

Andrews University

Seek Knowledge. Affirm Faith. Change the World.



DUAL ENROLLMENT HANDBOOK

2019 - 2020

Welcome to Andrews University, High School Student!

We're committed to helping you become a world changer, as you seek knowledge and affirm faith. We look forward to supporting your mental, physical, and spiritual growth as you take classes on campus or online. While you will need to take the initiative to succeed, we're eager to help you thrive in early college experiences. [Contact us!](#)

Studying on campus? Enjoy recreational, social, service and spiritual activities. Check www.andrews.edu, campus screens and class announcements for details. *Away from campus?* Enjoy streamed events and social media online. Access the [library](#) on campus or online. [Join a virtual or campus visit](#) to learn more about all that Andrews University has to offer you!

Expectations

- You understand that Andrews provides college-level learning reflecting a Christian worldview.
- You will activate your Andrews username to access the library, learninghub, email and other services. If attending main campus, you will get an ID card when first admitted (at Records in the Administration Building), and carry it whenever on campus.
- You will use your [Andrews email](#) and keep your [contact information updated](#).
- You will meet all financial obligations. When third party billing is not in place, you will give your parents [authorized access to your account](#) so they can pay outstanding bills.
- You will take the initiative to get help when needed. Read instructions. Ask questions in class. Seek help from classmates, instructors, lab assistants, or your school counselor. On campus, visit the [Student Success Center](#) for help with disability accommodations, tutoring, or advice on college study success. Online, email sdestudents@andrews.edu for support.
- All your work will demonstrate your commitment to the Andrews code of [academic integrity](#).
- You choose to respect the [Andrews Code of Conduct](#).
- You will [request your transcript](#) be sent to your school each term you take a course for high school and university credit.

Your Records

Once your username is activated, from the Current Students tab on any Andrews webpage, click on IVUE to view registration info, grades and your full academic record. Select FINVUE to access your financial statement or to pay. Video tutorials at andrews.edu/distance/students/videos.html can help.

FERPA

The Family Educational Rights and Privacy Act of 1974, or FERPA, governs access to and release of student education records. When you attend a university, FERPA rights transfer from a parent to you, as student, even if younger than 18. It is the students' responsibility to contact Andrews University, not your parent or school. You may choose to give your parents' permission to view your academic records, pay the bill online, and request transcripts. Learn more [about FERPA](#).

Dual Enrollment in Michigan

Since 2012, Michigan State allows all qualifying high school or academy students to take advantage of dual enrollment, including through Andrews University. Learn more at michigan.gov/dualenrollment.

Contacting Andrews University

All emailing are to be sent from your Andrews University email address to ensure that we are communicating you and not a parent or someone else.

- To change a class registration (add or drop), discuss first with your school counselor or registrar, then email precollege@andrews.edu or call 269-471-6718 (campus) or 269-471-6323 (online). Include your Andrews ID and the course information. If you choose to drop a class, full tuition is refunded in the first 10 days of the term; no refund is available after the first month. See the Academic Calendar for refund change dates each term.
- Need help with email set up? Email helpdesk@andrews.edu or call 269-471-6016.
- For help with learninghub.andrews.edu, email dlit@andrews.edu or call 269-471-3960.
- Your instructor's contact information is included in the course syllabus and online course space.

Financial Information

Discuss how much of the bill you will be responsible for and how to pay with your school, before you register. All through the term choices you make may incur additional fees (e.g. lab fees, registration changes, incompletes), so check your statement for amounts not covered by your partnership or school. Transcripts are held until the balance is paid in full. Email Fares Magesa at magesaf@andrews.edu or call 269-471-3428 regarding billing.

All courses approved for high school students are available at the high school discounted tuition rate. This rate does not apply to fees or surcharges on specific courses, individual flight or music lessons, independent study or self-paced courses, or language courses prerequisite for advanced degrees and courses taken off campus.

Parking and Safety on Campus

If you need to park a vehicle on campus while in class, register for a parking permit at the Campus Safety office. The \$10 per-vehicle fee can be charged to your account or paid by debit or credit card; no cash is accepted. Guest permits are free to those visiting campus for up to two weeks.

We work to make campus (and online) a safe environment for you at all times. If you feel you are being mistreated or are in jeopardy of mistreatment, call Campus Safety at 269-471-3321. In a non-emergency situation, you may also inform any Andrews University staff or faculty member. For more information, visit the [Campus Safety Resources](#) page.

Textbooks

Order textbooks to arrive before the class starts. All materials are listed in the course syllabus available through the [course schedule](#) two weeks before the class starts. The syllabus is also included in your online course space a few days before class begins. [Online class syllabi](#) can also be found here.

Textbooks for main campus classes are available through the [Andrews Bookstore](#). Amazon ships textbooks anywhere else at record speeds. Wherever you choose to purchase, check the ISBN, author, title, publisher, and year of publication. If the textbook includes online software access, purchase the textbook new to get the code you need. Otherwise, used textbooks are a great savings.

Courses Approved for High School Registrations

College of Arts & Sciences – Humanities

ART 104 Drawing | 105 Painting | 107 Ceramics I
ART 130 Introduction to Digital Media
ART 200 Color Theory and Use
COMM 104 Communication Skills
DSGN 150 Web Design I
ENGL 115, 215 College Writing I*, II*
FILM 105 Introduction to Filmmaking
FILM 225 Screenwriting I
FILM 275 Post-production
FREN 171, 172 Elementary French I, II
FREN 275 Intermediate French
FREN 280 French Conversation & Composition
HIST 110 Worldviews, Cultures & Gods
HIST 117, 118 Civilizations & Ideas I*, II
HIST 204, 205 American Experience I, II
JOUR 140 Media, Culture, and Society
LEAD 101 Fundamentals of Leadership
MUHL 214 Enjoyment of Music
PHIL 224 Introduction to Philosophy
PHTO 115 Photography I
PHTO 116 Digital Photography I
PHTO 175 Digital Imaging
PHTO 210 History of Photography
PLSC 104 American Government
RELB 210 Jesus in His Time & Ours
RELG 225 Foundations of Missions
RELT 100 God & Human Life
RELT 225 Doctrines of Adventist Faith*
RELT 250 Personal Spirituality & Faith
SPAN 171 Elem Spanish I | 172 Elem Spanish II
SPAN 275 Intermediate Spanish
SPAN 280 Spanish Conversation & Composition

College of Arts & Sciences – STEM

ANSI 114 Introduction to Animal Science
ANSI 150 Companion Animal Care & Lab
ANSI 340 Production/Management: Equine & Lab
BIOL 100 Human Biology
BIOL 110 Principles of Biology
BIOL 165,166 Foundations of Biology I, II & Labs
BIOL 170 Rocks, Fossils & Life
BIOL 208 Environmental Science incl lab*
BIOL 221, 222 Anatomy & Physiology I, II
BIOL 260 General Microbiology
BCHM 120 Intro to Organic & Bio Chemistry & Lab
CHEM 100 Consumer Chemistry
CHEM 110 Intro to Inorganic Chemistry
CHEM 131,132 General Chemistry I, II & Lab
CHEM 195 Independent Research (0 cr, instr approval)
CPTR 151, 152 Computer Science I, II
CPTR 276 Data Structures & Algorithms
ENGR 120 Intro to Engineering & Design
ENGR 180 Materials Science
HORT 136 Landscape Drafting & Graphics
HORT 137 Fundamentals of Landscape Design
HORT 150 iGrow

MATH 168 Pre-Calculus*
MATH 191 Calculus I* | 192 Calculus II | 240 Calculus III
MATH 215 Introduction to Linear Algebra
MATH 286 Differential Equations
PHYS 110 Astronomy
PHYS 117 Observational Astronomy Lab
PHYS 141 General Physics I | 142 Physics II & Labs
PHYS 225 Sound & Waves
STAT 285 Elementary Statistics

College of Arts & Sciences – Social Science

ANTH 124 Intro to Anthropology
ANTH 200 Cultural Anthropology*
ANTH 205 Intro to Archaeology
BHSC 225 Global Social Issues
FMST 201 Personal Relationships
GEOG 110 Survey of Physical Geography
PSYC 101 Introduction to Psychology*
PSYC 105 Careers & Plans for the Psychology Major
PSYC 180 Dealing with Your Mind
PSYC 204 Personal, Social & Career Development
PSYC 210 Introduction to Health Psychology
PSYC 301 Human Development
SOCI 119 Principles of Sociology
SOCI 160 Intro to International Development
SOCI 235 Police Orgnzn, Admin & Community Dynamics
SOWK 100 Introduction to Social Work
SOWK 101 Orientation to Human Services

School of Business Administration

ACCT 121 Accounting I | 122 Accounting II
BSAD 104 Introduction to Business
ECON 225 Macroeconomics | 226 Microeconomics
FNCE 206 Personal Finance
INFS 120 Foundations of Information Tech & Lab
INFS 215 Info Systems Theory & Applications
AFLT 104 Introduction to Aviation
AFLT 110 Basic Aircraft Systems
AFLT 115 Private Pilot Ground School
AFLT 121 Flight Training I | 122 Flight Training II
AVIA 140 Welding Technology
AVIA 250 Machine Shop & Lab
AVMT 114 Aircraft Basic Electricity
AVMT 116 Federal Regulations, Publications, Forms
AVMT 120 Materials & Processes for Aircraft Structures

School of Health Professions

ARCH 126 Drawing & Graphics Studio
ARCH 150 Introduction to Architecture
FDNT 230,240 Nutrition* & Lab
MLSC 105 Introduction to Medical Laboratory Sciences
MLSC 110 Medical Terminology
PHTH 120 Introduction to Physical Therapy
SPPA 234 Intro to Speech-Lang Path & Audiology
SPPA 270 Preclinical Observation

* Also offered [online](#). See [course schedule](#) for availability & times.
Must meet prerequisites. **Bold** work for [MI transfer agreement](#).

Andrews University High School Registration Checklist

Once you have decided to register:

- Have you discussed with your parents and counselor what course you want to take? Have you checked the course for prerequisites and co-requisites (e.g. labs required with science classes)?
- Have you checked the course schedule to find a course that fits your high school schedule?
- Have you completed the [application](#)? This includes applying online and getting parent, registrar and school business manager/accountant signatures (homeschoolers, parent signature only).

Once you have received registration confirmation from Andrews University:

- Have you [activated your username](#) and checked your personal information?
- If attending on-campus courses, have you made your [Andrews ID card](#) at the Academic Records Counter in the Administration Building? You can access the library, eat in the cafeteria, and get student discounts with this card.
- Have you ordered textbooks to arrive BEFORE class starts? Find textbook information in the course syllabus (found in [Course Schedule](#)), or through the [University Bookstore](#). Purchase through any supplier – amazon.com supplies used and new within days.
- If you're parking on campus, have you registered your vehicle at [Campus Safety](#) (\$10)?
- Have you added class and study times to your personal schedule? If taking classes on campus, use the [interactive maps](#) to find the building where your class will meet or print a [campus map](#).
- Have you checked your financial statement on your [finVue webpage](#)? You can give parents access to financial information [here](#). Transcripts are held until payment in full has been made.

Once you begin studying:

- Are you keeping up with the reading and homework? Be responsible and realistic. You need to budget 6-9 hours per week for each 3-credit college class.
- Are you attending every class on campus? Are you logging in regularly in an online course?
- Don't hesitate to contact the instructor, your counselor or [our office](#) if you have questions or concerns about your course or course material.
- Have you requested your transcript through [getmytranscript.com](#)? Your school needs this if you are earning dual credit. You can see grades on your personal [iVue academic webpage](#) at any time. Transcripts can be requested whenever needed in years to come.

To register next semester:

- Meet with your counselor to decide which Andrews University class would be a good fit in your next semester. Complete applications for the next Fall and Spring before school is out this year!
- Reapply and do the orientation online once a year. Send in the [registration form](#) for each term, including all signatures. *More sections may be opened as needed, so apply even if the course schedule shows the main campus class is full.*

To become a degree-seeking student:

- Take the ACT or SAT in both Gr 10 and 12, and the PSAT exam in Gr 11. Select Andrews University to receive your scores. Test scores help you get better scholarships, and good math scores may meet prerequisites for Andrews math and science courses.
- Have you met with an advisor to discuss great program options, after doing well in at least two college classes? Ask about the [honors program](#) and [degree fast track](#) admission.
- [Apply to a degree program](#) anytime. Request original transcripts sent to Andrews for all college credit earned in high school. Watch for an admission decision by email and mail.

Please [contact us](#) with any questions. Learn more about [preparing for college](#) through these webpages.

School of Distance Education
Berrien Springs, MI 49104
precollege@andrews.edu
(269) 471-6718 (on-campus courses)
(269) 471-6323 (online courses)



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Dual Enrollment/PreCollege Services: **andrews.edu/precollege**