



GUIDELINES FOR DUAL-CREDIT COURSEWORK

1. Complete an application for admission to the college/university of choice. This requires a copy of your transcript. (It is best to send the application and transcript together.)
 - Request a copy of your transcript from your counselor.
 - You will be registering as a **guest** student. A counselor must complete the guest student portion of the application once you decide on the course to be taken.
 - The cost of tuition & fees varies depending on the school that you attend.
2. Students must enroll in "at least" one 3 hour class for each two hours they are not in attendance at a Wichita Public Schools high school.
 - Check the schedule of courses to determine the time available for the class you have selected.
 - Consult with high school counselor regarding the arrangement of your schedule with the college's class time.
3. Students are required to submit an "Application for dual credit" to their high school counselor.
4. Upon registration at the college/university, the student must return an **official copy** of the **tuition receipt and a copy of the student's schedule** to high school counselor for verification by the auditors. You will not be dropped from high school classes until the tuition receipt and college schedule has been turned in.
5. A maximum of 1.0 credit is allowed in the 13 courses required for graduation through dual-credit. Each 3 hour class is equal to .50 high school credits.
6. At the end of the 1st semester the **STUDENT** must request a copy of their college transcript. This copy is to be sent to the registrar at the base high school, so high school credit can be assigned.



Application for Dual Credit

Name of College or University _____

Heights Course Name and # _____

College Course Name and # _____

Student Name: _____

ID#: _____

Student Signature

Date

Parent Signature

Date

Counselor Signature

Date

Principal Signature

Date

* The grade earned in the college course will be the grade posted on the high school transcript.

* The **student is responsible** for supplying the college transcript to the high school counselor and registrar.