

Chesapeake College Dual Enrollment Certification Form

Semester: ___ Fall ___ Spring Year: 20___

To Be Completed By Student

First Name: _____ Last Name: _____

Social Security #: _____ Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

I attend the following type of high school: Public ___ Private ___ Home School ___

Are you a new Dual Enrollment student? Y ___ N ___

High School Name: _____ Current Grade: ___ Year of Graduation: _____

Note: Current 10th graders may register for college classes following completion of their sophomore year, *if they are 16 years of age or older.*

Students: Please complete this form and bring it with you on the day of registration. You will not be registered for classes without a completed form. If you have any questions, call Admissions at 410-822-5400, ext. 2240.

To Be Completed By Counselor

DUAL ENROLLMENT STUDENTS MUST SUBMIT THIS FORM ON THE DAY OF REGISTRATION!

The CUMULATIVE GPA must be 2.5 or higher.

Student's Cumulative GPA: _____ Chesapeake College will permit eligible students to enroll in courses approved by the counselor or high school authorizer. In the section below, **please list any restrictions** placed on enrollment. **(Please print.)**

Dual Enrollment students with a cumulative 3.0 overall high school GPA are eligible to take college English.

Dual Enrollment students who have both a current cumulative GPA of 3.0 and have successfully completed Algebra II with a grade of "C" or better, *within the past 3 years*, are eligible for direct placement into college-level math and all college courses that require a college ready math prerequisite. A current high school transcript is required for the math exemption.

College-ready students are allowed to take more than 2 courses per semester.

Restrictions: _____

School Counselor/Authorizer Signature: _____ Phone #: _____

Student and Parent/Guardian, please read the following carefully and sign.

By signing this form, this student gives Chesapeake College's Admissions Office, or other designated college officials, permission to communicate (verbal, written, or electronic) with the high school counselor, high school official and/or parent (or guardian) regarding the student's academic progress, attendance, or other matters that may impact student success.

I understand that Dual Enrollment students are not exempt from standard business office policies and if I drop courses after classes begin I will be billed for fees and a portion or all of my tuition, based on the refund schedule for that semester.

___ YES ___ NO I am a FARM student and receive "Free and Reduced Meals."

Student Signature: _____ Date: _____

Parent /Guardian Signature: _____ Date: _____

The Dual Enrollment Program for High School Students

Wye Mills Campus: P.O. Box 8, Wye Mills, MD 21679
410-822-5400 (Office of Admissions: ext. 2240)

Cambridge Center: 416-418 Race Street, Cambridge, MD 21613
410-820-6058 or 410-228-5754

TTY Users: Call via Maryland Relay

Web address: www.chesapeake.edu

High School Dual Enrollment Program Guidelines

High school students who participate in Dual Enrollment receive college credit for courses taken while still attending high school. College courses may also be used to fulfill high school graduation requirements. To participate in Dual Enrollment, a high school student must:

- Be a junior or senior AND at least 16 years of age
- Possess a cumulative GPA of 2.5 or higher
- Be enrolled in one of the public or private high schools in the College's service region
- Be certified by a counselor or school official, as meeting all of the eligibility requirements as outlined above.

Please check with your school for requirements.

Notes: *High school students may enroll in summer session courses, but Dual Enrollment tuition discounts **do not** apply. Home school students may be eligible for a 25% tuition discount. Contact the Admissions Office for details. High school students pay full tuition and fees for any developmental/noncredit course taken.*

Payment of Tuition, Fees, and Books

Chesapeake College charges Dual Enrollment students tuition at a 25% discount plus applicable college fees for credit courses. Tuition is further discounted by 10% (paid by the local Board of Education) for the first four Dual Enrollment courses taken by a student. Local Boards of Education pay 100% of the tuition (but not the fees) for FARMs-eligible students for the first **three** Dual Enrollment courses. Students are responsible for purchasing textbooks before the first day of class. If you have questions regarding courses, tuition, fees or books, please contact the Admissions Office at ext. 2240 or 2287. *Students who drop a course after classes have begun are subject to any drop fees or tuition due as stated in the refund schedule established by the Business Office.*

College Registration Steps

1. Complete and submit an admissions application. (NEW STUDENTS ONLY)
2. Complete a new Dual Enrollment Certification Form. This form is required each semester you take a Dual Enrollment class.
3. On the day you plan to register for college classes, bring along your completed Dual Enrollment Certification Form and submit it to your academic advisor. **Note:** All Dual Enrollment students must register for courses in person and are **not** eligible to register online or over the phone.

College Readiness Assessment

Students who **do not** meet the criteria for college level math and English, as stated on the front of this form, may take the College Readiness Assessment to determine their qualification. This assessment must be taken at Chesapeake College in the Wye Mills or Cambridge Testing Centers. Please contact the Admissions Office with any questions. Preparing to take the assessment will help you to achieve higher scores. A list of assessment preparation resources is available at <http://www.chesapeake.edu/admissions/accuplacer.asp>.