

APPROVAL FOR HIGH SCHOOL STUDENT DUAL ENROLLMENT

Haywood Community College

185 Freedlander Drive

CLYDE, N.C. 28721

Contact any campus Enrollment Management Office at (828) 627-4500

All new students must complete an HCC application **prior** to this permission form. The **online application** is available at www.haywood.edu, under Current or Prospective Students, Forms. Students enrolling in this program must present the signed and approved Dual enrollment form **in person, in Student Development Services** on the HCC Campus. The Dual Enrollment program enables qualified students who are enrolled in NC high schools, NC private schools, or registered NC home schools to take courses at HCC for college credit or personal enrichment. **HCC awards college credit only.** Whether or not high school credit is awarded is up to the receiving high school. Students in the program must have the approval of their principal or other designated school official. Dual enrollment students are considered HCC students. While exempt from payment of tuition and fees for college level classes, students must pay for continuing education and self-supporting classes. Note: some classes carry a mandatory insurance charge that cannot be waived. Dual enrollment students must pay for textbooks, and other supplies required of all HCC students. Completed courses are reflected on official HCC transcripts. A new approval form must be submitted for each registration period or drop/add. Dual enrollment students will be registered for chosen courses after traditional students have had the opportunity to register during posted registration days. They may not register during the pre-registration period. HCC will accept Dual Enrollment approval forms prior to registration but students are not guaranteed placement into chosen classes. At the end of the posted registration process, students will be registered for classes according to the date on which they submitted their approval form. The earliest received forms will be registered first and registration will continue until students are registered or courses become full. Dual Enrollment students are strongly encouraged to apply online at www.haywood.edu prior to the registration period. Note: Dual Enrollment courses must be Curriculum courses numbered 100 and above and/or Continuing Education courses, except for adult basic skills.

HIGH SCHOOL NAME: _____

Permission is granted for _____ Social Security Number _____

to be allowed to enroll at Haywood Community College for the following period: _____ Semester 20_____

CURRENT HIGH SCHOOL COURSES

1.	4.	7.
2.	5.	8.
3.	6.	9.

STUDENT'S CURRENT CLASS LEVEL: __9th Grade __ 10th Grade __ 11th Grade __ 12th Grade

COURSES TO BE TAKEN AT HCC (List Course Number, Section Number, and Title from the HCC Class Schedule):
(Please list courses in order of preference).

Course Prefix and Number	Section Number	Course Title	Days	Time

This will affirm that the student named above is **CURRENTLY ENROLLED IN AT LEAST 1/2 OF A FULL TIME SCHEDULE (AT LEAST 3 HIGH SCHOOL COURSES OR 1/2 OF THE HIGH SCHOOL DAY)**, is in good standing, is making satisfactory progress toward graduation, is at least sixteen years old, and has my approval to enroll at Haywood Community College. *(If this request is for summer term, the principal must verify that at least three high school courses were taken during the previous school term.)* *23NC Administrative Code, Chapter 2C.0305, Educational Services for Minors

Please note: High school graduates are not eligible to participate in the Concurrent Enrollment Program.

Principal/Designee's Signature _____ Date: _____

Student's Signature _____ Date: _____

Parent/Guardian's Signature _____ Date: _____

Dual Enrollment Advisor's Signature _____ Date: _____

State of North Carolina

County of Haywood and/or Private/Home Schools

DUAL ENROLLMENT AGREEMENT WITH HAYWOOD COUNTY PUBLIC SCHOOLS

This agreement is entered into between Haywood Community College (HCC), the Haywood County Consolidated School System (School System), and

(Student)

In consideration of student enrollment and attending a dual enrollment course at HCC pursuant to agreement between HCC and School System; student does hereby agree and authorize the exchange of all information between HCC and School System in regard to student's class attendance, class performance, grades, discipline, and any other pertinent school records and information necessary for HCC and School System to evaluate, grade, assess, discipline, or otherwise take any other appropriate action consistent with HCC and School System's policies, provisions, statutory authority, and requirements as they may affect or pertain to student. Student acknowledges that the foregoing exchange of information is necessary and required for a dual enrollment course, and hereby releases any and all right to privacy and confidentiality under any local, state, or federal law which would otherwise prevent the exchange of said information between HCC and School System, and specifically authorizes the same. HCC and School System agree to exchange said information in a reasonably prompt manner, and further agree to maintain the confidentiality and privacy of any information received by the other, except as may be authorized by local, state and federal law.

This the _____ day of _____, 20____.

HCC Dual Enrollment Advisor

Parent and/or Guardian of Public School Student

Student

Haywood County School System Official

DUAL ENROLLMENT AGREEMENT WITH NC PRIVATE SCHOOLS AND NC HOME SCHOOLS

This agreement is entered into between Haywood Community College (HCC), the _____
School System (Private or Home School Name)

and _____
(Student)

With this form, home schooled students must submit a copy of the approval card or letter from the N.C. Department of Public Instruction.

In consideration of student enrollment and attending a dual enrollment course at HCC pursuant to agreement between HCC and School System; student does hereby agree and authorize the exchange of all information between HCC and School System in regard to student's class attendance, class performance, grades, discipline, and any other pertinent school records and information necessary for HCC and School System to evaluate, grade, assess, discipline, or otherwise take any other appropriate action consistent with HCC and School System's policies, provisions, statutory authority, and requirements as they may affect or pertain to student. Student acknowledges that the foregoing exchange of information is necessary and required for a dual enrollment course, and hereby releases any and all right to privacy and confidentiality under any local, state, or federal law which would otherwise prevent the exchange of said information between HCC and School System, and specifically authorizes the same. HCC and School System agree to exchange said information in a reasonably prompt manner, and further agree to maintain the confidentiality and privacy of any information received by the other, except as may be authorized by local, state and federal law.

This the _____ day of _____, 20____.

HCC Dual Enrollment Advisor

Parent and/or Guardian of Private or Home School Student

Student

Private or Home School System Official

All students from public, private, and home schools are exempt from tuition and fees for curriculum courses but will be required to pay the regular fees for continuing education courses and the cost of textbooks and supplies for all classes. Dual Enrollment will be the program designation for curriculum courses.