

Before going any further on this form, you MUST check the box that fits your current status from EACH section. If you are not sure, check with your counselor before proceeding.

Application Term <small>Section I (Select One)</small> <input type="checkbox"/> Fall <input type="checkbox"/> Spring	Enrollment Status <small>Section II (Select One)</small> <input type="checkbox"/> NEW Dual Enrollment Student <input type="checkbox"/> Returning Dual Enrollment Student	Dual Enrollment Type <small>Section III (Select One)</small> <input type="checkbox"/> Traditional Dual Enrollment <input type="checkbox"/> Early Admission <input type="checkbox"/> Career & Technical
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Please print in blue/black ink LEGIBLY, accurately, and completely to avoid delay in processing.

Name of Home School: _____

City: _____ **Anticipated Graduation Date:** _____

Name: _____
Last First Middle

Student Email: _____ **Student Phone #:** () _____

Mailing Address: _____
Number and Street or PO Box Apt #

City: _____ **State:** _____ **Zip:** _____

Date of Birth: ____ / ____ / ____ **Age:** _____ **Gender:** Female Male

Emergency Contact Name: _____ **Phone:** () _____ () _____
Home/Cell Work

Information submitted in this section of the application is voluntary and will not be used in the admission process.

Are you Hispanic/Latino? Yes No Prefer not to disclose

Please select the racial category or categories with which you most closely identify. Check as many as apply.

- American Indian or Alaska Native
 Asian
 White
 Prefer not to disclose
 Native Hawaiian/Other Pacific Islander
 Black or African American

Student's Authorized Term Registration

For courses on the college campus, see scheduling guidelines and note no online courses may be requested. Course request are final and schedule changes may not be requested after submission unless there are extenuating circumstances.

Term	Class #	Course	Course Title	Campus	Days & Times
Fall 2017	1234	ENC 1101	English Composition I	South	W/W 10:30 AM -11:45 AM

Student's Alternate Courses

Term	Class Number	Course	Course Title	Campus	Days and Times

Missing Safety and Security Information

Sexual Predators/Offenders: The College may deny admission or enrollment to an individual because of misconduct if determined to be in the best interest of the College. An individual designated as a sexual predator by any court will not be admitted to or enrolled with the College. An individual identified as a sexual offender by any court may be considered for admission or enrollment using procedures established by the administration. For more information, please review our Administrative Procedures Manual 10-0701, Admissions—Sexual Predators/Sexual Offenders.

Please answer the following questions to complete the safety and security requirement of your admissions application:

1. Have you ever been designated a sexual predator by any court? Yes No
2. Have you ever been designated a sexual offender, or convicted of any sexual felony? Yes No

Student Agreement

1. I have checked this application for errors and certify that the information is accurate, complete, that I have followed the Scheduling Guidelines for any courses requested on the College campus, and I understand that once a schedule has been entered for the semester, there will be no changes to the schedule unless a class is cancelled.
2. I agree to read, understand, and abide by the FSCJ Dual Enrollment Student Contract and the College Campus Dual Enrollment Statement of Understanding and Textbook Agreement. I understand that this agreement is updated annually and updates are available for my review online. I also understand that failure to abide by all rules and regulations of this program will cause me to exit the program.

Applicant Printed Name _____ FSCJ ID _____

Applicant Signature: _____ Date: _____

Parent/Guardian Statement of Understanding, Agreement, and Residency:

1. My student has my permission to enroll in the Dual Enrollment Program at Florida State College at Jacksonville. I approve of the courses listed on this application. I have read understand: that my student must abide by the FSCJ Dual Enrollment Student Contract; that this agreement is updated annually and updates are available for my review online; that failure to abide by all of the rules and regulations of this program will cause my student to exit the program; that credit will be provisional until he/she earns a high school diploma; and that communications or updates regarding my student may be addressed only with the designated high school counselor, or members of the FSCJ Dual Enrollment staff.
2. I attest that I am a bona fide resident and domiciliary of the State of Florida. I have lived in Florida since _____ (MMDD/YY). I declare under penalty for perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that the foregoing is true and correct.

Parent/Guardian Printed Name _____

Parent/Guardian Signature: _____ Date: _____

In each term of registration, the student must provide with the application, the Dual Enrollment Student Parent contract, the Textbook Agreement, and any Assessment Scores required for registration in courses on the application. If a CLEP or AP score is being used for prerequisite purposes, those scores must be on file (officially sent from College Board) with the College prior to registration.

Once each academic year, the student must also provide an updated letter from the appropriate school district indicating they are still officially registered as a home school student and a copy of the home school transcript. Prior to the first registration, the home school transcript must indicate the completion of at least 4 full one credit high school level courses.

DUAL ENROLLMENT STUDENT/PARENT/GUARDIAN CONTRACT

Success in dual enrollment college classes is dependent upon academic readiness, social maturity, and motivation. Students who choose to enter dual enrollment classes are subject to the same rules and regulations as other college students. Classes contain mature, adult students from diverse backgrounds, and life experiences. Additionally, course content is college level and may contain material, situations, and examples that may offend immature students. Students choosing to take college classes do so with the understanding that course rigor and content is intended for a mature, college-level student.

The high school student on the college campus experiences the same freedom and lack of direct supervision as any other college student; consequently, dual enrollment students are expected to conduct themselves as adults and follow XXXX Code of Student Conduct and the College's Expectations for Student Conduct.

College course-level expectations include, but are not limited to the following:

- Students are expected to follow the guidelines in the course syllabus and retain that syllabus for reference.
- Students are expected to be in class on the first day and should attend all scheduled classes. Students may be assigned a grade of FN (Failure for Nonattendance) by the instructor for unexcused excessive absences.
- Students taking courses on the college campus are expected to have their texts and other course materials the first day of class.
- Two to three hours of homework or study should be completed for each hour spent in class.
- Assignment deadlines are firm, including deadlines in online courses.
- Students are expected to monitor their own progress in a course and to communicate regularly with their instructor if they have any questions about their progress or course material.
- Parents or guardians who have questions or concerns about their students' progress are subject to FERPA requirements and should direct their questions to the College Dual Enrollment Office and not to the course instructor, even if a FERPA form is on file.

Program Level Requirements include, but are not limited to the following:

- Traditional Dual Enrollment students are limited to a maximum of 11 credit hours per fall or spring term.
- Early Admission Students are limited to a maximum of 14 credit hours per fall or spring term.
- Final course grades of W (withdrawal), D, F, or FN, are permanent parts of a student's college transcript and may negatively impact transfer to other colleges and universities, scholarships, and eligibility for Federal Financial Aid.
- A grade of W, D, F or FN or assignment of NA (drop for nonattendance) in a single term will remove student eligibility for dual enrollment unless an application for probationary status is submitted by the appropriate deadline and approved. Students on probationary status will be limited in the number of courses they may take.
- Once a schedule has been entered for the semester, there will be no changes to the schedule unless a class is cancelled.
- Schedules will not be changed based on content of course.
- Students whose college GPA drops below 2.0 will lose eligibility for participation.
- Students must complete the 15 credit hours of "State Core" General Education prior to attaining a total of 24 college credit hours.
- To drop or withdraw from a course, the student and parent or guardian must submit the appropriate documentation prior to the deadline to their designated Campus Dual Enrollment coordinator.
- Students who violate the the College's Expectations for Student Conduct (including Academic Dishonesty) are subject to disciplinary action. Depending on the offense, this may include, but is not limited to, assignment or course failure, and suspension or removal from the dual enrollment program. Students are entitled to the College's Appeal Process in such circumstances.
- **Students are not permitted to independently perform any registration activity. Any student found in violation will not be allowed to continue in dual enrollment for subsequent terms.**
- Students may be asked to participate in educational research deemed exempt by the College's Institutional Research Board. This may include studies involving surveys and normal educational practices.
- Students must return instructional materials by the designated deadlines to continue in the Dual Enrollment program.

I have read and understand the above expectations and requirements for participation in the FSCJ/XXXX Dual Enrollment Program.

Student Signature

Date

Parent/Guardian Signature

Date

FSCJ Signature

Date