

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: _____

I attend the following type of high school:

Public ___ Private ___ Home School ___

High School Name: _____ 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. If you have any questions, call Admissions at 410-822-5400, ext. 2287 or 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 the any restrictions placed on enrollment. **(Please print.)**

As of January 2017, students with a cumulative GPA of 3.0 or higher are deemed "college-ready" and are not required to take the Accuplacer prior to enrollment. College-ready Dual Enrollment students are allowed to register for college-level English.

Dual Enrollment students with at least a 3.0 overall high school grade-point average, including successful ("C" or better) completion of Algebra II, qualify for direct placement into college-level math and all college courses with a college-ready math prerequisite. Current high school transcript required for math exemption.

Restrictions: _____

School Counselor/Authorizer Signature: _____ **Phone#:** _____

County Authorizer Signature (if needed): _____ **Phone#:** _____

County Authorizer Phone #: _____ **Phone#:** _____

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

By signing this form, this student gives Chesapeake College's Dean of Admissions and Recruitment, 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 am a FARMS student and receive "Free and Reduced Meals." **Please check one:** ___ YES ___ NO

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. 2257 or 2287)

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 and in some counties a 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 schooled 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, which must be taken outside of the normal school day.*

Payment of Tuition, Fees, and Books

Chesapeake College charges Dual Enrollment students tuition at a 25% discount and 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.

College Registration Steps

1. Complete and submit an online or hard copy admissions application. (NEW STUDENTS ONLY)
2. Complete the ACCUPLACER Test if your high school cum GPA is less than a 3.0. (NEW STUDENTS ONLY. REFER TO EXEMPTION POLICY ON THE FRONT OF THIS FORM.)
3. Complete a new Dual Enrollment Certification Form for each semester you plan to participate. (NEW AND RETURNING STUDENTS)
4. On the day you plan to register for college classes, bring along your Dual Enrollment Certification Form and submit it to your academic advisor. **Note:** Dual Enrollment students must register for courses in person and are *not* eligible to register online. (NEW AND RETURNING STUDENTS)

ACCUPLACER Assessment

All new Dual Enrollment students with a cumulative GPA of less than a 3.0 must take the ACCUPLACER prior to registering for classes. This test assesses your level of readiness for college level English and math course- work and covers the following areas: Writing, Elementary Algebra, and in some cases College Level Math.

Preparing to take the assessment will help you to achieve higher scores. A list of Accuplacer preparation resources is available at <http://www.chesapeake.edu/admissions/accuplacer.asp>. Your final scores will be made available to you immediately following your testing session. College advisors will discuss your score results with you following testing.