

## CHESAPEAKE COLLEGE DUAL ENROLLMENT CERTIFICATION FORM

Semester: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_

**TO BE COMPLETED BY STUDENT**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Personal Email Address\*: \_\_\_\_\_

**\*Do not use high school email**

Are you a **NEW** Dual Enrollment student? Y \_\_\_\_\_ N \_\_\_\_\_

I attend the following type of HS: Public \_\_\_\_\_ Private: \_\_\_\_\_ Home School: \_\_\_\_\_

High School or Home School Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

**Students: Please complete and return this form PRIOR to registering for classes. You will not be registered without a completed dual enrollment certification form.**

**TO BE COMPLETED BY COUNSELOR/AUTHORIZER**

Current Cumulative GPA \_\_\_\_\_ Chesapeake College will permit eligible students to enroll in courses approved by the counselor or high school authorizer. In the section below **please list any specific classes students must take as well as any restrictions** placed on enrollment. This includes specific classes the student may or *may not* take as well as any modality restrictions such as online or hybrid classes.

Dual Enrollment Students with a cumulative 3.0 high school GPA are eligible to take college English.

Dual Enrollment students who have *both* a current cumulative 3.0 GPA **and** have successfully completed Algebra 2 with a grade of "C" or better, within the past three years, are eligible to take a college-level math class as well as any college course that requires a college-ready math prerequisite. A current high school transcript is required for the math exemption.

**AP Classes taken/taking and scores if possible:** \_\_\_\_\_

**Course Restrictions/Requirements:** \_\_\_\_\_

**Please be specific.** *Subject/times/locations/online/hybrid/face-to-face/number of courses student can take/Gen Ed*

General Education Classes:

- |                                         |                                         |                                            |                                      |
|-----------------------------------------|-----------------------------------------|--------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Communications | <input type="checkbox"/> English        | <input type="checkbox"/> Film              | <input type="checkbox"/> History     |
| <input type="checkbox"/> Intro to Art   | <input type="checkbox"/> Intro to Music | <input type="checkbox"/> Political Science | <input type="checkbox"/> Psychology  |
| <input type="checkbox"/> Sociology      | <input type="checkbox"/> Theater        | <input type="checkbox"/> Wellness For Life | <input type="checkbox"/> Other _____ |

School Counselor/Authorizer Signature: \_\_\_\_\_

**STUDENT AND PARENT/GUARDIAN, PLEASE READ THE FOLLOWING CAREFULLY AND SIGN.**

By signing this form, this student gives Chesapeake College's Admissions Office, or other designated College officials, permission to communicate (verbal, written, or electronic) with the high school counselor, high school official, and/or parent (or guardian) regarding the student's academic progress, attendance, or other matters that may impact student success.

I certify the information provided is true and accurate to the best of my knowledge. I understand I may be required to provide documentation of residency and/or general eligibility requirements if asked by Chesapeake College.

Non-Public School Students: Dual Enrollment students are not exempt from standard business office policies and if I drop courses after classes begin I will be billed for fees and a portion or all of my tuition, based on the refund schedule for that semester.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DUAL ENROLLMENT PROGRAM GUIDELINES

- Junior or Senior in high school **and**
- 2.5 or higher cumulative GPA **and**
- Be enrolled in one of the public or private high schools or home school programs in the College's service region **and**
- Be certified by a counselor or school official as meeting all of the eligibility requirements outlined above. Please check with your school for requirements.
- Chesapeake College allows college-ready students to take more than two classes per semester with approval from high school designee.
- College courses may contain controversial issues or topics not covered in a high school class. Dual Enrollment students are expected to participate in these college-level discussions.

**Notes:** High school students may enroll in summer session courses. Public high school student tuition will not be covered by the Board of Education in the Summer term. Home school students may be eligible for a 25% tuition discount in Fall/Winterim/Spring. Contact the Admissions Office for details.

## TO BE VERIFIED AND SIGNED OFF BY COUNSELOR

- Cumulative GPA must be 2.5 or higher
- Dual Enrollment students with a cumulative 3.0 overall high school GPA are eligible to take college English.
- Dual Enrollment students who have both a cumulative GPA of 3.0 **AND** have successfully completed Algebra II with a grade of "C" or better, within the past three years, are eligible for direct placement into college-level math and all college courses that require a college-ready math prerequisite.

## PAYMENT OF TUITION, FEES AND BOOKS

- Public high school students: contact your school counselor for payment guidelines in your county.
- Private and home school students can contact **de@chesapeake.edu** for tuition information.
- Students may be responsible for purchasing any materials needed for their class; this includes textbooks.

## STUDENT RESPONSIBILITIES

- **Logging in to MyCampus (the student portal) and setting up your SKIPJACK MAIL to access it on a regular basis.**
- **WATCH** for instructions from the college regarding classes, cancellations etc.
- **NAVIGATE** & learn the entire student portal: Canvas, Self Service, etc.
- **CONFIRM** your final schedule with your high school counselor before classes begin.
- **COMMUNICATE** with Chesapeake Admissions or Dual Enrollment staff **any changes** you need to make, such as dropping or adding classes. Your high school counselor does not have the authority to drop or add your courses at the College. The student must always do this in addition to communicating with their high school counselor.
- **ORDER** books required for your class. These instructions will be sent via SKIPJACK EMAIL.
- **UNDERSTAND** college classes and grades will be on your high school transcript AND permanent college record.
- **COMMIT** yourself to working at an academic college level for a successful college experience.