

High School Enrichment Student  
Concurrent Enrollment Form



The High School Enrichment Student program is limited to high school students entering or enrolled in their junior or senior years. Students requesting to take courses while still in high school must exhibit maturity and demonstrate above average academic achievement to benefit from a college-level class. An assessment will be made by review of the transcripts, courses taken, grades earned in individual courses, overall GPA, absenteeism, tardiness, and class rank among other factors.

Name: \_\_\_\_\_ SS/ID: \_\_\_\_\_

Phone: \_\_\_\_\_ High School: \_\_\_\_\_ Graduation Year \_\_\_\_\_

Term Requested:        Fall \_\_\_\_\_ (Deadline: August 1)        Spring \_\_\_\_\_ (Deadline: December 1)

                                 Summer I \_\_\_\_\_ (Deadline: May 1)        Summer II \_\_\_\_\_ (Deadline: June 1)

Procedures and guidelines:

1. Gather required paperwork: this completed form (pages 1-3) with all required signatures, a completed College application, and **official** high school transcripts. Students failing a course in high school will NOT be permitted to remediate through a college-level course.
2. Requested courses listed below should be reviewed and approved by the high school counselor.
3. Call Admissions Office (610-359-5050) to schedule an appointment with an Assistant Director of Admissions by the deadlines listed above. Please bring the required paperwork listed above, as missing paperwork will impede the process!
4. At the initial appointment, your ability to benefit from college courses will be assessed. You may be referred to the Admissions Committee for final approval.
5. If approved to continue, you will be required to complete the College's full placement test.
6. A follow-up appointment, to be held approximately one week after testing, will also be scheduled to review your placement test scores and register for the course(s) requested, if appropriate. Course availability cannot be guaranteed.
7. Registration will be limited only to the courses listed below that are approved by the high school counselor and for which you have satisfied all prerequisites or other requirements established by the College, unless permission for substitution is given below.
8. If not eligible for the courses listed below and a substitution is made, it is your responsibility to communicate that substitution to the high school for approval.
9. High school students are not eligible for financial aid.
10. Grades received at the College become part of the permanent college transcript. It is the your responsibility to make arrangements for the College's transcript to be sent to the high school.

Requested course(s) (1) \_\_\_\_\_ (2) \_\_\_\_\_

**PLEASE SEE REVERSE FOR REQUIRED SIGNATURES. FORMS WITHOUT ALL SIGNATURES WILL NOT BE ACCEPTED!**

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**Student:** I have read and I understand the procedures and guidelines listed on the page 1. I authorize my high school and Delaware County Community College to exchange any necessary information, including academic history, to facilitate my enrollment at the College.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Parent / Guardian:** I have read and I understand the procedures and guidelines listed on the page 1. I also have read and understand the supplement on the Family Educational Rights and Privacy Act provided by the Admissions Office (page 3 of this form).

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**School Counselor or Official:** I have read and I understand the procedures and guidelines listed on page 1. I have assessed the student's demonstrated maturity and academic ability before making this recommendation. Please check one below. By not checking either box, you are giving the College permission to substitute courses for those listed on the previous page.

The student has my permission to make substitutions to the courses listed on the previous page in the event that he/she does not meet the pre-requisite(s) for the course(s) or the course(s) are not available at the time the student registers.

The student does NOT have my permission to make substitutions to the courses listed on the previous page. This student must receive written permission from me with new course recommendations before registering at the College.

Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor's Phone: \_\_\_\_\_

This completed form (pages 1-3) must be accompanied by an official transcript and completed application to the College. Please bring (do not mail) this paperwork to your appointment. To schedule your appointment, please call the Admissions Office at 610-359-5050. Be sure to identify yourself as a High School Enrichment applicant.

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Family Educational Rights and Privacy Act Notice



The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

As such, Delaware County Community College is unable to disclose any information beyond directory information (name, address, telephone number, date and place of birth, honors and awards, and periods of attendance) to anyone other than the student.

Although a student choosing to enroll at Delaware County Community College through the High School Enrichment program is typically still under the age of 18, FERPA prohibits any College staff member (administrators, faculty, or staff) from discussing that student’s enrollment, academic progress or history, class attendance, grading, or other information with that student’s parent or guardian.

A full description and disclosure of the College’s obligations under FERPA may be found in the College catalog, Student Handbook, and on our website ([www.dccc.edu](http://www.dccc.edu)).

As such, we ask that parents or guardians of High School Enrichment Students recognize and respect the guidelines of the Family Educational Rights and Privacy Act, and allow your child to take the first steps to becoming independent and autonomous members of the College Community.

I have read and understood this notice regarding FERPA.

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Parent’s Signature

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Date