



Dual Enrollment Authorization Form

This form must be submitted prior to the college's course registration deadline for dual enrollment students each semester. Submit to the Office of Early College Programs via email at earlycollege@triton.edu or in person in the B Building, Room B-120, during office hours.

Students should complete the following steps prior to the submission of this form:

1. Complete Dual Credit/Dual Enrollment Application (This is done only one time. If you have previously taken any dual credit/dual enrollment courses, you have already completed this step.)
2. Take a placement test or submit an alternate placement measure, such as SAT scores (needed for math, English and some science courses) by uploading evidence with your application.
3. Consult with Triton's Academic Advising Department regarding course transferability and applicability.

Part A: Student Information

Name _____
Last First M.I.

Home Address _____
Street City State ZIP

Date of Birth _____ Student Phone Number _____ High School _____

Student Email Address _____
This should be an email address you check regularly.

Part B: Course Registration Information

Semester of Registration Fall Spring Summer Year _____

Course Selection

Dept.	Course	Section	Course Title	Credit Hours	Days	Times	Location
ECC <i>Example</i>	110 <i>Only</i>	004					

I have consulted with Academic Advising regarding course transferability and applicability. Yes No

Part C: Dual Enrollment Terms and Conditions

- I understand I am enrolling in a college-level course that will require rigorous academic work and maturity.
- I understand I am responsible for communicating to my parents/guardians all Dual Enrollment Program correspondence sent to my Triton student email provided by Triton College.
- I understand that I must fulfill all dual enrollment registration requirements during the established registration periods. Registrations will not be accepted beyond the established registration period.
- I understand that in order to drop from the college course without penalty, I must officially drop at the Welcome Desk or the Office of Early College Programs of my intent prior to the college's established deadline or risk receiving a "W" or "F" on my college transcript and be responsible for tuition owed.
- I understand Triton College reports all grades earned to the National Student Clearinghouse (NSC), which in turn provides official enrollment data to the U.S. Department of Education.

- I understand the grades earned through the Dual Enrollment Program are a part of my permanent college record. College grades earned while in high school affect college GPA. (For example, if a student earns a final grade of "C", the student will have a college GPA of 2.0. There may be future financial aid or scholarship implications to the student's GPA and eligibility.)
- I understand that it is my responsibility to request my official Triton College transcript through the college's Records Department to transfer any college credits earned through the Dual Enrollment Program.
- I understand by participating in the Dual Enrollment Program, I am included in the college's Family Educational Rights and Privacy Act (FERPA) policy. Under the FERPA policy, students have a right to expect information in their education records will be kept confidential and will be disclosed only with their permission or under provisions of the law, with the exception of the college's obligation to share my education records with the high school I am enrolled in. Education records (including course grades and payment information) will not be provided to parents without the student's consent.

Parents of students under the age of 18 retain their rights under FERPA at your high school, and may inspect and review your educational records sent by the college to your high school. Furthermore, for high school students under the age of 18 and who are listed as legal dependents of their parents for tax purposes under the IRS rules, the college retains the right to disclose personally identifiable information from your educational records to your parents. The FERPA Release Form must be fully completed, signed and submitted to the Records Office in the Student Center, Room B-220, by the student.

- I understand that it is my responsibility to verify that the selected college courses are transferable and applicable to my intended college major or career path, as well as accepted by any postsecondary institution I plan to attend.
- I understand that it is my responsibility to contact the Center for Access and Accommodative Services, located in the A Building, Room A-105, prior to the start of each semester to submit my 504 plan or IEP in order to receive accommodations. I acknowledge that my high school will not submit these records on my behalf.

Student Name (Print/Signature)

Date

Guardian/Parent Name (Print/Signature)

Date

May we contact your parent/guardian with activity milestone and next step updates? Yes No

Provide parent/guardian email address. _____

Part D: High School Personnel

The student is responsible for payment of:

- Tuition and Fees
- Textbooks
- Course Materials (Specify): _____
- None

The high school will sponsor payment of:

- Tuition and Fees
- Textbooks
- Course Materials (Specify): _____
- None

High School Administrator or Counselor Signature

Date

High School Administrator or Counselor (Print Name)

Phone Number

Email

To be completed by Office of Early College Programs.

Colleague ID _____ Initials _____

Date Received _____ Initials _____

Date confirmed of advising acknowledgment. If student answered no, date of email sent for advising acknowledgment. _____ Initials _____

Date Registered _____ Initials _____

Date Email Registration Confirmation _____ Initials _____

Date Email or Welcome Letter _____ Initials _____

FERPA Form Received _____ Initials _____