
Issued: 07/09

PROCEDURE FOR DUAL ENROLLMENT

Regulations governing dual enrollment are:

1. The student must be enrolled in three high school courses (1/2 day), progressing toward graduation, and able to provide his/her own transportation to the off-campus N.C. Community College.
2. The course must be part of the student's program of study.
3. The course must not be available at his/her high school.
4. The course must be approved with the N.C. Community College System.
5. The student must complete the Orange County Schools Dual Enrollment Permission Form and have the principal's approval and signature prior to registering for the course.
6. The student must contact the Community College or the sponsoring educational institution and complete all admission and registration requirements, assume responsibility for all tuition and fees, purchase of books and other materials, and adhere to the Institute of Higher Education (IHE)/Community College's rules, regulations, and academic calendar.
7. The student is responsible for requesting that the Community College/other educational institution mail directly to the base high school an official transcript as evidence of course completion. The course will be added to the student's report card and transcript as an Incomplete (I) until the official grade is received. If a transcript is not received, the grade will convert from an 'I' to an 'F' and be calculated on the transcript. Once enrolled, a student cannot drop the course without permission of the principal and without following proper Community College/other educational institutions' procedures.
8. Courses taken at an Institute of Higher Education (IHE), a N.C. Community College, or another educational institution will receive the actual grade awarded by the institution. Whether the grade should or should not be weighted (Honors or Advanced Placement credit) will be determined by the high school Guidance Office, the relevant Department Chair, and the College/University Instructor based on course content.

Orange County Schools Dual Enrollment Form

Parents and students should carefully read the Dual Enrollment Policy printed on the reverse side of this form prior to completing this document to assure clear understanding of Dual Enrollment Eligibility and Requirements.

Please print or type

Student's Name _____ Date _____

OCS ID Number _____ SSN# _____

Date of Birth _____ Age _____

High School Currently Attending _____

Parent/Guardian _____

Home Telephone _____ Cell Phone _____

Mailing Address _____

City/State/Zip _____

Name IHE/NC Community College/Other _____

Type of Course Student Wishes to Take (Check One)

- Academic Enrichment Course Vocational/Technical Course
College Transfer Course Articulation Agreement Course
Correspondence Course Virtual/On-line Course

IHE/Community College Course Information

Course Name _____ Course # _____ Credit/Time _____

Course Name _____ Course # _____ Credit/Time _____

NOTE: The high school counselor should complete the following and give a copy of this form to the school's NCWISE Data Manager.

OCS Course Name _____ Course # _____ Credit _____

OCS Course Name _____ Course # _____ Credit _____

We, the undersigned, have read the Dual Enrollment Policy and do understand and agree to comply with the requirements of the program being attended.

Student Signature _____ Date _____

Principal's Signature _____ Approval Date _____

Parent/Guardian Signature _____ Date _____

IHE/Community College Official Signature _____ Date _____