

DUAL CREDIT ENROLLMENT FORM

Please indicate SJC Campus: Central North South

STUDENT INFORMATION		
STUDENT NAME:	ADDRESS:	PHONE:
PARENT NAME:		DATE OF BIRTH:
HIGH SCHOOL:	CITY/STATE/ZIP:	YEAR IN HIGH SCHOOL (Grade when taking the college classes)
STUDENT EMAIL:	SJC GID#:	<input type="checkbox"/> 9 TH <input type="checkbox"/> 10 TH <input type="checkbox"/> 11 TH <input type="checkbox"/> 12 TH

COURSE INFORMATION
The student named above has our permission to seek admission for enrollment in college-level courses at San Jacinto College. A completed San Jacinto College Application for Admission has been submitted. This enrollment form must be signed by the high school designee, the student, and the parent/guardian and submitted to the Dual Credit Office prior to or at the time of registration. This form authorizes the automatic release of the student's educational records, including grades, to the high school.

College Course Name	Summer	Fall	Spring	SJC CRN	AM/PM	Dual Credit/ Early Admission	Online? /Y - Must be initiated by the high school counselor.
EXAMPLE ENGL 1301		X		12791	AM	DUAL CREDIT	Y (initials)

REPORT ALL INSTITUTIONS ATTENDED. If you have completed college coursework at any other college or university, please list them below. All transcripts from previously attended college/university must be turned in to the Dual Credit Office before your registration can be processed.

College 1:	College 2:
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STUDENT RESPONSIBILITIES. A letter grade will be recorded on the permanent college transcript for each college credit course in which the student is enrolled. It is the student's responsibility to verify the transferability of courses with his/her institution of choice as well as check the final published grade within 30-days after the end of that semester. In order to withdraw from a college course, it is the student's responsibility to submit the required withdrawal request to the Dual Credit Office by the published deadline in the Schedule of Classes. Prior to withdrawing from a college course, it is the student's responsibility to first discuss this matter with his/her high school dual credit designee.

FERPA. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA calls for the protection of student records once they turn 18 or attend a school beyond the high school level. Dual Credit students fall under this classification. In a situation where a student is enrolled in both a high school and at SJC via a Dual Credit or Early College High School Program, the two schools may exchange information on that student.

- If the student is under 18, the parent/guardian still retains the rights under FERPA at the high school and may inspect and review any records sent by SJC to the high school.
- College instructors are required to follow FERPA regulations and release of dual credit student educational information, even to the parent, violates federal law.

ACADEMIC FREEDOM IS PRACTICED AT SAN JACINTO COLLEGE. Academic Freedom allows faculty and students to pursue inquiry they feel is important and to speak about it in the classroom. Students may encounter adult language and images, different philosophical viewpoints, and belief systems. Appropriate and essential discipline-specific terminology, concepts, and principles are utilized as needed in the classroom setting. All students are held accountable to the policies, rules, and regulations published in the San Jacinto College Catalog and Student Handbook.

SUMMER SCHOOL. Dual Credit students may take summer school courses. Students wishing to enroll in summer courses should communicate with their high school dual credit designee during the fall enrollment process to ensure they are taking the particular courses they need.

SJC ONLINE AND OTHER SJC CAMPUSES. Dual Credit students will not be allowed to enroll in online classes. Special circumstances may arise that an online course will be needed. It will be rare that this is allowed. The high school dual credit designee and Dual Credit Director will work to identify this need. Classes can be taken on other campuses outside of the school day if the student has their own transportation. They will need to work with their high school dual credit designee and the Dual Credit Director to identify this need.

HOW TO REGISTER FOR CLASSES: (After Completing a San Jacinto College Online Application and Receiving a Student G#)

This SJC Enrollment Form should be completed with the high school dual credit designee. The process for enrollment is listed below:

1. Complete the enrollment form in your high school dual credit designee's office.
2. Take the completed enrollment form to the SJC Dual Credit Office.
3. Email proof of your Bacterial Meningitis Immunization to Meningitis.Docs@sjcd.edu or submit proof to the Dual Credit Office.
4. Submit proof of meeting the TSI requirements for College Readiness to your high school designee or the Dual Credit Office.
5. Register for classes through the Dual Credit Office to obtain the **tuition & fee waiver** for Dual Credit students.
6. Make a payment or set up a payment plan with the SJC Business Office prior to the SJC Payment Deadline.
7. Buy or rent your course textbooks. Textbooks may be purchased at the campus Bookstore.

Please remember to include your student ID (GID#) on ALL documents.

Estimated cost of 6 hours of college credit (typically 2 courses), SJC Catalog 2017-2018:

In District (6 hours of college credit)	Tuition and Fees	\$112.50	Out of District (6 hours of college credit)	Tuition and Fees	\$180.00
	Books	\$100 - \$200		Books	\$100 - \$200
	Total	\$212.50 - \$312.50		Total	\$280.00 - \$380.00

Out-of-District Costs. Residential addresses for students could be in or out of the SJC tax district. SJC offers 75% tuition remission for all Dual Credit students. Dual Credit students pay 25% of the student's "in-district" or "out-of-district" tuition. The district is based on the student's home address.

SIGNATURES

Student Signature Date

High School Dual Credit Designee Signature Date

Parent/Guardian Signature Date

Dual Credit Designee Signature Date