



Dual Enrollment Permission Form

Currently enrolled high school students may enroll in curriculum courses at Guilford Technical Community College under the following conditions:

A. Students must present this permission form signed by the high school principal or designee, at the time the application is submitted. An application from a dual enrolled applicant WILL NOT be accepted without this form.

Home schooled applicants must also submit a copy of the school's registration form from the state.

This form may authorize the student to enroll per semester or the entire school year. Please note that Dual Enrollment is not allowed during the summer semester.

B. Students must meet the following requirements:

- a. Must be 16 years of age or older before the first day of class.
- b. Must be enrolled at least half-time at his/her high school and be making appropriate progress toward graduation as determined by the school principal/designee.
- c. Students must meet the prerequisite requirement for each course for which they desire to register. **Developmental courses (course number -99 and below) are not approved for Dual Enrollment Students.**

Approved students will be exempt from regular tuition and all fees (exception: all students must purchase the accident insurance for most curriculum courses)
 Students **are** responsible for the cost of textbooks and supplies.

Permission is granted for _____, a student at _____ High School, to be dual enrolled at Guilford Technical Community College for the following:

____ Fall Semester 201____ ____ Spring Semester 201____

I approve his/her enrollment as follows:

- ____ Student may enroll in classes of his/her choice OR
- ____ Student may enroll only in the following course(s)

| | | |
|--------|--------|--------|
| _____ | _____ | _____ |
| Course | Course | Course |

| | | |
|---|----------------|-------|
| _____ | _____ | _____ |
| Signature of high school principal/designee | Position/Title | Date |

Dual Enrollment

The North Carolina State Board of Community Colleges policy regarding concurrent enrollment, as cited in 23 NCAC 2C.0305, permits high school students to enroll in a community college course under the following conditions:

- ❖ Students must be at least 16 years old on the first day of class.
- ❖ Dual enrolled students do not pay tuition.
- ❖ Students must have permission form signed by a high school counselor or a school principal. If they are home schooled, they must have permission form signed by the school administrator and a copy of the North Carolina home school registry card on file. This must accompany an admissions application. For this reason, dual enrolled students may not apply on-line.
- ❖ Permission forms are only valid for one school year. If a student wishes to continue, they will need to submit new forms the following year.
- ❖ Dual Enrolled students may not take developmental course-work, (any course work numbered 100 or lower.)
 - Students will **only be allowed to take technical, math and sciences courses.**
 - **Approved** science and math include....AST, BIO, CHM, CIS, GEL, IMS, MAT, PHS, PHY and SCI
- ❖ **Prohibited** courses would have the prefix of.....
 - ANT, ARA, ART, ASL, CHI, COM, DAN, DRA, ECO, ENG, FRE, GEO, GER, HIS, HUM, ITA, JPN, LAT, MUS, POL, POR, PSY, REL, RUS, SOC and SPA
This list is subject to change
- ❖ Dual Enrolled students may only take classes fall and spring semesters.
- ❖ Dual Enrolled students register on the last day of **open** registration.
- ❖ There is not an official cap on the number of credits a dual enrolled student may take. The state recommendation is that the students do not take more college credits than they are taking in high school.