

Community College-High School Dual or Concurrent Registration

__ Fall __ Spring __ Summer 2010-11

PRINT Student's Legal Name _____
Last
First
Middle
Phone

Social Security Number : _____ Student ID No.: _____
(NWC use only)

Address: _____
Home Mailing Address
City
State
Zip Code

E-mail Address: _____ High School _____

Date of Birth: _____ Gender: _____ Ethnic: _____
M/F
01-Alien, 02-Black/non-Hispanic, 03-Native American/Asian
04-Hispanic, 05-White/non-Hispanic, 06-Other

List of Concurrent or Dual Courses

Concurrent Enrollment = college courses that are scheduled and taught in the high school during the day,

Dual Enrollment = regularly scheduled college courses that are **not** offered in the high school, but for which students will earn high school credit.

College Course and Section Number <small>(ex, ART 2150-01)</small>	Title	Credit Hours	Designate if course is Concurrent or Dual Credit

High School Approval: All applications must be authorized by a counselor and/or principal.

Student's GPA: _____

ACT date taken: _____ Scores: English: _____ Math: _____ Composite: _____

Science Reasoning: _____ Reading: _____

This student has the academic ability and background necessary to perform well in the college courses listed above .//We allow this student enroll in the course(s) listed above. _____

High School Principal or Counselor signature

Date

Course(s) "shall be counted towards the graduation requirements of the district" and "shall be made a part of the participating student's records maintained by the district." (Wyoming statute 21-20-201)

Student and Parent Approval: We, the student and parent or guardian, agree for the above-named student to enroll in the Concurrent and/or Dual Credit courses listed above offered in coordination with the student's high school and Northwest College.

We understand that

- The high school representative will authorize course selection for each term.
- All prerequisite requirements, including assessment and course placement, must be met.
- Any courses registered for, or grades earned, become a permanent part of the student's high school and college record, and, therefore, may impact transferability and financial aid.
- The student is responsible to receive approval from the high school representative for permission to drop or withdraw from a dual credit program course.

We will cooperate with both the high school and community college in fulfilling student responsibilities. At the end of each semester, we authorize each stated community college to forward all grades of the listed courses to the high school.

According to the Family Educational Rights and Privacy Act (FERPA) of 1974, all rights of access to students' educational records transfer from parent to student when the student is enrolled in a postsecondary institution. In order to comply with FERPA requirements, the community college stated in this form shall obtain written consent from each student before disclosing personally identifiable information from their educational record.

As a participant in the concurrent/dual credit program, I, the student, understand that it is the responsibility of the postsecondary institution to release my grades to my high school. I have the right to inspect any written records released pursuant to this consent. **I understand that I may revoke this consent at any time but understand that revoking consent will exclude participation in this program."**

By signing below, I, the student, authorize the stated community college to release information to the high school. I understand that information may be released orally, electronically, or in the form of copies of written records.

We, the student and parent or guardian, certify that all the information furnished in this application is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application or registration.

Student Signature

Date (mm/dd/yyyy)

Parent/Guardian Signature

Date (mm/dd/yyyy)

College Approval: AFTER the high school has approved the student's enrollment, the designated college concurrent/dual coordinator gives final approval.

Student meets the college's criteria for enrollment and any additional criteria as specified in the College's MOU with the local district. Participating students shall receive postsecondary credit for any courses taken under this agreement (*Wyoming statute 21-20-201*).

Signature, College Designee

Date

Agreement of Parties

A. STUDENT AND PARENTS OR GUARDIANS

Endorsement of the Form by the STUDENT and PARENT, unless the STUDENT is 18 years old, shall be evidence that they possess an awareness of, and agree with the following provisions.

1. Admission and Enrollment of Students

For a student to be accepted and enrolled into a dual or concurrent credit program, the STUDENT shall:

1. discuss potential college credit courses with the appropriate DISTRICT and POSTSECONDARY INSTITUTION staff, including POSTSECONDARY INSTITUTION admission and registration requirements, course requirements, credits to be attempted, credits to be awarded, scheduling under dual credit, and implications for failure to successfully complete the course;
2. obtain course requirements for each course, including course prerequisites, course content, grading policy, attendance requirements, course completion requirements, performance standards, and other related course information;
3. obtain approval for enrolling in the dual or concurrent credit program each semester by acquiring all necessary signatures on the Form;
4. register for courses during the POSTSECONDARY INSTITUTION standard registration periods (Note: enrollments shall not be permitted after the close of posted late registration);
5. discuss any request for a change in registration (add, drop, withdrawal) and complete all necessary forms and procedures with appropriate DISTRICT and POSTSECONDARY INSTITUTION staff; and
6. comply with the POSTSECONDARY INSTITUTION and DISTRICT student code of conduct and other institutional policies.

2. Rights and Privileges of Student

The right and privileges of STUDENTS participating in Dual or Concurrent Credit Courses include:

7. The rights and privileges equal to those extended to DISTRICT and POSTSECONDARY INSTITUTION students, unless otherwise excluded by any section of this Agreement;
8. The use of the POSTSECONDARY INSTITUTION library, course related labs and other instructional facilities, use of the POSTSECONDARY INSTITUTION programs and services such as counseling, tutoring, and advising (special services for students with disabilities remains the primary responsibility of the secondary school), and access to POSTSECONDARY INSTITUTION personnel and resources as required; and
9. The right to appeal, in writing to the DISTRICT or POSTSECONDARY INSTITUTION, as applicable, any decision pertaining to enrollment in the dual or concurrent credit program.

3. Confidentiality of Student Records

10. Student educational records created as a result of this Agreement shall be retained and disseminated in accordance with Family Educational Rights and Privacy Act (FERPA) requirements.
11. Participation in dual or concurrent credit courses requires STUDENT and, if applicable, PARENT/GUARDIAN signatures on the Form for compliance with FERPA regulations.

4. Secondary School and Postsecondary Institution Calendars

STUDENTS earning dual credits shall abide by the regular operating calendars, schedules and associated requirements of the DISTRICT and POSTSECONDARY INSTITUTION. If the calendars are incongruent, the dual credit STUDENT is required to independently satisfy both calendar requirements and may consult with DISTRICT counselors for assistance.