

## DUAL ENROLLMENT REQUEST FORM

### Part I: Student Information

Student completes part 1.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_ Current High School: \_\_\_\_\_

#### Dual Enrollment Location:

<input type="checkbox"/> CCC Campus	<input type="checkbox"/> CCPS/CCC	<input type="checkbox"/> Other: _____ Name of post-secondary institution
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#### When are you enrolling in a dual enrollment course? (check one)

<input type="checkbox"/> Fall	<input type="checkbox"/> Winter Term	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Evening	Year: _____
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**NOTE:** College courses taken during the summer must be pre-approved by the principal. There is NO tuition discount for summer courses.

→ **Student must apply to CCC online - [www.carrollcc.edu](http://www.carrollcc.edu) - BEFORE dually enrolling and registering at the College**

### Part II: High School Requirements/Pre-Approval

High School Counselor completes part 2 prior to college enrollment.

- **Student's GPA:** \_\_\_\_\_
  - 3.0 unweighted GPA with a "C" or better in Algebra II for college math course(s) at CCPS locations.
  - 3.0 unweighted GPA required on ALL courses on college campus.
  - 2.5 GPA unweighted GPA for English 101 at CCPS locations.
- **Graduation Assessment Requirements Met:** \_\_\_\_\_ Yes \_\_\_\_\_ No
- **Number of Service Learning Hours Earned** (75 hours required for graduation): \_\_\_\_\_
- **Attendance of Previous Quarter** (94% required): \_\_\_\_\_
- **Student is Eligible for Free and Reduced Lunch:** \_\_\_\_\_ Yes \_\_\_\_\_ No

#### REQUIREMENTS and CONSIDERATIONS:

- The student must be enrolled in a minimum of 3 courses total, 2 of which must be credit-bearing
- Attach a copy of the student's high school transcript and test scores, if necessary.

**Notes:**

**Classes Scheduled to Fulfill Requirements**

Required High School Credits Remaining	CCPS <u>OR</u> Dual Enrollment	Semester/Mod

**Approved courses earning college credit will be awarded credit and be reflected on the high school transcript.**

- 1-credit and 2-credit CCC courses earn .5 CCPS credit.
- 3-credit, 4-credit and 5-credit CCC courses earn 1 CCPS credit.

**Grades will be calculated into the student's high school GPA. Subject-specific credits may count toward high school graduation.**

**Part III: Student and Parent/Guardian Signature**

**My signature below verifies that I have met the requirements and understand that its responsibility:**

- Attend New Student Orientation through Carroll Community College.
- Contact the school office on a regular basis to find out about senior activities and deadlines.
- Be responsible for my own transportation.
- Seek the assistance of school administrators in resolving schedule conflict, which may arise due to unforeseen circumstances.
- Purchase required textbooks/materials at the college.

**I further agree to:**

- Allow the Carroll Community College to share my status/grades with the school counselor and other school personnel as appropriate.

Teachers of the college courses taught at my high school are hired by Carroll Community College to teach this course. All expectations and procedures of the College shall be enforced.

Dual enrollment courses will not be given a grade on the report card at the "marking period." I understand that the final grade earned in my dual enrollment class will determine my academic eligibility status. I further understand that I am eligible for a total of 4 courses under the dual enrollment process.

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

**My signature below verifies that I understand the following:**

- My student will attend the Carroll Community College New Student Orientation.
- We are responsible for purchasing required textbooks/materials at the college.
- We are responsible for the student's transportation.
- The college will share my student's enrollment status and grades with the home school counselor and other school personnel as appropriate.

- In no event shall I hold the Board of Education of Carroll County, its agents, or its employees responsible for any

**Copies:** Student and Parent/Guardian and School Counselor file

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injury that may befall my student or third party during their participation in such events taking place off school property, or in transportation to and from such events. I recognize that college courses being taught at my student's high school are taught by high school teachers, but for dual enrollment, they are working as adjuncts for the college.

- All expectations and procedures of the college shall be enforced. I further understand that if my child withdraws from a college course after the refund period defined by the college, I will be assessed a \$25.00 fee per course as an obligation to CCPS. If a student withdraws from a college course by the deadline established by Carroll there will not be a record of the course on the student's high school transcript.

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

**Part IV: College Scheduling/Admissions (completed by a College Admissions Official)**

College/CCPS DE Course	Day(s):	Time(s)

College Admissions Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part IV: Authorizations**

Required Signatures	Date	I approve the student's request.
Counselor Signature:		____ Yes      ____ No
Principal Signature:		____ Yes      ____ No