

Carroll County Public Schools / Carroll Community College

DUAL ENROLLMENT REQUEST FORM

Part I: Student Information (completed by student)

Last Name: _____ First Name: _____ DOB: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Current Grade: 11 12

Yr. of Graduation: _____ Current High School: _____

Request Enrollment at: CCC Campus CCPS/CCC Other: _____
Name of Post-Secondary Institution

Check one: Fall Winter Term Spring Summer Evening Year: _____

NOTE: College courses taken during the summer must be pre-approved by the principal.
There is NO tuition discount for summer courses.

Part II: High School Requirements/Pre-Approval (completed by High School Counselor prior to college enrollment)

Student's GPA: _____ 3.0 unweighted GPA with "C" or better in Alg II for college math course at CCPS locations **AND/OR**
3.0 unweighted GPA required on ALL courses on college campus / 2.5 unweighted GPA for English 101 at CCPS locations

Graduation Assessment Requirements Met: Yes No

Number of Service Learning Hours: _____ 75 or more hours required

Attendance of Previous Quarter: _____ 94% required

Student is eligible for Free and Reduced Meal Program: Yes No

ACT/SAT/Placement Test results reviewed by Counselor: Yes No

CCR Requirement Met/Academic Facilitator Notified: Yes No

Student must apply to CCC online - www.carrollcc.edu - **BEFORE dually enrolling and registering at the College.**

* 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 needed.

NOTES:

Classes Scheduled to Fulfill Requirements

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

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 high school GPA. Subject-specific credits may count toward high school graduation.

Part III: Student and Parent Signatures

My signature below verifies that I have met the requirements and understand that it is my responsibility to:

- 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 conflicts, which may arise due to unusual circumstances.
- purchase required textbooks/materials at the College.

I further agree to:

- allow the College to share my status/grades with the home school counselor and other school personnel as appropriate.
- keep my school counselor informed of any changes that occur to this approved plan.

If I am 18 years old or older, in no event shall the Board of Education of Carroll County, its agents, or its employees be held responsible for any injury that may befall me or a third party during my participation in such events taking place off of school property, or in transportation to and from such events. 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.

Student Signature: _____

Date: _____

My signature below verifies that I approve of this plan for my child, and I agree that:

- My son/daughter 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 son/daughter'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 injury that may befall my student or third party during his or her 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 son/daughter'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 be no record on the high school transcript.

Parent/Guardian Signature: _____

Date: _____

Part IV: College Scheduling

College/CCPS

DE Course: _____ Day(s): _____ Time(s): _____

College/CCPS

DE Course: _____ Day(s): _____ Time(s): _____

College/CCPS

DE Course: _____ Day(s): _____ Time(s): _____

Part V: Authorization/Approval

Approval Recommended

Counselor Signature: _____ Date: _____

Yes No