

Clear Creek ISD—Dual Credit / Concurrent Enrollment Endorsement Form

Student Name: _____ **Date:** _____
Student Address: _____ **Email Address:** _____
High School: _____ **College:** SJCD COM
CCISD Student ID: _____ **DOB:** _____ **College ID:** _____

The student named above has our permission to seek admission for enrollment in college-level courses at San Jacinto College/College of the Mainland. A completed college application for admission has been submitted. This enrollment form must be signed by the high school designee, the student, and the parent/guardian and submitted to the Dual Credit/Early Admission Office prior to or at the time of registration. *This signed form authorizes the automatic release of the student's educational test scores from the high school to the college for admission criteria, as well as educational records, including grades, from the college to the high school and parents/guardians.*

High school students are limited to two Dual Credit/Concurrent Enrollment courses per term during the traditional school day. Exceptions to this limitation beyond the 7-period daily schedule may be approved by the high school principal or designee and the chief academic officer of the college for students with demonstrated outstanding academic performance and capability (as evidenced by grade point average, ACT or SAT scores, or other assessment indicators). Concurrent Enrollment courses are taken for college credit only and will not appear on the student's high school transcript. Students are encouraged to discuss options of Concurrent Enrollment with their high school counselor.

| COLLEGE COURSE NAME <i>List each college course to be taken.</i> Complete the checklist to the right for each course. | TERM ENROLLED/ TYPE OF CREDIT D=Dual Credit C=Concurrent Enrollment | | | TIME OF DAY (Indicate preference of AM or PM) options vary by campus | | MODE OF INSTRUCTION Face to Face=F Hybrid=H Online=O | | |
|---|--|----------|--------|---|-----------|--|---|---|
| | Fall | Spring | Summer | AM | PM | F | H | O |
| | <i>Example: ENGL 1301</i> | <i>D</i> | | | <i>AM</i> | | x | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |

Student and parent's responsibilities:

- Financial obligation to pay for (reduced) tuition and fees for Dual Credit course(s) and/or Early Admission course(s), as well as textbooks for these courses. (Financial Aid may be available to qualified students. It is the student and parent's responsibility to complete the necessary documentation and contact the financial aid department at the college campus to determine eligibility). Students who qualify for the Free & Reduced Meal program may have the cost associated with taking Dual Credit courses waived.
- Research transferability of Dual Credit course(s) and/or Early Admission course(s) to other institutions of higher education.
- To withdraw from a college course, the student must submit the required withdrawal request to the Dual Credit/Early Admission Office by the published deadline in the Schedule of Classes. Prior to withdrawing from a college course, the student must first discuss this matter with his/her high school counselor. The grade at the time of the withdrawal will transfer to the high school campus and will be calculated as a "grade in progress". If a withdrawal grade cannot be secured, a transfer grade of 60 will be used as the transfer grade for the high school course in which the student enrolls.

A letter grade will be recorded on the permanent college transcript. A numeric grade assigned by the college will be recorded on the permanent high school transcript for each college credit course in which the student is enrolled.

Academic Freedom is practiced at San Jacinto College and College of the Mainland. Academic Freedom allows faculty and students to pursue inquiry they feel is important and to speak about it in the classroom. Students may encounter adult language and images, different philosophical viewpoints, and belief systems. Appropriate and essential discipline-specific terminology, concepts, and principles are utilized as needed in the classroom setting. All students are held accountable to the policies, rules, and regulations published in the San Jacinto College/College of the Mainland Catalog and Student Handbook.

HS Designee Signature: _____ Title: _____
 Student Signature: _____ Phone #: _____
 Parent/Guardian Signature: _____ College Rep Signature: _____

Upon graduation, students must request their official final high school transcript to be sent to San Jacinto College/College of the Mainland in order for the college to release grades to another student-approved institution.

Students needing additional information may call the Dual Credit office for the college in which he/she is enrolling.

SJC Central 281-478-3628 SJC South 281-699-4704 COM 409-933-8286
 College—Copy Student—Copy Counselor—Copy