15+ credits), or an industry credential. The CTMC is designed to prepare students for post-secondary study and highly skilled employment opportunities.

Students succeed best when the school, the parent/guardian and the student work together. Parents/guardians of those students selected to enroll in the CTMC program should be fully aware and be prepared to:

- Support daily attendance and notify the high school and St. Clair TEC in the event of an absence
- Provide time each day for the student to study in a quiet environment
- Discuss academic progress with students on a regular basis
- Attend and participate in parent/teacher conferences at the high school
- Fully understand the CTMC program is a five year program commitment
- Communicate any questions to the CTMC Career Pathway Advisor or your child's TEC Case Manager
- Provide a means of reliable transportation to SC4

Thank you for your interest in the CTMC program. As the parent/guardian of a CTMC student, you will be an important partner as your son/daughter strives for success.

\*Students may earn a significant number of college credits toward their Associate degree but completion cannot be guaranteed by the end of year 13.



## St. Clair County RESA - Career and Technical Middle College Program 2019-2022 Steps for Participation

### **August or September 2019**

Parent/legal guardian and student attend CTMC Information Meeting at TEC

### **September 2019**

Student and parent/guardian complete the CTMC Program Application and return it to TEC/Student Services by **September 20, 2019**

- The CTMC Application is available at St. Clair TEC or can be found on the CTMC website which is [www.sctec.org](http://www.sctec.org)
- The student and parent/guardian complete and sign the CTMC application.
- The student's high school principal and guidance counselor will sign the CTMC application and will attach a copy of their high school transcript to the application.
- The completed application and transcript will be turned in to St. Clair TEC/Student Services.

Student and parent/guardian complete the St. Clair County Community College (SC4) Early Admission and Dual Enrollment Authorization form by **September 20, 2019 (Refer to attached SC4 Sample documents)**

- The SC4 Early Admission and Dual Enrollment Authorization form is online at SC4's website - <https://sc4.edu/admissions>.
  - Click on "**Apply to SC4**" and click on "**Start Here**".
  - **Step 1:** Click on "**Complete the online High School Guest or Dual-Enrollment Application for Admission**" and then click on "**Apply for dual enrollment admission each semester**".
  - Then in the next section, when asked, "**Are you applying to an Early/Middle College, or a school-specific program?**" Click on "**Career and Technical Middle College**".
  - The student and parent/guardian complete and sign the SC4 Early Admission and Dual Enrollment Authorization and return it to St. Clair TEC/Student Services with the CTMC Program Application. Do **not** ask your high school principal sign this application. The St. Clair TEC CTE Director will sign the SC4 Early Admission and Dual Enrollment Authorization form.
- St. Clair TEC submits the completed SC4 Early Admission and Dual Enrollment Authorization form to SC4 to ensure that CTMC is invoiced for the student's college classes instead of the student/parent/guardian.

### **December 2019**

Student completes Accuplacer Assessment Testing on **December 18, 2019**

- SC4 has minimum college readiness benchmarks that must be met for enrollment. There are also higher benchmarks that must be met for particular courses. Students must meet the minimum benchmarks for the CTMC courses needed in their program of study before they will be allowed to enroll in classes.
  - Students will take the Accuplacer Assessment at TEC. They must bring a Picture ID (driver's license, school ID, or passport) to the session.
- Students will be tested in three areas – Math, Reading Comprehension and Sentence Skills. Accuplacer tests use a multiple-choice format. There is no time limit on the tests, so students can focus on doing their best to demonstrate their skills. Accuplacer uses computer-adaptive

technology. Questions are presented based on individual skill level. The response to each question determines the difficulty level of the next question. It is important to give each question as much thought as you can before selecting your answer.

- We encourage students to review practice questions beforehand to become familiar with the format of the questions. Accuplacer information and test taking study guides are available online at:
  - <https://accuplacer.collegeboard.org/login>
  - Students should log in using their high school email address.
  - SC4 uses the Next Generation Accuplacer placement exam. You will need to select this assessment when using the web-based study app or looking at sample questions.
- Accuplacer scores are provided the day you complete the test. Scores must be turned into the CTMC Career Pathway Advisor.
- Placement scores are required to be on file with SC4 prior to attending an advising appointment with the CTMC Career Pathway Advisor and registering for specific classes.

### **January 2020**

#### **CTMC Career Pathway Advisor will meet with students in January 2020**

The CTMC Career Pathway Advisor will review Accuplacer results to verify that the SC4 minimum college level benchmarks are met. If the benchmarks are not met, a meeting to identify options will be scheduled with the student and his/her parents.

### **March 2020**

#### **Student meets with CTMC Career Pathway Advisor to create a tentative schedule by March 29, 2020**

- Students will complete the College Success Class (SD-140) in 11th grade at TEC. Completion of this class is required for all CTMC students.
- Students work with their CTMC Career Pathway Advisor and High School Counselor to make a plan to meet the Michigan Merit Curriculum graduation requirements needed for the next school year and to finalize how many SC4 classes may be scheduled for their CTMC program of study.
- It is required that this meeting take place before a student may schedule his/her SC4 classes.

### **April 2020**

#### **Student meets with CTMC Career Pathway Advisor and plans classes to be taken in the fall semester by April 19, 2020**

#### **Student registers for SC4 courses by April 30, 2020**

- SC4 will register students for their first semester classes. Students will have access to the SC4 portal when they register for classes. The CTMC Career Pathway Advisor must approve any schedule/class changes in advance.
- After the first semester, students will go to the SC4 portal located at [www.sc4.edu](http://www.sc4.edu) to register for courses (2<sup>nd</sup> semester and beyond).
- Students may only register for classes approved by the CTMC Career Pathway Advisor and their high school. The CTMC Career Pathway Advisor meets with the high school counselor for scheduling recommendations.
- Students may not change their SC4 schedule or classes without the written consent of the CTMC Career Pathway Advisor. Parents/legal guardians will be billed for any classes changed without written permission from the CTMC Career Pathway Advisor.

## **August 2020**

### Students attend the CTMC Boot Camp at SC4 **August 2020**

- **The CTMC Boot Camp is mandatory for current 11th grade CTMC students who will be in 12th grade in the 2020-2021 school year. More details will be provided closer to the camp.**
- Students will explore SC4's campus, meet with SC4 instructors and student support staff, meet with their CTMC Career Pathway Advisor, hear from senior students in the program, get to know students from other schools in their CTMC cohort, learn tips for success in the program, and lots more.

### Students obtain their SC4 Student ID card **at Boot Camp**

- Students will visit the SC4 Student Service Center in the Welcome Center during Boot Camp to get their ID card.

### Students check SC4 email

- SC4 uses their student email addresses to communicate. Be sure you are checking your SC4 email regularly.
- Students should begin to check their SC4 email as soon as they obtain their student ID at SC4.

### Students obtain textbooks needed for SC4 Fall classes **August 2020**

- The CTMC Career Pathway Advisor will work with each student at Boot Camp to obtain rental books and will continue this practice each semester.

### Students begin SC4 Fall Courses **August 2020**

- Have a wonderful semester!



St. Clair County RESA - Career and Technical Middle College Program  
499 Range Road | PO Box 1500 | Marysville, MI 48040 | 810.455.1010

Student Application for 2019-2022

**Application Deadline: September 20, 2019**

Return the completed application packet to St. Clair TEC/Student Services

STUDENT INFORMATION

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
mm/dd/yy

Student Cell Phone (\_\_\_\_) \_\_\_\_\_ Student Email: \_\_\_\_\_

Name of Parent/Guardian with whom the student resides: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone—Mother/Guardian: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
(Email) \_\_\_\_\_

Phone—Father/Guardian: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
(Email) \_\_\_\_\_

High School: \_\_\_\_\_ Current grade in high school: \_\_\_\_\_

Career field of interest: \_\_\_\_\_ CTMC Program of Study: \_\_\_\_\_

If an Associate of Arts/Science transfer program, please indicate which university you plan to transfer to: \_\_\_\_\_

SIGNATURES

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

High School Counselor signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Transcript
- Early Admission and Dual Enrollment Authorization form (located on the SC4 website)

The St. Clair County Regional Educational Service Agency does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, height, weight, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the RESA's non-discrimination policies: Jean G. Sturtridge, Director of Legal Services and Human Resources 810-364-8990.





St. Clair County RESA - Career and Technical Middle College Program  
Parent/Guardian and Student Contract  
2019-2022

Student Name: \_\_\_\_\_ Parent/Guardian Name: \_\_\_\_\_

As parent/guardian and student participant in the Career and Technical Middle College Program, we understand and agree to the terms and conditions listed below.

1. I, the parent/legal guardian of the above named student, understand that the Career and Technical Middle College (CTMC) program is an early college program for eligible high school students.
2. I understand/agree that enrollment in the CTMC program involves being enrolled in high school for a total of five years (grade 9 – grade 13). I understand that CTMC students will not be eligible for high school graduation until the completion of grade 13. I also understand that the CTMC program provides an opportunity for students to obtain both a high school diploma and one or more of the following: an Associate Degree (60+ credits)\* or up to 60 transferrable college credits toward a Bachelor's Degree, a college program certificate (30+ credits), the Michigan Early Middle College Association (MEMCA) Technical Certificate (15+ credits), or an industry credential.  
\*CTMC cannot guarantee completion of an Associate's Degree by the end of year 13.
3. I understand/agree that CTMC students will take an approved math course in the final year (5th year) to fulfill their Michigan Merit Curriculum graduation requirements.
4. I understand/agree that if CTMC students elect to pursue the MEMCA Technical Certificate, then they must fulfill the requirements of the Michigan Merit Curriculum, successfully complete a 15+ transferable college credits, and complete 40 hours of paid or non-paid work-based learning activity, or 100 verifiable hours of community service, or a combination of these that equals 70+ hours.
5. I understand/agree that CTMC students are required to meet with the CTMC Career Pathway Advisor regularly. The goals of the meetings shall include discussing academic progress, developing success strategies, connecting students with resources, and assisting students with their transition from high school students to college students.
6. I understand/agree that CTMC students will participate in placement testing in order to determine appropriate college course placement.
7. I understand/agree that CTMC students will successfully complete the **College Success** class (SD-140) during their 11th grade year.
8. I understand/agree that 11th grade CTMC students are required to attend the CTMC Boot camp at SC4 in August before the start of their senior year and the Transition camp before the start of their 13th.
9. I understand/agree that CTMC students must attend and pass all required high school classes and all program-approved college courses during their high school career and up through the 5th year.
10. I understand that the cost of college tuition, fees and required materials for approved CTMC courses will be paid up to an allocated amount as determined by St. Clair TEC.
11. I understand/agree that I will be responsible to repay St. Clair TEC any tuition costs that were expended by St. Clair TEC for failure to complete a TEC paid post-secondary course. Failure to complete includes the following: receiving a grade less than a 2.0 in a class that is required for a transfer program of study or a class that is a prerequisite for another class in the program of study; taking an incomplete for a class and not having it converted to a passing grade prior to the end of the high school semester; or withdrawing from a class after the college 100% refund deadline.
12. I understand/agree that I will reimburse St. Clair TEC for the tuition costs associated with the non-completed course prior to the start of the next semester.

13. I understand/agree that all required textbooks, equipment and approved supplies, as defined by and purchased by St. Clair TEC for use in approved courses in the CTMC, shall at all times remain the property of St. Clair TEC. I understand/agree that I am responsible for the care and custody of said materials and agree to return all textbooks, equipment and appropriate supplies to St. Clair TEC at the conclusion of each college session.
  14. I understand/agree that I will assume financial responsibility for the loss or damage to textbooks, equipment, or appropriate supplies issued as a part of the Middle College. I understand/agree that I will reimburse St. Clair TEC for costs associated with lost or damaged textbooks, equipment, and/or appropriate supplies prior to the next semester, or within 30 days, whichever is sooner. I also understand/agree that further participation in the CTMC will not be allowed until all past costs are paid.
  15. I understand/agree that CTMC students are responsible each semester to register for the pre-approved CTMC program courses with the college in accordance with procedures established by the CTMC program.
  16. I understand/agree that any schedule or class changes must be pre-approved by the CTMC Career Pathway Advisor. I understand/agree that CTMC will not pay for any classes that were added, changed or dropped without the prior approval of the CTMC Career Pathway Advisor.
  17. I understand/agree that some courses will be offered on a college campus and involve students taking classes which may include college content not typically taught or considered appropriate in high schools. I also understand/agree that CTMC students will be exposed to college-aged students during the course of their participation on the college campus.
  18. I understand/agree that CTMC students will still be considered enrollees of their local school district and that they are subject to laws, policies, and graduation requirements of said local school district.
  19. I understand/agree that CTMC students are subject to student academic and disciplinary standards and policies of the district in which the student is enrolled, St. Clair TEC and/or St. Clair County Community College.
  20. I understand/agree that CTMC students will be held responsible for any inappropriate or offensive communications or actions as part of their participation in the CTMC and use of the equipment is governed by the applicable technology code of conduct and student code of conduct policies.
  21. I understand/agree that the transportation to the college is the responsibility of the student and their parent/guardian.
  22. I understand and agree that the parent, guardian, or students' failure to comply with the CTMC program contract could result in dismissal from the program.
  23. I understand/agree that as the parent/legal guardian of this student, I am giving permission for my son/daughter to be photographed and/or filmed for educational purposes while participating in the CTMC program. YES \_\_\_\_\_  
PARENT INITIAL
- OR (initial only one choice) OR
- I understand that as the parent/legal guardian of this student, I am exercising my "Opt out" right to not have my son/daughter filmed or photographed for educational purposes while participating in the CTMC program. YES \_\_\_\_\_  
PARENT INITIAL
24. I authorize St. Clair TEC/CTMC program to release information concerning my college readiness scores and academic progress to St. Clair County Community College. YES \_\_\_\_\_  
PARENT INITIAL

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

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