



Dual Enrollment/Early Admission Public School Enrollment Packet

3094 Indian Circle, Marianna, FL 32446
Phone: (850)718-2311 Email: Admissions@chipola.edu

Complete all forms in black or blue ink. No pencils. Home school and private school students complete a different enrollment packet.

First

Middle

Last

High School

DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

To be eligible for the program, **you must have all three of the following:**

- # 1 test scores on all sections of the ACT, PERT, or SAT. Scores can be no more than two years old; and
- # 2 passing Reading Score: ACT-19, PERT-106, or SAT 24; and
- # 3 unweighted high school cumulative grade point average:
Academic College Credit Student - 3.00 or higher
Workforce Development Clock-Hour Student - 2.00 or higher

Early Admission students must pass all sections of the ACT, PERT, or SAT. See Eligibility Form for complete requirements.

To apply for admission to the Dual Enrollment/Early Admission program:

Complete the Enrollment Packet, attach documents, and obtain high school signatures. Then submit all documents at one time, prior to the application deadline. Allow 2 – 3 weeks for processing. Incomplete packets will not be processed.

Submit in person to: Admissions and Records Office in the Student Services Building at Chipola College, or

Mail to: Dual Enrollment Program, Admissions and Records, Chipola College, 3094 Indian Circle, Marianna, FL 32446, or

Email to: flowersk@chipola.edu Subject: Dual Enrollment, or

Submit to the high school designee, if directed.

1. **Application for Admission – Dual enrollment students are not required to complete a Residency Declaration for tuition purposes per F.S. 1007.271. Fees for dual enrollment students are deferred/waived. However, after high school graduation the Residency Declaration must be submitted for tuition purposes. Failure to submit the Residency Declaration will result in being classified as out-of-state for tuition purposes, which may impact eligibility for Florida Scholarships and higher tuition rate. The Residency Declaration is available in the Admissions and Records Office at the college or online at www.chipola.edu.**

2. **Principles of Participation – Both the student and a parent must read and sign.**

3. **Eligibility Form – List unweighted cumulative high school gpa and all test dates and scores used to determine eligibility then attach unofficial copies of all test scores, and obtain high school approval and signature. Contact Chipola's Testing Center at (850) 718-2284 and verify official scores are on file with the college. If not on file, request official scores to be sent to Chipola, see below.**

Official Test Scores – Provide official test scores on all sections of the ACT, PERT, or SAT. Scores cannot be more than two years old. Official test scores can be requested from the following sites:

www.actstudent.org ACT Chipola College ACT id# is 0722.

www.collegeboard.com SAT Chipola College SAT id# is 5106.

The Chipola Testing Center administers the PERT to students who have not taken a placement test. For more information visit the Testing Center located in Room 149, Student Service Building or <http://chipola.edu/instruct/testing> or call (850) 718-2284.

4. **High School Transcript – Request the high school to send your transcript electronically, to mail directly to the college, or attach a paper copy to the Dual Enrollment/Early Admission Enrollment Packet.**

5. **Course Approval Form – List the classes you wish to take and obtain high school approval and signature.**

6. **Book Voucher – Each county will provide books or a book voucher to be used at the campus bookstore in Building WD, operated by Barnes and Nobles. Ask your high school for instructions.**

DL PUB HS ENR CKLST 092016

For questions about dual enrollment admission, eligibility, or registration call Katy Flowers in Admissions and Records at (850) 718- 2271 or email flowersk@chipola.edu

For a complete list of all state approved Dual Enrollment Courses visit www.floridashines.org

All students must meet placement test scores for specific courses.

ENC 1101	<u>Minimum English/Writing Score</u> ACT – 17 PERT - 103 SAT – 24 (effective 03/2016)	and	<u>Minimum Reading Score</u> ACT – 19 PERT - 106 SAT – 24 (effective 03/2016)
ENC 1102	Grade of "C" or higher in ENC 1101		
General Education Gordon Rule Mathematics Courses			
MAC 1105 MGF 1106 MGF 1107	<u>Minimum Algebra/Math Scores</u> ACT – 19 PERT - 123 SAT - 24	and	1 year of Algebra I and 1 year of Algebra II
MAC 1140 MAC 1114	Scores as listed above.	and	1 year of Algebra I and 1 year of Algebra II
MAC 1311	Scores as listed above.	and	MAC 1140 <u>and</u> MAC 1114*
STA 2023	Scores as listed above.	and	Any course with an MAC prefix completed with a grade of C or better

*Courses must be completed with a grade of C or better.

High School Campus Classes

New and re-admission students must submit all documents to Admissions and Records at the college or to the high school Guidance Office or designee, who will then forward the packet to the college. All documents must be received by the application deadline. Students taking classes at the high school will not come to the Chipola campus for registration.

Continuing students who have maintained continuous enrollment at Chipola do not have to complete another application. However, they must complete and submit a new Course Approval form each term they enroll, and if applicable, new test scores, and transcripts.

College Campus Classes

New and re-admission students taking classes on Chipola's campus or online must submit all documents to the Admissions and Records Office by the application deadline listed in the college calendar. New students accepted into the program will receive an acceptance letter, registration instructions and general college information. Students will be scheduled for and must attend their advising and registration appointment at Chipola.

Continuing students who have maintained enrollment at Chipola do not have to complete another application. However, they must complete and submit a new Course Approval Form each term they enroll, and if applicable, new test scores, and transcripts. Advising and registration appointments will not be automatically scheduled. Students need to check the college calendar for registration dates report to college.

Previous Education

All students are required to provide final, official high school or GED transcripts and final, official transcripts from all technical schools, colleges, and universities previously attended prior to registration. An official transcript is one that is sent directly to Chipola College from the issuing institution or hand-carried in a sealed envelope from that institution. Opened transcripts, copies, or faxes will not be accepted. Chipola College accepts electronic transcripts from the following secure sites: F.A.S.T.E.R/Speedy – Institution Code 001472; Student Clearinghouse; Parchment; eScrip-Safe & Scrip-safe emailed to admissions@chipola.edu.

It is the student's responsibility to request all transcripts. Failure to submit all transcripts could result in a delay in admission and registration. Financial Aid will not be awarded until all final transcripts are received and evaluated.

11 High School Completion

Have you completed or will you complete high school as indicated below from a credible high school and/or via a credible high school examination (GED) and/or in accordance with a home education program as prescribed by the respective state statute in which home school completion was achieved. *(Choose one)*

I have completed or will complete high school. Anticipated HS Graduation Date ____/____/____

High School Name _____

City/State _____

GED Diploma State/Agency Issuing GED _____ Date GED Earned ____/____/____

Home School (Notarized Affidavit Required) Home School Graduation Date ____/____/____

I did not complete high school or GED.

12 Have you previously attended or are you currently enrolled at a technical school, college or university? No Yes
If yes, complete below.

List all schools, colleges and universities you previously attended. Failure to list all institutions and submit all transcripts could result in your application being denied or your admission rescinded. Use a separate sheet if necessary and attach to the application.

NAME OF COLLEGE/UNIVERSITY – DO NOT ABBREVIATE	CITY & STATE	DATES ATTENDED	HOURS/DEGREE EARNED

- 13 I am enrolling as *(Choose one)***
- First Time in College Student
 - Returning Chipola Student
 - Transfer Student, planning to graduate from Chipola
 - High School Early Admission/Dual Enrollment Student
- Non-degree Seeking – Transient Student
 - Non-degree Seeking – Enrolling for personal enrichment
 - Non-degree Seeking – Education Prep. Institute (EPI)
 - Non-degree Seeking – Teacher Certification

14 Education Plans - What is your intended Major or Program of Study at Chipola College?

Program of Study _____ Program Code Number _____

Program Guides are available from Student Services, faculty advisors, and on the web at <http://chipola.edu/student-services/cguides/index.html>.

15 Disciplinary History
Answer the next two questions, if your answer to any of the following is yes, you must submit a full statement of relevant facts by requesting a Disciplinary Disclosure Form from the Admissions Office. You may be required to furnish the college with copies of all official documentation explaining the final disposition of the proceedings. If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to #1 or #2, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.
Failure to answer the questions below will delay processing your application.

#1 Yes No Are you currently or have you ever been, charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? (If Yes, you must submit a full statement of relevant facts by requesting a Disciplinary Disclosure Form from the Admissions Office.)

#2 Yes No Have you ever been charged with a violation of the law which resulted in, or, if still pending, could result in probation, community service, a jail sentence, the revocation or suspension of your driver's license (including traffic violations which resulted in a fine of \$200 or more)? (If Yes, you must submit a full statement of relevant facts by completing a Disciplinary Disclosure Form.)

16 First Generation Student – *To be completed by all students, regardless of your age.*
 Indicate the highest education levels of the parents and/or guardians who raised you.

Indicate with "X" the education levels of the parent and/or guardians who raised you.	Parent/Guardian 1	Parent/Guardian 2
Less than high school, no diploma	L	
High School diploma or equivalent/GED	D	
Credit certificate – business, trade school, or technical	T	
Some college, no degree	C	
Associate degree or two year degree	A	
Bachelor's or four-year degree	B	
Graduate (e.g., masters, doctorate, etc.) or professional degree e.g., law, psychology, medicine, pharmacy, etc.)	P	
Unknown	X	

17 Emergency Contact

Name _____ Relationship to Student _____

Home Phone _____ Cell Phone _____

18 Application Agreement
 I acknowledge by my signature I understand the College is collecting my social security number for the purpose of complying with federal and state statutes related to employment, financial and academic assistance, and inter-institutional articulation or transfer, and that the College may disseminate that information in some communications with outside organizations, while taking precautions to safeguard use of the number. I certify that the answers given herein are true and correct. I further understand that a false statement in this application or any admission document will subject me to penalties pursuant to 837.06, Florida Statutes; and is grounds for denial of admission or, upon further discovery, grounds for dismissal and invalidation of college credit or degree based on such credit. I agree to the release of all my transcripts and test scores to this institution. I authorize Chipola College to view any electronic document that pertains to my Residency classification for tuition purposes. I hereby authorize Chipola College to transfer my student records electronically from any Florida school previously attended or to any institution of my choice. I agree that if any credentials are not complete within three weeks after registration, I may be suspended from classes without a refund of fees. I understand that official communication to all students will be through my.chipola.edu email and that I will be provided an email account. I agree to be responsible for checking my account weekly and more frequently during registration period. I understand that I will be initially classified as an out-of-state student for tuition purposes and must provide a Residency Declaration with supporting information prior to the first day of classes to change my status.

STUDENT SIGNATURE _____ **DATE** _____
 (Application must be signed by the student.)

09/2016

Remember to complete your Residency Declaration prior to high school graduation.



Dual Enrollment/Early Admission
Principles of Participation

Admissions and Records
3094 Indian Circle, Marianna, FL 32446
Phone: (850)718-2311 Email: Admissions@chipola.edu

INSTRUCTIONS: Both the student and a parent must read and sign. Submit with Dual Enrollment/Early Admission Enrollment Packet.

Student's Name _____ High School _____
First MI Last

We are pleased that you have made this academic choice and encourage your full participation in this educational experience. To assure understanding of policies and procedures regarding conduct, curriculum, and communication you are asked to read and abide by the following:

- I understand that I will be enrolled in college courses. The depth, breadth, rigor and pace of college courses will be at the college level. While appropriate for college-level study, course materials/class discussions may reflect topics not typically included in secondary courses which some parents may object to for "minors." Courses are not "brought down" to high school level to accommodate variations in student age and/or maturity. I understand that as a dually enrolled high school student in college courses I am subject to the same standards, policies, and responsibilities as other college students unless otherwise restricted by federal, state or local requirements. I understand that the curriculum content, evaluation, and selection of appropriate instructional materials are the prerogative of the college instructor and will not differ for dually enrolled students from that presented for traditional college students.
I understand that Chipola is an open campus and that I could be attending classes with non-high school aged students and that I may encounter students of a variety of ages and backgrounds while on the Chipola Campus.
I understand that I must agree to abide by all Chipola policies and procedures including but not limited to the Student Handbook, attendance policies and discipline policies as published. The only excused absences are those sanctioned by Chipola College. High school activities are not excused for students enrolled in classes at Chipola.
I understand that college credits earned under this program will be entered on my Chipola College transcript as well as on my high school transcript. The college grading policy will be used for all dual enrollment courses.
I understand that I can participate in the Dual Enrollment Program for a maximum of three years. Classes must be satisfactorily completed prior to high school graduation in order to count as high school credit and be covered by the agreement. Provisional college credit will be granted for work satisfactorily completed and final credit granted after I earn a high school diploma or equivalent.
I understand that if enrolled as an Early Admission student I must enroll and maintain fulltime status and cannot be concurrently enrolled in virtual high school or another college. I can participate in the Early Admission Program for a maximum of one year (equivalent of 12th grade).
I understand that as a Dual Enrollment Student I am responsible for completing the appropriate college forms and meeting college established deadlines for withdrawal and/or resignation from class(es). The college calendar, dates, and deadlines are available in the college catalog, student handbook/planner, and online at www.chipola.edu.
I understand that if I wish to drop, withdraw, or resign from a class I must submit a written request approved and signed by the high school Guidance Counselor to the Admissions and Records Office by the published deadline. Students are not allowed to audit classes. NOTE: Jackson County and Washington County do not allow withdrawals or audits.
I understand that I may not repeat college credit or workforce development courses in which I have earned a grade of W, D, or F until after high school graduation. All grades including "W" for withdrawal, become part of the student's permanent college transcript and may affect subsequent postsecondary admission.
I understand I cannot re-take classes in which a grade of "C" or higher has been earned.
I understand the Gordon Rule (6A10.030) requires all Florida college students to make at least a "C" in each Math, English, and Writing course; however, all grades are calculated in a student's GPA and will appear on his/her transcript.
I understand that I must maintain a minimum term and cumulative College grade point average of 2.0. Failure to meet this requirement will result in academic suspension until after high school graduation.
I understand that if I resign from a public high school or receive a GED during the time I am enrolled in this program I will be liable for all fees and cost for that term.
I understand that I am responsible for requesting a final official high school transcript to be sent to the Admissions and Records Office denoting graduation and for submitting official college transcripts from any colleges I have attended.
I understand that I must complete a Residency Declaration for Tuition Purposes after high school graduation. Failure to submit will result in being classified as out-of-state for tuition purposes, which may impact eligibility for Florida Scholarships and a higher tuition rate.

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Student's Signature _____ Date _____ Parent's Signature _____ Date _____



Dual Enrollment/Early Admission
Course Approval

3094 Indian Circle, Marianna, FL 32446
Phone: (850) 718-2311 Email: Admissions@chipola.edu

INSTRUCTIONS: List all college courses you wish to take this term. Indicate if attending class(es) on the high school campus or college campus (including online). Obtain high school approval/signature. New students must submit with Enrollment Packet. Returning/continuing students must bring a new Course Approval Form each term to advising/registration and then submit to the Business Office after registration for classes.

				-			-				
SOCIAL SECURITY NUMBER											

Chipola Student ID, if available	
FALL SPRING	SUMMER I SUMMER II
CIRCLE ENROLLMENT TERM	YEAR

PRINT NAME _____
First
Middle
Last

HIGH SCHOOL _____

Course Prefix	Course Number	Course Section	Course Title	Course Hours	High School Campus	Chipola Campus/Online

Available program courses include all courses taught through Chipola that are on the state approved Dual Enrollment/Early Admission Course Equivalency List available at <http://www.floridashines.org>.

Dual Enrollment students taking college credit classes may pursue up to 11 semester hours of the during the fall or spring semester and up to 7 semester hours during a summer session. Workforce development students may take up to 330 clock hours during the fall or spring and 180 clock hours during a summer session. The following course selections are NOT available to dual enrollment students: Physical education/recreation courses; college preparatory courses, courses that are fewer than 3 semester hours, Distance Learning courses with additional fees, and Directed Independent Study courses. Early Admission students must enroll and maintain a full-time status. Academic students are limited to no more than 18 hours per semester for fall and/or spring semester. Workforce development students are limited to no more than 540 clock hours per fall and/ spring semester.

All courses taken through this program must be approved by the high school. Students must submit a signed Course Approval form each term they enroll. After registration, the Course Approval form must be submitted to the Business Office in lieu of fees. Failure to submit to the Business Office by the payment deadline will result in the cancellation of registration/classes.

I understand that I am fully responsible for reading, understanding, and complying with college policies related to the admission, attendance, grading system, course requirements, and all Chipola policies and procedures published.

Student's Signature _____ Date _____ High School Approval/Signature of Designee _____ Date _____
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