

Student ID# (if known): _____ Semester (Fall/Intersession/Spring/Summer): Quick Term III, Spring 2020

Last Name: _____ Legal First Name: _____ Middle Initial: _____

Complete this section only if you are new to the College or if there have been changes to your information:

Social Security Number: (required for 1098 tax reporting) _____ - _____ - _____ Date of Birth: _____

Preferred First Name: _____ Email Address: _____

Gender: Male Female I do not wish to report Are you seeking a degree/certificate at CCCC? Yes No

Are you a US Citizen? Yes No Are you a Veteran? Yes No

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Mobile Phone Number: _____ Alternative Phone Number: _____

Do you consider yourself to be Hispanic or Latino? Yes No

Select one or more of the following groups of which you identify yourself as a member:

American Indian or Alaskan Native Black or African American Cape Verdean Asian

Hawaiian Native or Pacific Islander White/Caucasian

Submit this completed form to Sharon Boonstra for Dual Enrollment via email to sboontsra@capecod.edu.

Courses available:

English Composition I
Critical Reading & Thinking
Macroeconomics
General Psychology

ADD					
Course #	Section #	Course Name	Days	Time	Advisor Use*

Guidance Counselor Signature: _____ Date: _____

Student Signature (Required): _____ Date: _____

Parent/Guardian Signature (Required): _____ Date: _____

Dear Dual Enrollment Parents and Guardians,

Welcome to Cape Cod Community College! We will offer several 3-credit hour general education courses, intended to meet high school graduation requirements while being applied to undergraduate degree requirements. The courses will be offered online with synchronous and asynchronous requirements using the College's learning management system along with Zoom and other commonly available software. We want to share with you some information critical to your student's success as a Dual Enrollment participant.

- Spring 2020 Quick Term III semester courses begin the week of April 13th.
- Your student will receive login information via email. This information will be important for logging into the learning management system and college email.
- Final Exams for the Spring 2020 Quick Term III semester are scheduled for May 26th or 27th. The instructor will provide more detailed information.
- **Final grades will not be mailed.** They are available on Campus Web. Your student will receive his/her Campus Web password when registering for courses. Grade reports will be emailed to high school guidance department at the end of the semester.

College-Level Expectations

- Your student should receive a course syllabus from their instructor during the first week of classes. The syllabus is like a contract between the student and the faculty member. It will outline the course requirements such as scheduled quizzes, exams, written reports and/or projects. It will explain the instructor's grading and attendance policy. It should also include the instructor's name and contact information, including a telephone number and email address.
***Note: Most instructors have strict rules regarding attendance. Make sure your student understands his/her instructor's attendance policies. Also, due to FERPA regulations, the instructor is not able to communicate with parents/guardians regarding their student. Please encourage your student to communicate directly with their instructor and other college personnel regarding any questions/concerns.**
- Please remind your Dual Enrollment student that there is **free tutoring available online** for most subjects. Since college courses move very quickly, they should not wait to seek help. The Dual Enrollment Advisor, the Admissions staff and all of the Student Support Services departments are available to assist any student experiencing difficulty. Our goal here at CCC is to ensure that each Dual Enrollment student has a positive and successful experience while attending the college. Information about Tutoring and other Support Services can be found at <http://www.capecod.edu/web/tutoring> or contact the Dual Enrollment Advisor.
- If the student's grade is C- or lower at the mid-point in the semester, instructors have the option to submit a mid-term warning grade to the Registrar's Office. The student would be notified via student email. Additionally, the Dual Enrollment Advisor may notify the student's high school guidance counselor.
- If your student is having difficulty in their college courses and feels the need to withdraw from the college courses, it is imperative that the Dual Enrollment Advisor or anyone in the Admissions Office assist the student in formally withdrawing from the course/courses. Dual Enrollment students are not

allowed to drop or Withdraw from courses without permission from their guidance counselor and the Dual Enrollment Advisor. According to the College calendar, a student may withdraw from a course up until May 4th for Spring Quick Term III courses and receive a “W” for a grade, which does not affect their GPA. If a student does not withdraw, but fails the class, the only way to eliminate an “F” grade would be to re-take the course. If at any time, the student simply walks away from the class (stops attending), he/she would receive an automatic “F”.

- Your student’s education records are protected by a Federal law called the Family Educational Rights and Privacy Act (FERPA). The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. **Even if your student is under 18 years of age, you will not have access to their college educational record without the student’s written permission.** The Release Form can be obtained from the student’s guidance counselor or the Dual Enrollment Advisor at CCCC and must be emailed back to the Dual Enrollment Advisor from the student’s college email account. A copy of the signed form will be kept in the student’s folder in Admissions as well as on file in the Registration database.

Section 2 – STATEMENTS OF UNDERSTANDING

Student: *If accepted into the Dual Enrollment program, I agree to adhere to all rules, regulations, and requirements set by Cape Cod Community College and/or the Massachusetts Department of Higher Education. I understand that CCCC reserves the right to disclose my status as a high school student to CCCC faculty members. I hereby authorize Cape Cod Community College to release all correspondence regarding my enrollment in the Dual Enrollment program to my high school and to forward an official report of my grades to my high school. I understand that course-related costs including tuition, fees, and textbooks are not covered under the Dual Enrollment Program. I verify that I have read the Dual Enrollment Application and Eligibility Requirements packet, and I understand that I must meet with the Dual Enrollment Coordinator or an Admissions Counselor to register for my classes and that I cannot drop a class or withdraw from a class without first meeting with the Dual Enrollment Coordinator or an Admissions Counselor.*

Signature of Student: _____ **Date:** _____
(Text signature)

Parent/Guardian: *I hereby grant permission for my child to apply to the Dual Enrollment Program at Cape Cod Community College. Should my child be accepted, I grant permission for him/her to enroll in courses at the College. I understand that course-related costs including tuition, fees, and textbooks are not covered under the Dual Enrollment Program. I understand that my student’s CCCC academic records will be released to his/her high school for inclusion in his/her school records.*

Parent/Guardian Name (Text signature)

Signature: _____ **Date:** _____

Emergency Contact: _____ **Emergency Telephone:** _____

If you have any other questions about the College or about the Dual Enrollment Program, please let us know. The Dual Enrollment Advisor can be reached by email at sboonstra@capecod.edu.