

This side to be completed by High School Counseling Office or Administration



Student Name: _____ Date of Birth: _____
First Middle Last MM/DD/YY

High School Name: _____ High School Weighted GPA: _____

2016-17 Grade Level: ___ 9th ___ 10th ___ 11th ___ 12th

College Transfer Test Score Requirements:

Test	PLAN	PSAT	SAT	ACT
Reading	18	47	500	22
English	15	45	500	18
Math	19	47	500	22

College Transfer only:

Placement Test: _____ Score: Reading: _____ English: _____ Math: _____

(PLAN, PSAT, ACT, PSAT)

(Students who don't meet test score requirements may take the free NCDAP test at HCC. Please contact HCC's High School Program Coordinator.)

Pathway: (Select one pathway, one college transfer & one CTE pathway, or up to two CTE Pathways**)

- ☐ Associate in Arts College Transfer Pathway (P1012C)
- ☐ Associate in Science College Transfer Pathway (P1042C)

Career Technical Education Pathways:

- ☐ Automotive Systems Tech - I & II (C60160CP)
- ☐ Automotive Systems Tech- Intermediate III (C60160IM)
- ☐ Business Exploration (C25120BE)
- ☐ Collision Repair - I Introductory (C60130IN)
- ☐ Collision Repair - II (fall) Welding (C60130WE)
- ☐ Collision Repair - II (spring) Special Finishes (C60130SP)
- ☐ Computer Integrated Machining - I (C50210CP)
- ☐ Computer Integrated Machining - II - Advanced (C50210AD)
- ☐ Criminal Justice Technology - I & II (C55180II)
- ☐ Criminal Justice Technology - III & IV (C55180IV)
- ☐ Early Childhood Education - I, II, III (C55220CP)
- ☐ Electrical Systems Technology - I & II (C35130CP)
- ☐ Electronic Engineering Technology - I & II (C40200CP)
- ☐ Forestry Management (C15200CP)
- ☐ Other: _____

**HCC's Chief Academic Officer must approve all applicants wishing to concurrently enroll in multiple pathways

HCC Class Schedule Worksheet (optional, for reference only)

Course (i.e. PSY 150-01)	Course Title	Days/Time/Semester	Location (i.e. Online, THS, PHS, HCC)

Principal or Designee Approval: I certify that the information provided (Student name, GPA, test score(s), and grade level) is accurate; therefore, he/she has met the criteria set forth in the NC Career and College Promise. I grant permission for him/her to enroll in college courses within his/her designated Pathway.

Principal/Designee Signature: _____ **Date:** _____

Included with application:

- ☐ High school transcript
- ☐ Assessment test scores (required for college transfer pathway students)
- ☐ Copy of NC registration card (homeschooled students only)

HCC Chief Academic Officer/Designee Approval:

☐ This student shall be allowed to concurrently enroll in the college transfer or career technical pathways indicated above.

HCC Chief Academic Officer/Designee Signature: _____ **Date:** _____

For Office Use:

Date Entered: _____ By: _____

Colleague ID: _____



APPLICATION FOR CAREER & COLLEGE PROMISE ENROLLMENT

The entire application must be completed accurately and legibly.
Incomplete forms will delay your acceptance and may affect your future college admissions.

REQUIRED INFORMATION:

Date of Birth: _____ Social Security Number: _____
(MM/DD/YY) (REQUIRED)

Name: _____
First Middle Last

Address: _____

City, State, Zip _____

Phone 1 : () _____ Phone 2 : () _____ Email: _____

Ethnic Origin:

Are you? ☐ Hispanic/Latino
☐ Non-Hispanic

Gender:

☐ Female
☐ Male

Citizenship:

☐ US Citizen ☐ Non-Immigrant Alien (submit a copy)
☐ Non-US Citizen ☐ Undocumented Alien
☐ Permanent Resident Alien (submit a copy – front & back)

Race:

☐ American/Alaska Native
☐ Asian
☐ Black or African American
☐ Hawaiian/Pacific Islander
☐ White

High School Attending (check one):

☐ Central Haywood High School
☐ Pisgah High School
☐ Tuscola High School
☐ Haywood Christian Academy
☐ Homeschooled
☐ Other: _____

2016-17 Grade Level:

☐ 9th, Freshman*
☐ 10th, Sophomore*
☐ 11th, Junior
☐ 12th, Senior

Anticipated

Graduation Date: _____
Month/Year

*Qualified 9th and 10th grade students may only enroll in CTE natural resources, transportation, computer-integrated machining, or electronic engineering pathways. Additional eligibility criteria must also be met. Please contact Matt Heimburg at (828)627-4579 prior to submitting application.

APPROVAL FOR CAREER & COLLEGE PROMISE ENROLLMENT

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. Career and College Promise is available to high school (public and private) students with a weighted GPA of 3.0 or higher. Home school students must provide a copy of their NC registration card and a notarized transcript, in addition to this form. For a student to enroll under the Career and College Promise, this signed approval application must be submitted to HCC's High School Programs Coordinator or HCC's office of Enrollment Management.

Affirmation: I certify that I have read all information and to the best of my knowledge have met all criteria for enrollment at HCC, that the information that I have provided is accurate to the best of my knowledge, and that I agree to observe all the rules and regulations of Haywood Community College. I further agree to allow HCC to publish photographs, and personal information pertaining to honor rolls, scholarships, athletic events, news releases and use personal information in other publications normally considered to be that of a two-year college. I acknowledge that I am enrolling in challenging college-level courses and feel prepared to do the work required to be successful. I understand that my enrollment at HCC, even though still in high school, will be part of my college transcript and permanent academic record.

I also understand that HCC and the School System in which I am enrolled agree to exchange grades, class attendance, disability and disciplinary documentation consistent with HCC and the School System's policies as it pertains to the student while maintaining confidentiality and privacy of any information received by the other.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____



Career & College Promise Parental Permission Form

I understand the following (please initial):

____ A first time student, who has not previously completed a college class at Haywood Community College (HCC), is required to attend a Career and College Promise (CCP) Orientation Session or complete the CCP orientation quiz. Orientation sessions are provided onsite at high schools, online, and at HCC.

____ After HCC's drop/add period, high school students cannot drop or withdraw from a HCC course without written permission from their Principal or the Principal's designee. Dropping a class at the high school does not guarantee the class is dropped at the college; the student will need to complete HCC's withdrawal process by contacting their Instructor and the High School Programs Coordinator. The last day to withdraw can be found in HCC's Student Handbook and on the college website. ***High Schools may have additional guidelines regarding dropping classes.***

____ College courses will be reported to the high school and final grades will be included on high school transcripts. Grades will affect both HCC and high school GPA.

____ Grades earned through CCP can affect admissions and financial aid at HCC and other colleges.

____ Final grades for CCP college transfer courses are "weighted" an additional point towards the student's total grade point average.

____ HCC classes will not be on high school progress reports. It is the student's responsibility to keep up with progress.

____ To maintain eligibility for continued enrollment, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two college courses.

____ The student may only register for courses within his/her particular pathway(s). Students interested in a College Transfer Pathway must meet the following criteria: a) be a high school junior or senior; b) have a weighted GPA of 3.0 on high school courses; c) demonstrate college readiness in English, reading and mathematics regardless of individual course pre-requisites. Students in a Career & Technical Education Pathway must meet the following criteria: a) be a high school junior or senior. b) have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school Principal/designee; c) meet the prerequisite for the career pathway.

____ Completing an enrollment form and expressing interest in a course does not automatically mean my student is registered for the course(s). Students will need to verify their schedule with the HCC High School Programs Coordinator.

____ College courses may have specific prerequisite requirements before enrollment.

____ Classes taken through HCC are college courses and are taught at the college level. Some courses may contain sensitive or controversial content and require students to take a mature approach to class material.

____ HCC classes may have a different start date from classes taught at the high school, and they follow a different calendar. Students are still responsible for attending even when the schedule varies. The HCC academic calendar can be found in the HCC student handbook and on HCC's website.

____ HCC does not recognize or distinguish between "excused" and "unexcused" absences. It is the student's responsibility to contact instructor(s) and keep up with his/her work. All HCC courses have an attendance policy which is covered in the course syllabus. Students who violate HCC course attendance policies risk losing credit for the course and may no longer be able to attend the class.

____ All courses occurring on HCC's campus or online will meet according to the HCC inclement weather schedule for delays or cancellations, which may differ from the school district's weather delays or cancellations. While students are expected to attend HCC classes when they are scheduled to meet, they should exercise personal judgment concerning roadway conditions regardless of college announcements.

____ In compliance with FERPA regulation, no one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to person in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act. Parent (s) and/or Guardians (s) will not be given access to his/her child's HCC Moodle, email, WebAdvisor, etc. by HCC.

____ It is the responsibility of the student to acquire required books, supplies, and any transportation for HCC class. (Career Technical Education (CTE) Courses taught on a high school campus *may* have books supplied.)

____ To be successful in online, hybrid, or web-based classes, students should be able to perform basic computer operations. Students must have access to a computer with Internet connection; email; and required software. Online classes may require proctored exams.

____ Be aware that the high school's facilities will not be available for HCC's science lab requirements. Any science lab activities will need to be completed at home.

____ Students with an IEP (Individualized Education Plan) requesting accommodations must submit disability information to HCC's Counseling Office in order to determine appropriate accommodations under Section 504 (Rehabilitation Act of 1973) or ADA (Americans with Disabilities Act of 1990) which may differ from IDEA. HCC's Counseling Office can be reached at 627-4504.

____ A student enrolled in Career & College Promise classes is expected to follow all discipline requirements outlined in their school's student handbook as well as the HCC Code of Conduct which is in HCC's Student Handbook. HCC must maintain a record of conduct charges and related sanctions, and this information may be disclosed to outside parties with the written consent of the student.

____ Students seeking transfer to other institutions are urged to seek information and advice from admissions officers at those institutions prior to enrollment in classes designed for college transfer. Requirements at any institution are subject to change, and students are urged to seek the most current information available.

I give permission for my child, _____

(Please print student's name), to enroll in college classes with Haywood Community College.

Student's Signature: _____ Date: _____

Student's Birthdate: _____

High School: _____

Parent/Guardian's Signature: _____ Date: _____



Haywood Community College Student Authorization to Release Information

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), when a student reaches the age of 18 or is attending an institution of post secondary education at any age, the rights of access to student records "transfer from the parents to the student" and the student has the sole right to his/her educational records – **UNLESS** the parents submit verification that they claimed the student as a dependent on their most recent Federal Income Tax return **OR** the student submits written authorization to release information to their parents to the Office of the Registrar at Haywood Community College.

PART I. Authorization to Release Information to Specified Individuals

By signing this form, I understand that I am authorizing Haywood Community College to release the indicated information to the person(s) specified. I understand that this release does not include medical or counseling information. **If you wish to release the following information, please initial the items** that you are authorizing the College to release **and the names and addresses of** the persons to whom you are authorizing to be eligible to receive this information.

- ☐ **Academic Information:** registration, attendance, grades, academic awards, and academic disciplinary action.
- ☐ **Financial Aid Information:** status of awards, types of awards, amount of awards.
- ☐ **Office of Finance Information:** billing items, amounts, due dates, status of account.
- ☐ **Campus Life Information:** housing information, phone number, address, Campus Life awards, student conduct violations, disciplinary action, status of completion of disciplinary sanctions.

The above indicated information may be released to the following individuals: (Please Print)*

Name 1: _____	Name 2: _____
Address 1: _____ _____	Address 2: _____ _____
Phone 1: (____) _____	Phone 1: (____) _____
Relation: _____	Relation: _____

* If you require an additional, specific individual(s) to receive information, attach the form *Authorization of Additional Grade Recipient*.

PART II. Authorization to Release Directory Information

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Haywood Community College may release the **Directory Information** **WITHOUT** a student's written consent **UNLESS** the student requests the following information to NOT be released: name, address, telephone number, e-mail address, photograph, date of birth, place of birth, major field of study, participation in sports and activities, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees, honors and awards, most recent educational agency or institution attended.

If a student does not authorize Directory Information to be released, the student will not be included in news releases in area and home newspapers and on radio and TV broadcasts regarding honors and awards, and participation in campus activities; on the Haywood Community College web-site; and in campus programs, publications, and directories.

YES ☐ My directory information may be released. NO ☐ My directory information may NOT be released.

Name of Student (Please Print) _____	SS# _____
Signature of Student _____	Date _____

This signed document **will remain in effect** at Haywood Community College until the student completes a new form in the Office of the Registrar to reflect change(s) of status. All documents are on file in the Office of the Registrar, 1500 Building, at Haywood Community College.