

# WCPSS Dual Enrollment/Cooperative Agreement Course Enrollment Form Grades 6 - 12

Please complete all requested information. It is important that students and parents read the other side of this form prior to completing it to understand the Dual Enrollment Eligibility Requirements.

Student's Name \_\_\_\_\_ NCWISE# \_\_\_\_\_ Date \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Mark (if applicable):  504 Plan  IEP  
 Race:  Caucasian  African American  Hispanic  Multi-Racial  Asian  American Indian  Other  
 Telephone (Home) \_\_\_\_\_ (Cell/Work) \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_  
 Parent Name \_\_\_\_\_ Parent E-mail \_\_\_\_\_  
 Parent Cell Phone \_\_\_\_\_ Parent Work Phone \_\_\_\_\_  
 Contact Counselor \_\_\_\_\_ Telephone \_\_\_\_\_  
 Cooperating Institution \_\_\_\_\_

### COURSE INFORMATION

**Course Name** \_\_\_\_\_ **Course Number** \_\_\_\_\_ **Credit Requested** \_\_\_\_\_  
**Term:**  Fall  Spring  Summer or Specify Course Completion Date \_\_\_\_\_  
 NCVPS (Check if applicable):  EOC Exam\*  CTE Post Assessment\*  AP Exam  
**Type of Course (check one):**  
 UNCGi  Learn & Earn Online  Non-WCPSS Secondary School Course (SACS)  
 Community College Course (CAA)  Vocational/Technical Cooperative Agreement Course  
 College Level Course (100-200+level)  College Level Course (300-400+ level)  
 Duke Tip Program (w/EOC)  Other \_\_\_\_\_

#### To be completed by the Base School Counselor

WCPSS Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Credit to be awarded \_\_\_\_\_

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 Duke Tip Program (w/EOC)  Other \_\_\_\_\_

#### To be completed by the Base School Counselor

WCPSS Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Credit to be awarded \_\_\_\_\_

**We, the undersigned, have read the back of this form and do understand and agree to comply with the requirements of the program being attended.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Base School Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Base School Principal Approval \_\_\_\_\_ Date \_\_\_\_\_  
 Cooperating Institution Official Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Send copy to Test Coordinator and Career Development Coordinator

## Dual Enrollment Opportunities

Dual Enrollment gives middle and high school students the opportunity to take approved courses at **accredited institutions** including Institutions of Higher Education (IHE), community colleges, NCVPS, UNCGi, Learn & Earn Online and Non-WCPSS secondary schools while completing high school graduation requirements. Courses taken must provide opportunities not currently available to the student at the middle school or high school. This includes courses of an advanced and/or expanded nature. High school graduation credit and grades will be awarded by the base school when the official transcript is received at the base school. Quality points will be calculated as defined in the Wake County Public School System High School Program Planning Guide. The student's official transcript will include this course's grade, and it will be used in calculating GPA, class rank, and credits toward graduation.

### General Policies, Eligibility Guidelines, and Application Process

1. The course must be part of the student's comprehensive course of study.
2. The course must provide opportunities not currently available to the student at the student's school.
3. The course must be approved within the cooperative institution.
4. The student must be enrolled for 1/2 of the school day and progressing toward graduation.
5. The student must complete the Dual Enrollment/Cooperative Agreement Enrollment Form and have the signed approval of the principal or principal designee prior to registering for the course.
6. The student must contact the cooperating institution and complete all admission and registration or other requirements as requested by the IHE, community college, NCVPS, UNCGi, Learn & Earn Online or Non-WCPSS secondary school. The student must provide his or her own transportation, be responsible for any fees, and follow all rules, regulations and calendars as set by the cooperating institution. Both institutions must receive a copy of the Dual Enrollment form.
  - If attending NC State University (NCSU), the student must also contact the Academic Enrichment Opportunities Program (AEO) in the NCSU Admissions Office to obtain the AEO form and determine appropriate course and NCSU requirements.
  - If attending Meredith College's Senior Scholars Program, the student must also complete the Senior Scholar's registration form, including the principal signature.
  - If attending Peace College's Senior Studies Program, the student must also have counselor recommendation and sign his or her senior Studies application and the student section of the Counselor Endorsement form.
  - If attending Wake Technical Community College (Comprehensive Articulation Agreement, Learn & Earn Online) the student completes the Wake County Public School System Dual Enrollment/Cooperative Agreement Form. .
  - If attending NCVPS or UNCGi the student completes the Wake County Public School System Dual Enrollment/Cooperative Agreement Form and the NCVPS form.
  - If attending St. Augustine's College's High School Plus Program, the student must also contact the First Year Experience Office and complete their registration form.
  - If attending any other accredited institution, the student must sign all applicable institution and WCPSS forms.
7. The student will be responsible for requesting that an official transcript be mailed as evidence of course completion directly to the base school. The course will be added to the student's transcript and an Incomplete (I) will be noted until the official grade is received. If a transcript is not received, the grade will convert from an I to an F, and an F will be calculated on the transcript. Once a student is enrolled, the course cannot be dropped without permission of the principal and following proper procedures of the cooperating institution.
  - University or college transfer courses of three to five (3-5) hours will receive one credit at the base school.
  - Community college vocational and technical courses at of at least forty-nine (49) contact hours will receive one-half credit at the base school. Vocational and technical courses of at least ninety-nine (99) contact hours will receive one credit at the base school.
8. The student must take IHE, community college, NCVPS, UNCGi, Learn & Earn Online or Non-WCPSS secondary school courses for **graded** credit in order to earn a high school credit.
9. Quality points will be calculated as defined in the WCPSS High School Program Planning Guide.
  - Students will receive one extra quality point for Community College courses approved by the Comprehensive Articulation Agreement.
  - Introductory courses, 100 and 200 level, from Independent colleges and the UNC system schools will earn one extra quality point.
  - Advanced courses, 300 and 400 level, from Independent colleges and the UNC system schools will earn two extra quality points.
  - Weighted credit will be awarded for a course designated by the sending Non-WCPSS secondary school as honors or AP only if a comparable course is designated honors or AP in the current non-magnet WCPSS High School Program Planning Guide.
  - Vocational/Technical Cooperative Agreement courses are calculated on the standard course level.