

This form is intended for students that are not a junior or senior status and grants students approval to take a single (one) dual credit courses at SCC. Students may not register for a course until final approval is given to register for a dual credit course.

*** Special Permission to enroll is required only for students under 16 years of age.** A student will be administratively dropped if they are registered for more than one course and below the junior/senior status.

For guidelines related to the specific use of this form, see reverse side.

Once the student and high school complete the form, send it to cberg@southeast.edu.

Student Information

PLEASE PRINT CLEARLY

Student Last Name: _____ First Name: _____ MI: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Date of Birth: _____

Student Email: _____

Course Intend to Take: _____ Student has met the prerequisites.

Authorization from High School

Student: I grant permission for Southeast Community College to release information relative to my progress at Southeast Community College to my high school student records office.

Student Signature: _____ Date: _____

Principal/High School Administrator: Student will need to have above a 3.0 GPA, Accuplacer score high enough for either College Algebra OR English Composition I. The ACT score for Math OR Reading can be substituted for the Accuplacer, but it will need to be high enough (19 ACT Reading and 23 ACT Math)

Please check the following boxes if the student has:

- Above a 3.0 grade point average
- Accuplacer scores high enough for the student to register into College Algebra or English Composition I
- ACT Reading score of 19 or above
- ACT score of 23 or higher in Math

The requested course work will not interfere with this student's regular high school program. This student has demonstrated the ability to benefit from college-level courses and met all prerequisites. Approval is granted.

This student is 16 years of age or older: Yes No*

High School: _____ Date of Approval: _____

Principal (**PRINT**): _____

Principal (**SIGNATURE**): _____

Southeast Community College Authorization

Students must be a minimum of a high school sophomore standing to take dual credit courses.

Students under 16 may enroll in credit classes with special permission from the college Vice President of Instruction. Students under 16 years of age will not be accepted for admission into a Program of Study.

Vice President of Instruction: _____ Date: _____

GENERAL INFORMATION

EXPECTATIONS

1. Enrollment of high school students at Southeast Community College is limited to students who have demonstrated the ability to be successful in college-level courses. Depending on conditions and/or situations, exceptions to the minimum age requirement may be granted.
2. Classes taken for college credit will be recorded on a permanent college transcript.
3. The student is expected to continue high school which includes regular attendance and maintaining satisfactory academic progress.
4. Regular tuition and fees will be charged. Parents are responsible for all tuition and fees less any scholarships or payments made by the high schools or other third parties.
5. Students enrolled must abide by all Southeast Community College rules and regulations, including drop deadlines for tuition refunds.
6. Failing college classes has consequences and may cause a student to be ineligible for Federal Financial Aid after graduation.
7. Students may be responsible for the cost of textbooks. Please check with your high school.
8. This form must be completed and signed by the student, parent/guardian, and high school representative prior to registration.
9. If payment is not received, Southeast Community College reserves the right to withdraw the student or place a hold on the student's account which will affect the ability to register for future classes and/or to receive official college transcripts.

STUDENT EDUCATIONAL RECORDS:

According to FERPA, in situations where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student in order to provide educational services.

If the student is under the age of 18, the parent(s)/guardian(s) still retain their rights under FERPA at the high school, and may inspect and review any records sent by the postsecondary institution to the high school.

As a post-secondary institution, Southeast Community College does not provide information to parents or guardians without:

- a. written permission from the student and/or
- b. documentation attesting that the student is a dependent, as defined under section 152 of the Internal Revenue Code.

RELEASE OF INFORMATION TO PARENT(S)/GUARDIAN(S):

I understand that my educational records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that I am not obligated to sign a Release of Information for my parent(s)/guardian(s) in order to participate and that I can rescind or make changes to this Release of Information at any time by contacting The Registration and Records Office at Southeast Community College.

(POLICY OF) PRIVACY OF EDUCATIONAL RECORDS/ FERPA

(from the SCC Catalog 2/13/2019) Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Generally, you have the following rights: to inspect and review your educational records; to a hearing to challenge the contents of your records; and to receive copies of all or part of your educational records upon request.

All requests for student records, information, and/or questions relating to the release of records and information must be in writing and directed to the campus Registration and Records Office.

FERPA permits public disclosure of directory information without the student's consent. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information consisting of the items listed below may be released without the student's consent:

- Student Name
- Major Field of study
- Dates of attendance
- Enrollment status
- Most recent previous school attended
- Degrees and awards received
- Honors and awards received, including Dean's List and other academic honors
- Participation in officially recognized co-curricular activities (e.g. music, sports)
- Weight and height of athletic team members
- Parking permit number and auto license number
- Photograph/Video*

When available, your physical address, email address and/or telephone number may be released at the discretion of the Student Affairs Office.

**Use of Photographs/Video:*

Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.

To avoid having Directory Information released, you must submit a written request to the campus Registration and Records Office within 10 classroom/business days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom day (not including Saturdays, Sundays, and holidays) written notice to the campus Registration and Records Office to become effective.