

# Muscogee County School District

## Dual Enrollment (DE)



Please print.

**Student Information:**

\_\_\_\_\_

Last Name

First Name

Middle Initial

\_\_\_\_\_

GTID Number

\_\_\_\_\_

High School

\_\_\_\_\_

Projected Graduation Year

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Birth

10  11  12

Current Grade Level (Check one)

\_\_\_\_\_

High School Counselor

\_\_\_\_\_

Primary Phone Number

\_\_\_\_\_

E-mail Address

**Parent Information:**

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

E-Mail Address

Phone:

\_\_\_\_\_

Home

\_\_\_\_\_

Cell

\_\_\_\_\_

Work

**NOTE:** Copies of this completed form should be provided to the students, parents/guardians, and respective postsecondary institution(s). **NOTE:** This completed form should not be forwarded to the Georgia Department of Education or the Georgia Student Finance Commission. **NOTE:** The student, parent, and counselor must also sign the post-secondary institution's Dual Enrollment Participation Agreement Form (if applicable) and sent to the appropriate parties. **NOTE:** This agreement is subject to change at any time as the policies and procedures for Dual Enrollment change. Students and parents should seek updated information on the webpages for the school district, the post-secondary institution, and the Georgia Department of Education.

**I. Student's Statement of Intent**

**I intend to enroll in (check all that apply):**

- Course(s) on the campus of \_\_\_\_\_ (name of institution)  Full Time  Part Time
- Course(s) offered on my high school campus designated as Dual Enrollment courses with (check all that apply)
  - Columbus State University
  - Columbus Technical College
  - Georgia Military College

**CTAE/SB II Options: I intend to pursue (check all that apply):**

- An associate degree
- A technical diploma
- (2) Technical certificate programs in a career pathway
- None of the above

Program Study/Major:

\_\_\_\_\_

Anticipated Completion Date:

\_\_\_\_/\_\_\_\_/20\_\_\_\_

**This agreement should be applied to the following course(s):**

Dual Enrollment (DE) Course Name for School Year 20____ - 20____		
R = Recommended / NR = Not Recommended		
Summer Term	Fall Term	Spring Term

**Additional Course Information:**

- Along with the mandatory courses, students may choose \_\_\_\_\_ additional courses from the DE directory.
- All mandatory HS graduation requirements have been met. Students may choose courses from the approved DE course directory.

Students should be enrolled in \_\_\_\_\_ courses or \_\_\_\_\_ hours this term.

**Counselor Notes:** \_\_\_\_\_

\_\_\_\_\_

# Muscogee County School District

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**Dual Enrollment Requirements (reviewed & initialed by Student/Parents/Guardians)**

Student Initial	Parent Initial	
		Students participating in DE college courses should do so with the knowledge that the coursework may be more rigorous and challenging than high school courses. Students are held to a high degree of independent responsibility and accountability than in regular high school classes.
		Students are to maintain the required GPA to meet the coordinating college admission criteria throughout their enrollment in DE courses. Low grades or failures in DE courses may affect subsequent admission to colleges as well as coursework required for graduation.
		The DE student must contact the high school counselor immediately (within 48 hours) for approval before any course/schedule changes including dropping and/or withdrawing from courses can be made during the semester. <u>All DE courses and the course grades will become part of the student's high school and college permanent (official) transcript.</u> If a student drops a DE course, it must be dropped by the Drop/Add period as indicated by the post-secondary institution.
		The student and parent(s) or guardian(s) acknowledge that if a student withdraws from a college course after the drop/add deadline, and the college posts the withdrawal on the college transcript, the grade will be posted on the high school transcript as an F.
		The parent(s)/guardian(s) understand that the student becomes the owner of his or her own academic record when entering a DE course and the DE instructor is only obligated to discuss the student's record (grades, progress, etc.) with the student.
		DE students may also participate in events, clubs, organizations, and athletics at the local high school provided that the student can meet all the requirements for memberships in such groups as written in their bylaws and regulations.
		A student may be denied DE participation for program violations or for breaking college or high school rules/procedures.
		DE expectations and responsibilities have been shared by the school counselor and all student and parent/guardian questions/concerns have been discussed.

**II. Release of Records**

I, \_\_\_\_\_, hereby grant permission for the  
(Student Name – Please Print)  
 college/university to release information of my enrollment and grades, including class schedules and transcripts, to my high school counselor or principal, for the purpose of verifying my high school graduation requirements. This release will remain in effect throughout my enrollment as a Dual Enrollment student.

**III. Dual Enrollment Participation Signatures**

Student Name Printed	Student Signature	Date
X _____	X _____	___/___/20__
Parent/Guardian Name Printed	Parent/Guardian Signature	Date
X _____	X _____	___/___/20__
School Counselor Name Printed	School Counselor Signature	Date
X _____	X _____	___/___/20__

**General Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_