



Conestoga Valley High School Dual Enrollment



[For off-campus/virtual college courses only.]

The Dual Enrollment/College Credit program is designed to encourage students to experience post-secondary coursework while attending high school. Students enrolled in the program will receive both high school and post-secondary credit for completed coursework. **Students are responsible to pay the application fee, tuition, cost of materials, and maintain professional communication with the college/university.** *The CVHS Dual Enrollment application must be completed and returned two weeks prior to the start of the college course. Failure to do so will result in the Dual Enrollment course to not be eligible for high school credit. Please complete this entire packet and return to your counselor.*

Student Name: _____ Grade Level: _____

Student Cell Phone Number: _____

College/University: _____ School Year: _____

Fill-in Intended Dual Enrollment Courses

Course Name and Course #	Class Days/Time/Virtual	Will you need to leave campus during school hours? If yes, which block?	Are you substituting a CVHS course? If yes, which course?
EXAMPLE English Composition / ENG 101	MWF 2-2:50	Yes/After 4 th Block	Yes / 12 th grade English

Dual Enrollment Fact Sheet

Eligibility

- Student must be a junior or senior to participate.
- Must be making satisfactory progress toward fulfilling high school graduation requirements.
- A high school GPA of 3.0 or higher is recommended to pursue college level courses.

Dual Enrollment Cost

- Guardians/students are responsible for paying ALL costs associated with the dual enrollment course.
- Conestoga Valley is not involved in any financial transactions or processes with tuition payment, all tuition is paid directly to the university/college.
- Many colleges offer discounted rates for dual enrollment students.
- It is recommended that students obtain an official transcript from the college/university once the course is complete to save for your personal records (fees may apply).

Dual Enrollment Credits

- Dual Enrollment course(s) grade will be part of the high school transcript.
- Dual Enrollment course(s) must be non-remedial.
- Students receive college credits on an official transcript from the post-secondary institution.
- “Dual-E 1.0” will appear on the student’s high school transcript for each dual enrollment course taken.
- Each dual enrollment course will have a credit value of 1.0 and a level 3 weighting calculation.
- Level weighting information is provided in the CVHS course catalog.
- CV will follow the add/drop policies of the school where the student is pursuing credits.

Dual Enrollment Procedures

- Students should meet with their school counselor to discuss dual enrollment process and procedures.
- Student will complete an application at the college or university they plan to enroll.
- Student must submit the CVHS dual enrollment application at least 2 weeks prior to the start of the course. Failure to do so will result in the course being ineligible for credit on the student’s CVHS transcript.
- Once approved, student is responsible for meeting with their school counselor to determine where the course will fit into their high school schedule.
- Students are responsible for initiating and maintaining communication with the college/university regarding application process, coursework, tuition payment, grades, materials/software, etc.
- Students will receive an “EX” on their midterm report card due to college grade reporting procedures.
- Upon completion of the course, the student must submit an official grade report to the CVHS dual enrollment coordinator.

Transferrable Credit

- CVHS cannot confirm the credits will be accepted by the student’s future university/college.
- Students will be responsible for sending their official university/college transcript from the dual enrollment course(s) to their future institution to determine credit transfer.

Please initial below to confirm you have read, understood, and agree to the CVHS Dual Enrollment Application and the Dual Enrollment Fact Sheet –

Student Initials

Parent/Guardian Initials

Signature Verifications

By signing below, I acknowledge that I understand the policies and expectations of dual enrollment students at Conestoga Valley High School as stated in the course catalog and the attached dual enrollment fact sheet and grant permission to release my official high school transcript along with any entrance exam test scores.

Student Print Name

Student Signature

Date

Parent/Guardian Print Name

Parent/Guardian Signature

Date

High School Counselor Print Name

High School Counselor Signature

Date

Notes

School Counselor Staff Use Only

___ Approved

___ Not Approved

Date _____