**The Dual Enrollment Program**

**At Arcadia University**

***DUAL ENROLLMENT FORM***

**SECTION 1 – STUDENT INFORMATION**

Last Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**First Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI** \_\_\_\_\_\_\_\_\_\_\_

Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_ SS No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [] Male [] Female High School Attending\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Type: [] Public [] Private [] Parochial Expected Graduation Year \_\_\_\_\_\_\_\_\_\_\_

Arcadia University Enrollment Term: [] Fall [] Spring [] Summer 20\_\_\_\_

Are you a returning high school student Yes No 

**SECTION 2 – COURSE SELECTION: (**Primary and Secondary selections**)**

**Course Code /Section Course Title Credits**

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

(Primary)

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

(Secondary)

**SECTION 3 – HIGH SCHOOL GUIDANCE COUNSELOR OR PRINCIPAL INFORMATION**

*The above student is in grade 11 or higher, has tested advanced or proficient on the Pennsylvania System of School Assessment tests in reading, writing, math and science, has a “B” or equivalent grade point average, and is well prepared both academically and socially, for the challenges of a college level course.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (PLEASE PRINT) Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Email

**SECTION 4 – TERMS AND CONDITIONS**

The student (“Student”) named above and his or her parent(s) or guardian (“Parent”) desire that the Student participate in the ***Dual Enrollment Program*** (the “Program”) offered by Arcadia University (“Arcadia”) and, as a condition to the Student being considered for participation in the Program, the Student and the Student’s parent(s) or guardian acknowledge and agree as follows:

1. To apply to participate in the Program the Student must submit to Arcadia (together with this document) a copy of the Student’s High School Transcript.
2. If eligible for the Program the Student will, subject to the payment of all applicable course fees and the completion of the registration process, become a ***Dual Enrollment*** student at Arcadia and will have privileges equivalent to those enjoyed by part-time students in Arcadia’s Office of Continuing Studies. As such, the student will become subject to all rules, regulations and policies applicable to part-time students at Arcadia, including those pertaining to attendance, academic performance and discipline, all as set forth in the Arcadia Catalog and the Arcadia website. **Dual Enrollment Students are limited to enrollment in a maximum number of 4 courses prior to admission to the university.** Failure to abide by these rules, regulations and policies and/or failure to remain in good standing at the high school may result in Student no longer being eligible for the Program.
3. Courses offered in the Program are college level courses and no adjustments will be made to the curriculum to take into account the age and maturity of the students participating in the Program.
4. The college credits earned will become part of the official academic history of the Student and must be reported when applying to other academic institutions. In addition, if any Program course is dropped after any applicable add/drop period, that fact will be reflected in the Student’s official academic record and could have a negative impact on future applications to other academic institutions. Grades earned in Program courses will become part of Students High School Transcript and may be used by the high school in calculating final grade point average if so stipulated in a separate agreement with the sponsoring high school.
5. The Office of Academic Development provides services and coordinates academic accommodations for students with disabilities. Students who wish to receive accommodations from the university due to a disability must meet with Disability Support Services (DSS) in the Office of Academic Development at Glenside campus (Knight Hall) before the semester begins. Students must schedule a meeting with the Disability Services Coordinator or the Disability Specialist by calling 215-572-2122 or 215-572-4686 or emailing [duffyk@arcadia.edu](mailto:duffyk@arcadia.edu) or [holdrenj@arcadia.edu](mailto:holdrenj@arcadia.edu). The student will be required to adhere to steps outlined by the DSS in order to receive services. These steps and required forms can be found on Arcadia’s website under Academic support > Academic development.
6. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents and guardians certain rights with respect to education records. These rights transfer to the student when he or she reaches the age of 18 **or attends a school beyond the high school level**. Due to FERPA, Arcadia is unable to disclose any information other than directory information to anyone other than the student. Although a student choosing to enroll in the Program will typically be under the age of 18, FERPA prohibits any Arcadia employees or representatives (including administrators, faculty or staff) from discussing any student’s enrollment, academic progress or history, class attendance, grading, or other information with the student’s parent or guardian. A full description of Arcadia’s obligations under FERPA may be found in the Arcadia Catalog and website. High school and Arcadia may exchange information on a student without the consent of the student or the parents and guardians. If the student is under 18, the rights of parents and guardians to receive education records from the high school are not affected by the enrollment of the Student in the Program. If a parent or guardian wishes to receive information directly from Arcadia, the Student will be required to sign a Request to Release Information found on the Arcadia website.
7. The purchase of textbooks and supplies and the cost for the same will be the responsibility of the Student or his or her parent or guardian.
8. Arcadia assumes no responsibility for the supervision of minor students outside of the classroom setting. Parents and/or guardians are responsible for ensuring that their children are appropriately supervised before, after class, and if or when a class is cancelled or dismissed at an early time.

The Student and Parent, intending to be legally bound, have signed and delivered this document on the date or dates set forth below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature Student’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents Name (Please Print) Student’s Name (Please Print)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THE FOLLOWING ITEMS ARE OPTIONAL AND ARE USED FOR STATISTICAL AND REPORTING PURPOSES ONLY:**

**Religious Affiliation**

**Please check the most appropriate:**

**[] American Indian or Alaskan native [] Hispanic (including Puerto Rican)**

**[] Asian or Pacific Islander [] White, Caucasian (non-Hispanic)**

**[] Black, African American (non-Hispanic) [] Other (Please Specify)**