

This form must be reviewed and signed by the student, student's parent/guardian, and school administrator each semester of dual enrollment. Please print and complete in blue or black ink only. For questions, please call (314) 539-5002 or email AskUs@stlcc.edu. Please submit this form to STLCC Office of Admissions or email to AskUS@stlcc.edu.

Student Name: \_\_\_\_\_ STLCC Student ID: A 

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Student Type (check one):  Dual Enrollment  Early College

High School: \_\_\_\_\_ School District: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Student Email \_\_\_\_\_

Student Birth Date: \_\_\_\_\_ Anticipated High School Graduation Date: \_\_\_\_\_

Semester & Year of this Dual Enrollment Coursework:  Fall  Spring  Summer Year: \_\_\_\_\_

**Instructions to High School Staff Member: Please select and complete one of the options below.**

**Option A:** Student must take the following course(s) at STLCC. If the course(s) listed are unavailable, the student needs to seek permission from high school staff before registering for alternate courses.

Student Use				High School Use
STLCC Subject & Number (ex. ENG 101)	Class Title	Days/Times	Credit Hours	Eligible for HS Credit? Y/N

**Option B:** In addition to course(s) listed above, student may take courses of their choice, in consultation with STLCC staff, up to \_\_\_\_\_ credit hours per semester.

**Option C:** Student is not required by high school staff to take specific coursework at STLCC. Student may take course(s) of their choice, in consultation with STLCC staff, up to \_\_\_\_\_ credit hours per semester.

**Option D:** Student may take any CORE 42 class of their choice, in consultation with STLCC staff, up to \_\_\_\_\_ credit hours per semesters.

**School District/Home School Use:** *This section must be completed before submitting to STLCC.*

Student Grade Level:  10  11  12 Cumulative GPA: \_\_\_\_\_ School District Pay?  Y  N **Other** (please specify) \_\_\_\_\_

School Official's Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

School Official's Signature: \_\_\_\_\_ Email: \_\_\_\_\_

## Parent/Guardian Authorization to Participate in STLCC's Dual Enrollment Program

Each Dual Enrollment student and their parent/guardian must review the information below and sign indicating they understand and accept responsibility for the decision to enroll.

1. The student must adhere to all college policies and deadlines as outlined in the college catalog and student code of conduct. Violations of the code of conduct will result in disciplinary action as outlined by the STLCC discipline process. Parents/Guardians are responsible for any student supervision required when the student is on campus but not in class. Visit [stlcc.edu/policies](http://stlcc.edu/policies) to review STLCC policies.
2. There could be classroom discussion or materials that the student and/or parent/guardian may not consider age appropriate. If the student or parent/guardian is not comfortable with an assignment or classroom discussion, the faculty member is not required to substitute an alternate activity or grading exercise.
3. The grade received by the student is part of the student's permanent post-secondary academic record and may affect the student's eligibility for future financial aid, college scholarships, and/or freshman/first-time status at other institutions of higher education.
4. While the student will have equal access to any academic support services offered to the student body, no extraordinary academic measures will be granted the student due to being a dual enrollment student. The faculty member may provide standard updates on academic progress directly to the student. This may include graded homework, graded test papers, etc. In a college environment, attendance is not reported, and faculty members do not provide written or personal/telephone summaries throughout the semester.
5. To withdraw from a class, the student must complete and submit a Drop/Add Form to the Admissions and Enrollment Services office at their STLCC campus by the published withdrawal deadline for the semester. Failure to officially withdraw from STLCC may result in an "F" on the student's permanent college transcript. Visit [stlcc.edu/calendar](http://stlcc.edu/calendar) for important dates and deadlines.
6. It is the student's responsibility to check their class schedule in Banner Self-Service to be sure they are registered for the desired STLCC classes. In addition, it is the student's responsibility to establish and check their MySTLCC email account.
7. The student and parent/guardian agree to pay all tuition and fees that apply to the courses by the payment due date. In addition, the student and parent/guardian agree to pay any late payment and collection fees if necessary. Visit [stlcc.edu/paymentdate](http://stlcc.edu/paymentdate) for more details.

I have reviewed the information on the previous page. I acknowledge the responsibilities and limitations as outlined.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_ Phone \_\_\_\_\_

## Student Acknowledgement and Consent to Release Student Information

In addition to the information above, I consent to the following:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and to facilitate an open working relationship among students, the sponsoring school district, and the STLCC dual enrollment program, STLCC agrees to release student educational records as specified below.

I give permission for the following educational records to be released:

- All academic/transcript records (transcripts, enrollment and schedule, assessment data)
- Instructor/classroom records (attendance, progress reports, final grades)
- Student account records (tuition and fees, financial aid and scholarship information, fines, etc.)

The persons and entities to receive the information specified above are:

- Parent/Guardian
- High School Counselor
- High School Registrar

I have reviewed the information above. I acknowledge the responsibilities and limitations as outlined.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_