

**2014/2015**  
**Student Application Packet**  
**for**  
**\*\*Early College**  
**of**  
**Baker College Cadillac**



*Since 1911*

**and**

**\*The Districts of Charlevoix/Emmet ISD**



***Completed applications are due back to your high school counselor by April 10, 2014. Incomplete or disorganized application packets may not be accepted***

\*\*The Districts" refers to Alanson, Boyne City, Boyne Falls, Central Lake, Charlevoix, Pellston Public Schools and Ellsworth Community Schools.

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## Course Content

The **Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD** is open to selected high school juniors from Alanson, Boyne City, Boyne Falls, Charlevoix, Central Lake, Ellsworth Community, and Pellston. The Early College experience is for students who would normally be completing their junior and senior years in high school. This Early College is specifically for students who have the ability to be high achievers, are capable of doing college level work, and can meet high academic standards.

Students will be carefully selected and closely monitored throughout the semester. Students are expected to achieve the same outcomes and perform the same work as any other college student.

## Application Process

The Early College of Baker College Cadillac and \*The Districts of Char/Em welcomes all applications. Students should meet all of these criteria to be considered for the Early College Program.

1. Current GPA of at least 2.20
2. Principal and counselor recommendation
3. Minimum of one teacher recommendation
4. Meet State of Michigan dual enrollment guidelines
5. Preferred scores on:
  - ACT
  - ACT/Aspire
  - MEAP
  - NWEA/MAP
  - Baker College Compass recommended scores:
    - Writing 32
    - Math 25
    - Reading 62

## Early College Curriculum

The Early College curriculum consists of the core courses and general education courses that meet the requirements for associate degrees in CAD and Design Technology, Architectural/Construction Technology, Medical Insurance Specialist, Business and Advanced Manufacturing with an emphasis on CNC at Baker College of Cadillac. Specific course offerings may vary by quarter based on college course offerings at the Baker College Cadillac Campus. All appropriate prerequisites must be met for each college course. College classes and textbooks are provided without charge for students who are accepted into the Early College. Classes are open to enrollment by regular college students. Upon completion of the program, students will have completed many of the requirements for one of these two undergraduate degrees. Students will be assisted in selecting their college classes shortly after registration.

**DISCLAIMER:** College credits earned in the Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD Program will be honored by Baker College. Students who are transferring to another institution must contact that institution to see how the credits transfer. Transfer information can also be found at <http://www.michigantransfernet.org/>.

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## **Opportunities for Development**

In addition to taking classes, students will be given the rights to campus activities or programming of any other student at the College. An Early College Orientation will be held during the summer prior to entrance. Each participant will be connected to an academic advisor who will help with college planning when high school is completed.

## How to Apply

1. Complete this **Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD** application.
2. ***Make certain to completely fill out the application and obtain all the required signatures. Disorganized or incomplete application packets may not be accepted. It is the student's responsibility to ensure a complete and organized packet is submitted.***
3. By the application deadline you must:
  - Submit a high school transcript and ACT and/or a common assessment (i.e., Explore, Plan, Aspire, NWEA, etc.)
  - If your application is accepted you will be invited to take the Baker College COMPASS Placement Assessments (A study guide is available at the campus.)
4. Write and submit an essay of at least five hundred words. (See page 16 of this packet.)
5. Obtain three recommendation letters from 1) at least one teacher, 2) your high school counselor, and 3) your high school principal. Each recommendation must be submitted on an official recommendation form. These are included in the application packet.
6. **The APPLICATION DEADLINE (DUE TO THE HIGH SCHOOL COUNSELOR):**

**April 17, 2014**

### **Program Contacts:**

#### **Baker College Cadillac**

**Audrey Chamoli, Director of Admissions (231-876-3119)**

#### **Charlevoix/Emmet ISD**

**Jim Cooper, Early College Coordinator (231-547-9947)**

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## **Early College Student Application Checklist**

- Please use the checklist below to keep track of your Early College application.
- Give the completed application packet to your high school counselor by **April 17, 2014.**
- If you have any questions, please see your high school counselor or contact the admissions office at Baker College, Cadillac: 231-876-3100.

## **Application Packet Checklist**

- Completed Early College Application Form
- Career Cruising Resume (Can be obtained through the Career Cruising website)
- Parent/Guardian Release Form
- Student Attendance Summary Form
- Teacher Recommendation
- Counselor Recommendation
- Student Essay
- High School Transcript (2.20 Cumulative GPA or higher)
- ACT, ASPIRE, MEAP, NWEA
- Photo Release Form
- Family Education Rights and Privacy Act (*FERPA*) Information Release Form

**\*\*If your application is accepted you will be invited to take the Compass Test**

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## Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD Application

*Please complete all sections*

<b>Student Full Legal Name:</b> (First Name, Middle Initial, Last Name) (Ex: Sandra not Sandy)		Date of Birth:	Citizenship: Check one only <input type="checkbox"/> US Citizen <input type="checkbox"/> Non-Citizen (Complete below if not a US Citizen.)
Permanent Address (Where you live):		High School:	
Mailing Address: (If different):		Graduation Year:	
City/State/Zip:		County: /USA	
UIC # (Please get this number from the high school office.):			Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
SS#		E-mail:	
Phone #: (home)		(cell)	(cell phone provider)
Ethnic/Racial Information: Are you Hispanic or Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No  Race: (Check one or more) <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Pacific Islander		College Semester:  <input type="checkbox"/> Fall 2014	Career Pathway: (Check one)  <input type="checkbox"/> Business <input type="checkbox"/> Advanced Manufacturing <input type="checkbox"/> Medical Insurance Specialist <input type="checkbox"/> CAD and Design Technology <input type="checkbox"/> Architectural Technology
Parent/Guardian Full Name: (First Name, Middle Initial, Last Name) (Ex: Sandra not Sandy)			Current Grade Level in School <input type="checkbox"/> 10 <sup>th</sup> Grade
Parent/Guardian Full Name: (First Name, Middle Initial, Last Name) (Ex: Sandra not Sandy)			
Permanent Address (Where parent lives):			
Name of teacher submitting a recommendation: (First Name, Last Name)			
Name of counselor submitting a recommendation: (First Name, Last Name)			
Name of principal submitting a recommendation: (First Name, Last Name)			
Please list any course work that would demonstrate your ability to excel in the Early College of Baker College Cadillac and *The Districts of Char-Em ISD.			
1.	2.	3.	
4.	5.	6.	

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## SECTION II To be completed by student and parent/guardian

I/we support my/our child's application for admission to the Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD. I/we have read the information supplied with the application and I/we am/are aware of the conditions for participation (found on pages 2, 4 and 5). **I/we agree to permit information in this application and other records which result from application and attendance to be made available on a confidential basis to the applicant's home school and other educational institutions.** I/we agree to permit information from the applicant's home school to be used in a confidential manner and further understand that reports and recommendations that are collected for administration purposes do not become a part of our student's permanent academic record. Therefore, I/we hereby agree to waive restrictions on access to my/our child's application information and understand that this includes the requested teacher recommendations.

Students with a documented disability may wish to consult with the Student Resource Center. They can be reached at **231-876-3111**. A counselor can work with you to develop an academic accommodation plan that you can share with your instructors.

**PARENT:** *I/we have read and understand the guidelines contained in this application packet. I/we give permission for my student to participate in the Early College Program of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD.*

**Parent(s) Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STUDENT:** *I have read and understand the guidelines contained in this application packet. I give permission to my high school to release my transcript and test scores to Baker College. I give my permission to discuss my academic progress with both my parents and High School personnel.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**EQUAL OPPORTUNITY INFORMATION:** State government policy prohibits discrimination based on race, sex, color, creed, religion, national origin, age, or disability. The sole purpose of gathering this information is to ascertain the effectiveness of recruitment efforts in reaching all segments of the population and to insure that proper facilities are available to serve all students selected for admission.

## Baker College Cadillac and Charlevoix/Emmet ISD Early College Parent/Guardian Release Form

I/we understand that my son/daughter is applying to the Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD offered by Alanson, Boyne City, Boyne Falls, Charlevoix, Central Lake, Pellston Public Schools and by Ellsworth Community Schools. I have obtained and read the information provided by the school counselor regarding the Early College of Baker Cadillac and \*The Districts of Charlevoix/Emmet ISD. I/we understand and give my/our permission for the selection committee to request and obtain any further scholastic information pertaining to my son/daughter from his/her local school.

If he/she is accepted:

1. All students will be responsible for following rules established by the program coordination committee, and failure to do so may result in removal from the program.
2. I will provide additional tuition/fees and associated field trip costs not covered by the school district.
3. I understand any illegal or unethical behavior may result in removal from the program.
4. Students are encouraged to have Internet access at home.
5. I/we hereby certify that the information contained in this application for the Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD and submitted by me is true, accurate, and complete. I/we recognized that any misrepresentation or willful omission of fact shall be sufficient cause for disqualification from this program.
6. Students will receive a copy of the student handbook detailing Early College of Baker Cadillac and \*The Districts of Charlevoix/Emmet ISD policies and procedures as they pertain to student conduct.
7. Students taking college courses may be exposed to topics or conversations that include adult-themed material or information.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmett ISD**  
**Student Attendance Summary**

9 <sup>th</sup> Grade		10 <sup>th</sup> Grade	
	# of Days Absent		# of Days Absent
Excused		Excused	
Unexcused		Unexcused	
Total		Total	

This form was completed by:

Name / Title:	Date Completed:
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## Teacher Recommendation

Student's Name:	Current Grade Level in School <input type="checkbox"/> 10 <sup>th</sup> Grade
School:	

Dear Teacher:

The above named student is applying to the Early College of Baker College Cadillac and \*The Districts of the Charlevoix/Emmet ISD program and has requested that you complete the attached **Recommendation Form**. Your careful consideration with respect to the student's character and ability will help the selection committee view this individual beyond the grades, test scores, and activities that are presented.

Please rate the student on each set of characteristics by placing an "X" in the box that most accurately describes the student. There should be only one "X" per characteristic. Any comments that you are willing to share would be most helpful, especially pertaining to levels of effort, attendance, and task management.

Recommendations are a required part of the student's application that is used by the selection committee to evaluate the student's potential for success in our program. In addition to recommendations, the student will be evaluated on responsibility, communication, interpersonal skills, and overall academic performance. As a person who knows this student well, your judgment about the student's potential for success is most helpful.

Thank you for your time and consideration.

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**Teacher Recommendation for (Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD Candidate's name):**

<b>WORK HABITS</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Character (honesty, citizenship)				
Judgment (common sense, reasonable)				
Initiative (acts without being pushed)				
Personality (works well with others)				
Appearance (clean, dressed neatly)				
Emotional (shows self-control)				
<b>PERSONAL / ACADEMIC TRAITS</b>	<b>Always</b>	<b>Usually</b>	<b>Seldom</b>	<b>Never</b>
Works independently				
Likes challenges				
Completes tasks				
Organized				
Likes new assignments				
Accepts ownership of his/her actions				
Demonstrates respect for others				
Likes people				
Is a self starter				
Takes directions well				
Can lead a group				
Demonstrates kindness				
<b>Additional Comments:</b>				
<b>Teacher's Signature:</b>	<b>Date</b>			

## Counselor Recommendation

Student's Name:	Current Grade Level in School  <input type="checkbox"/> 10 <sup>th</sup> Grade
School:	

Dear Counselor:

The above named student is applying to the Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD and has requested that you complete the attached **Recommendation Form**. Your careful consideration with respect to the student's character and ability will help the selection committee view this individual beyond the grades, test scores, and activities that are presented.

Please rate the student on each set of characteristics by placing an "X" in the box that most accurately describes the student. There should be only one "X" per characteristic. Any comments that you are willing to share would be most helpful.

Recommendations are required part of the student's application that is used by the selection committee to evaluate the student's potential for success in our program. In addition to recommendations, the student will be evaluated on responsibility, communication, interpersonal skills, and overall academic performance. As a person who knows this student well, your judgment about the student's potential for success is most helpful.

Thank you for your time and consideration.

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**Counselor/Administrator Recommendation for (Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD Candidate's name):**

<b>WORK HABITS</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Character (honesty, citizenship)				
Judgment (common sense, reasonable)				
Initiative (acts without being pushed)				
Personality (works well with others)				
Appearance (clean, dressed neatly)				
Emotional (shows self-control)				
<b>PERSONAL / ACADEMIC TRAITS</b>	<b>Always</b>	<b>Usually</b>	<b>Seldom</b>	<b>Never</b>
Works independently				
Likes challenges				
Completes tasks				
Organized				
Likes new assignments				
Accepts ownership of his/her actions				
Demonstrates respect for others				
Likes people				
Is a self starter				
Takes directions well				
Can lead a group				
Demonstrates kindness				
<b>Additional Comments:</b>				
<b>Counselor/Administrator's Signature:</b>		<b>Date</b>		

## Principal Recommendation

Student's Name:	Current Grade Level in School <input type="checkbox"/> 10 <sup>th</sup> Grade
School:	

Dear Principal:

The above named student is applying to Early College of Baker College Cadillac and \*The Districts of the Charlevoix/Emmet ISD and has requested that you complete the attached **Recommendation Form**. Your careful consideration with respect to the student's character and ability will help the selection committee view this individual beyond the grades, test scores, and activities that are presented.

Please rate the student on each set of characteristics by placing an "X" in the box that most accurately describes the student. There should be only one "X" per characteristic. Any comments that you are willing to share would be most helpful.

Recommendations are required part of the student's application that is used by the selection committee to evaluate the student's potential for success in our program. In addition to recommendations, the student will be evaluated on responsibility, communication, interpersonal skills, and overall academic performance. As a person who knows this student well, your judgment about the student's potential for success is most helpful.

Thank you for your time and consideration.

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**Principal Recommendation for (Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD Candidate's name.)**

<b>WORK HABITS</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Character (honesty, citizenship)				
Judgment (common sense, reasonable)				
Initiative (acts without being pushed)				
Personality (works well with others)				
Appearance (clean, dressed neatly)				
Emotional (shows self-control)				
<b>PERSONAL / ACADEMIC TRAITS</b>	<b>Always</b>	<b>Usually</b>	<b>Seldom</b>	<b>Never</b>
Works independently				
Likes challenges				
Completes tasks				
Organized				
Likes new assignments				
Accepts ownership of his/her actions				
Demonstrates respect for others				
Likes people				
Is a self starter				
Takes directions well				
Can lead a group				
Demonstrates kindness				
Works independently				
<b>Additional Comments:</b>				
<b>Principal's Signature:</b>	<b>Date</b>			

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# Student Essay

**Please submit a typed essay of at least five hundred words responding to all of the following topics. *Please note that grammar and punctuation count.***

- Discuss how participating in the Early College of Baker College Cadillac and \*The Districts of the Charlevoix/Emmet ISD will help you to reach your college goals.
- What are your career goals? How will being a part of the Early College of Baker College Cadillac and \*The Districts of the Charlevoix/Emmet ISD assist you in achieving these goals?
- What are your academic and college goals?
- Give a brief overview of your extracurricular activities (in school and out), interests, talents, and hobbies.
- Describe a situation or recent experience where you assumed a significant amount of responsibility and/or a leadership role.
- Describe a situation where you have worked with others. What was the purpose of the group? How did your role support the goal(s) of the group? In what way do you feel being a part of this group helped you become a better team “player” and understand the role of teamwork?

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## Image and Comment Release Form

I hereby grant permission to Early College of Baker College Cadillac and \*The Districts of the Charlevoix/Emmet ISD to use my likeness and/or voice in photograph(s), video or audio recordings in any of its publications, on any of its online sites, online sites utilized by the College including social media, and in any or all other media without further consideration. I also acknowledge that Early College of Baker Cadillac and \*The Districts of Charlevoix/Emmet ISD may choose not to use my photo or video likeness, comments, or audio recordings at this time, but may do so at its own discretion at a later date.

I also grant permission to Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD to interview me and use my comments in any of its publications, on one of its online sites, and in any or all other media without further consideration.

I will make no monetary or other claim against Early College of Baker College Cadillac and \* The Districts of Charlevoix/Emmet ISD for the use of the interview, photos, video or audio. All negatives, positives, and digital files, together with the prints shall remain Early College of Baker Cadillac and \*The Districts of Charlevoix/Emmet ISD property, solely and completely.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name (printed) \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Telephone \_\_\_\_\_

I am over 18 years of age Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Parent or Guardian (if subject is under 18) \_\_\_\_\_

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# FERPA

## (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

### PLEASE PRINT CLEARLY

Name of student: \_\_\_\_\_

**Early College of Baker Cadillac and \*The Districts of Charlevoix/Emmet ISD**

Student ID#: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**I authorize Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD to release the following information from my student records:**

All non-directory information: (See Reverse Side for Explanation)

Semester grades for: Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer \_\_\_

Other non-directory information: please specify: \_\_\_\_\_

This release authorization is in effect:  Indefinitely

Starting \_\_\_/\_\_\_/\_\_\_ and Ending \_\_\_/\_\_\_/\_\_\_

MM DD YY/ MM DD YY

**Early College of Baker College Cadillac and \*The Districts of Charlevoix/Emmet ISD may release this information TO:**

*Parent(s) Name(s):* \_\_\_\_\_

*Parent Address:* \_\_\_\_\_

*Parent City/State/Zip:* \_\_\_\_\_

*High School Counselor/Administration Name:* \_\_\_\_\_

*High School Address:* \_\_\_\_\_

*High School City/State/Zip:* \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

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**DIRECTORY INFORMATION – NO AUTHORIZED RELEASE REQUIRED FROM STUDENT.**

- NAME
- TELEPHONE NUMBER(S)
- EMAIL ADDRESS
- STUDENT CLASSIFICATION (ACTIVE/INACTIVE)
- DATES OF PREVIOUS ATTENDANCE BY TERM/YEAR
- FULL-TIME/PART-TIME
- DEGREES/HONORS/DATES EARNED
- CERTIFICATES/HONORS/DATES EARNED
- FIELD OF STUDY
- PREVIOUS EDUCATIONAL INSTITUTION
- ATHLETIC INFO: SPORT/POSITION/HEIGHT/WEIGHT

**NON-DIRECTORY INFORMATION – REQUIRES WRITTEN, SIGNED, AND DATED AUTHORIZATION FROM STUDENT.**

- ADDRESS
- CLASS GRADES
- GPA
- NUMBER OF CREDIT HOURS
- SOCIAL SECURITY NUMBER
- ANY/ALL FINANCIAL AID INFORMATION
- PAYMENT/BILLING INFORMATION
- ACADEMIC STANDING
- DATE OF BIRTH
- RACE/ETHNICITY
- TEST SCORES
- EC STUDENT ID NUMBER
- CURRENT ATTENDANCE

NOTE: RECORDS FROM PREVIOUS SCHOOLS BECOME PROPERTY OF EARLY COLLEGE OF BAKER COLLEGE AND \*THE DISTRICTS OF CHARLEVOIX /EMMET ISD AND CANNOT BE SENT TO ANOTHER SCHOOL OR RELEASED TO STUDENTS.

## Scoring Rubric (to be used by EC staff when reviewing candidate info)

**Candidate's Name:**

ITEM	EXCEEDS EXPECTATION (5 points)	MEETS EXPECTATION (3 points)	BELOW EXPECTATION (1 point)	POINTS EARNED
Application Form	Complete, neat, no misspellings, <b>and</b> articulates experiences that relate to Early College	Complete, neat, no misspellings.	Missing information, sloppy, several misspellings	
Teacher Recommendations: Work Habits	All check marks are in the <i>Very Good</i> column	All check marks in the <i>Good</i> or <i>Very Good</i> columns	One or more check mark in the <i>Fair</i> or <i>Poor</i> column	
Teacher Recommendations: Personal/Academic Traits	All check marks are in the <i>Always</i> column	All check marks are in the <i>Always</i> or <i>Usually</i> columns	One or more check mark in the <i>Seldom</i> or <i>Never</i> column	
Counselor Recommendations: Work Habits	All check marks are in the <i>Very Good</i> column	All check marks are in <i>Good</i> or <i>Very Good</i> columns	One or more check mark in the <i>Fair</i> or <i>Poor</i> column	
Counselor Recommendations: Personal/Academic Traits	All check marks are in the <i>Always</i> column	All check marks in the <i>Always</i> or <i>Usually</i> columns	One or more check mark in the <i>Seldom</i> or <i>Never</i> column	
Principal Recommendations: Work Habits	All check marks are in the <i>Very Good</i> column	All check marks in the <i>Good</i> or <i>Very Good</i> columns	One or more check mark in the <i>Fair</i> or <i>Poor</i> column	
Principal Recommendations: Personal/Academic Traits	All check marks are in the <i>Always</i> column	All check marks in <i>Always</i> or <i>Usually</i> columns	One or more check mark in the <i>Seldom</i> or <i>Never</i> column	
Attendance	An average number of absences of 5 or less per year	An average number of absences of 10 or less per year	An average number of absences of more than 10 per year	
Essay	Answered all questions in complete, clear, and concise language <b>and</b> articulated depth of understanding of expectations	Answered all questions in complete, clear, and concise language	Some questions incomplete or the language is unclear	
Transcript	Transcript verifies 2.20 cumulative GPA AND completion of honors, AP and/or college courses	Transcript verifies 2.20 cumulative GPA	Transcript verifies a cumulative GPA of less than a 2.20 ( <i>EC requires a cumulative GPA of 2.20</i> )	
<b>TOTAL</b>				