

# High School Dual Enrollment

## Admission Application Form

### Application Deadlines

- Fall 2020 - Priority: June 21st / Final: July 15th
- Spring 2021 - Priority: November 15th / Final: December 15th



**Mount Wachusett**  
*Community College*

### Dual Enrollment: A Head Start on College.

Whether in high school or home school programs, juniors and seniors (age 16 or older) are offered the opportunity to apply to enroll in college classes prior to their high school graduation.

Dual Enrollment offers a unique true-to-life college experience, allowing the high school student to focus on courses that transfer to most two-year and four-year public and private institutions while completing their high school graduation requirements.

Admission to the program is a competitive process. Students participating in Dual Enrollment programs are considered MWCC students and as such will be awarded the same academic support privileges as other MWCC students.

Mandatory information sessions are held at MWCC's Gardner Campus. Interested students and parents/guardians must attend. Please contact the Office of Admissions to register at 978-630-9110 or visit [www.mwcc.edu/info-sessions](http://www.mwcc.edu/info-sessions) to register online.

### REQUIREMENTS - ALL APPLICANTS

Applicants must submit the following documents to the **Office of Admissions** and complete required steps:

- High School Dual Enrollment Application**
- Official current high school/home school transcript with calculated GPA (based on 4.0 scale).**
- Applicants must be 16 years of age or older. Parents/guardians of applicants under the age of 16 may complete a "Request for Age Requirement Waiver Form."
- Applicants must complete the College Placement Test (CPT) after receiving your 8-digit MWCC Student ID number.
- Applicants for part-time or full-time enrollment must test into ENG101 and MAT126 or higher, prior to being accepted. In addition, students must complete a personal interview and sign a student contract.

Applicants are responsible for all costs associated with their education including student fees, textbooks and transportation. Financial aid is not available. Course selection bulletins and college catalogs are available on our website at [mwcc.edu](http://mwcc.edu).

For Office Use Only	Date:
CDEP Only:	
<input type="checkbox"/> This student meets all CDEP eligibility requirements	
<input type="checkbox"/> This student meets one or more of the target population priorities as outlined in the CDEP student profile.	
Signature:	



**Mount Wachusett**  
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Office of Admissions | 444 Green St., Gardner, MA 01440  
P: 978-630-9110 | F: 978-630-9554 | [admissions@mwcc.edu](mailto:admissions@mwcc.edu)

AP027-09 Rev:Jun20  
AA/EEO Institution

# DUAL ENROLLMENT PROGRAM INFORMATION AND POLICIES

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## **APPLICATION PROCESS**

Traditional Part- and Full-Time: Admission into this program is a competitive process. The average applicant has a 3.2 high school grade point average (GPA). All first time applicants must be applying for full semester coursework and are ineligible for online or cycle coursework. All applications require both parent/guardian and guidance counselor/home school educator approval. All students must take the College Placement Test (Accuplacer) to determine eligibility. Applicants are required to participate in a personal interview and must sign a student contract prior to receiving an Admissions decision. Applicants will be notified of their Admissions decision by mail at the completion of all steps.

## **COLLEGE PLACEMENT TESTING (ACCUPLACER)**

College Placement Testing is required for all MWCC Dual Enrollment applicants. Part-time and full-time applicants must test into college- level English and math. Students testing into developmental courses are not eligible for Dual Enrollment. Accuplacer study materials are available at [mwcc.edu/testing](http://mwcc.edu/testing).

## **ACCOMMODATIONS**

At MWCC, students with a documented disability are entitled to equal access and opportunities for academic success. If you have an intellectual, emotional or physical condition that significantly impacts your learning experience and wish to request accommodation, please contact Amy LaBarge, Coordinator of Disability Services, Room 142 at the Gardner Campus 978-630-9330. The Coordinator of Disability Services will discuss reasonable accommodations with you that may include the use of assistive technology, electronic textbooks, audio recording of lectures, note taking, priority seating, extended time for testing, and/or a low distraction setting for testing. MWCC is committed to complying with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Any information disclosed remains confidential.

## **PROGRAM COSTS**

Students participating in the Part- or Full-Time Dual Enrollment program will pay current tuition and fees. Additional costs may include books, lab fees and materials. Current high school students are ineligible to receive financial aid. Current tuition rates are available on our website at [www.mwcc.edu](http://www.mwcc.edu) and are subject to change. Students are responsible for their own transportation.

## **ACCEPTANCE**

Applications will be reviewed on an individual basis. All high school students who have a minimum cumulative 2.8 GPA (based on a 4.0 scale) for full-time enrollment, 2.5 GPA for part-time enrollment, meet the placement testing requirements, are recommended by their high school guidance counselor, and complete the Admissions interview process will be considered for acceptance to the program. Due to the selective and competitive nature of the dual enrollment program, not all applicants who apply to the program will be admitted to the College.

## **ADVISEMENT/REGISTRATION & PARTICIPATION**

Dual Enrollment students will meet with their MWCC advisor to register for their individual classes and throughout the semester as needed. First priority will be to place students in those courses required by their high school for graduation. Guidance completion of an applicant's Education Information on page 3 of this application is vital in establishing course needs and serves as a contract between MWCC and the sending high school. A student whose GPA falls below a 2.0 during any one semester will be ineligible to continue in the Dual Enrollment program. Any student who does not successfully complete all courses enrolled in within a given semester may be subject to re-evaluation or dismissal. Students may only advance from part-time to full-time status, per Admissions and guidance approval, after successful completion of current course load. Each student's enrollment status and course load for future semesters will be evaluated based on his or her most recent semester. Students must comply with all MWCC student policies as outlined in the MWCC Student Catalog including add/drop and withdrawal deadlines and accompanying procedures.

## **ACADEMIC CREDIT & TRANSCRIPTS**

After successful completion of a semester, students will earn college credits which may be transferable to most two and four-year public and private institutions. In addition, students will receive credit from their high school to meet graduation requirements. Students are responsible for ensuring that MWCC college coursework will be acceptable for secondary school diploma completion through their guidance counselor. All tuition-paying, dual enrollment students are responsible for requesting their official MWCC transcript through the Records Office by completing the Transcript Request Form at the end of their academic experience with MWCC. MWCC does not send official transcripts to student's high schools or to other institutions unless the Transcript Request Form is completed. Unofficial copies of transcripts are available to students through their MWCC iConnect accounts.

Dual Enrollment is offered by the Office of Admissions at Mount Wachusett Community College. For more information, please visit [www.mwcc.edu/access/](http://www.mwcc.edu/access/). For all inquiries, please contact the Office of Admissions at 978-630-9110. Mount Wachusett Community College is an Affirmative Action/Equal Opportunity Institution.

# DUAL ENROLLMENT APPLICATION

Legal Name: \_\_\_\_\_

Preferred First Name (only if different from above): \_\_\_\_\_ (For info, go to [mwcc.edu/current-students/student-records](http://mwcc.edu/current-students/student-records))

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

Mailing Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Phone Numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Gender:  Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Citizenship (REQUIRED): Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

I am a U.S. Citizen

I am a Permanent Resident. **Must provide Alien Registration Number** \_\_\_\_\_

I am a Lawful Immigrant. **Must provide work authorization documentation.**

I am a Non-Citizen. My current status is: (check all that apply)

In the country with a (presentation of current visa required) :  visitor visa  student visa  other

I wish to obtain a student visa (Must submit International Student Application with additional documentation)

I plan to begin classes:  Fall, Sept. \_\_\_\_ (Yr.)  Spring, Jan. \_\_\_\_ (Yr.)  Summer, May \_\_\_\_ (Yr.) or  July \_\_\_\_ (Yr.)

Have you ever attended/applied to Mount Wachusett Community College?  yes  no

If applied only, in what year? \_\_\_\_\_ If attended, last year of attendance: \_\_\_\_\_

Have you completed courses at a college other than MWCC?  yes  no

If yes, please list college you have attended (other than MWCC): \_\_\_\_\_

Have either of your parents attended college and obtained a degree?  yes  no

Ethnic Background: Do you identify yourself as:  Hispanic or Latino  Not Hispanic or Latino

Race: Select one or more races, as you identify yourself:

American Indian  Asian  Black or African American  White

Alaskan Native  Cape Verdean  Native Hawaii or Pacific Islander

Emergency Contact Person: Name: \_\_\_\_\_ Relationship to the Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## RESIDENCY INFORMATION (REQUIRED)

Please select one of the following:

I have lived in Massachusetts continuously since: (Month/Year) \_\_\_\_/\_\_\_\_

If less than (6) months, previous state of residence: \_\_\_\_\_

I do not live in Massachusetts. Current state of residence: \_\_\_\_\_

I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

I do not reside in Massachusetts, but have a natural parent who provides financial support and who is a legal MA resident.

Therefore, I qualify for in-state residency. (Documentation is required and applies only to students 24 years of age or younger.)

I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents\* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary. Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

Valid Driver's License  Utility Bills\*  Employment Pay Stub\*  Valid Car Registration

Voter Registration\*  State/Federal Tax Returns\*  Mass. High School Diploma  Signed Lease or Rent Receipt\*

Military Home of Record\*  Record of Parents' Residency for Unemancipated Person\*

Other \_\_\_\_\_

Office use only:

Date Received: \_\_\_\_\_

Program: \_\_\_\_\_

## ENROLLMENT OPTIONS (PLEASE SELECT ONE)

### DUAL ENROLLMENT

A current high school/home school student who will transfer credits back to the high school to meet graduation requirements. Please select one of the following:

- Part-time Dual Enrollment Applicant: (maximum 2 courses per semester)
  - Apply no later than:  July 15 (fall entrance)     December 15 (spring entrance)     April 15 (summer entrance)
  - 2.5 GPA required based on 4.0 scale
  - Completion of the “Student Essay” portion of this form and a personal interview
  - Achievement of college placement scores demonstrating ability to enter college-level English and mathematics
  - Age 16 or older (if under 16, please call Admissions for a special interview)
- Full-time Dual Enrollment Applicant: (3 courses or more per semester)
  - Apply no later than:  July 15 (fall entrance)     December 15 (spring entrance)     April 15 (summer entrance)
  - 2.8 GPA required based on 4.0 scale
  - Completion of the “Student Essay” portion of this form and a personal interview
  - Achievement of college placement scores demonstrating ability to enter college-level English and mathematics
  - Age 16 or older (if under 16, please call Admissions for a special interview)

### SUPPLEMENTAL INSTRUCTION

- Current high school/home school student seeking an additional academic challenge, but does not intend to transfer course credit back to the high school to meet graduation requirements. Eligibility: Maximum of two courses per semester.
  - Apply no later than:  July 15 (fall entrance)     December 15 (spring entrance)     April 15 (summer entrance)
  - 2.5 GPA required based on 4.0 scale
  - Achievement of college placement scores demonstrating ability to enter college-level English and mathematics
  - Age 16 or older
  - \$222 per credit plus student fees. Financial aid is not available.

## EDUCATION INFORMATION (To Be Completed by Counselor)

Student's Current GPA (on a 4.0 scale) \_\_\_\_\_ Attendance during:  Junior year  Senior year (check all that apply)

SASID (State Assigned School ID - **REQUIRED**) \_\_\_\_\_ (not applicable for home school)

Current High School: \_\_\_\_\_ Intended Graduation Date: \_\_\_\_\_ / \_\_\_\_\_.  
Month Year

Does this student qualify for free or reduced lunch?  Yes  No

Has this student ever been suspended?  Yes  No

Does this student currently receive accommodations through an IEP or 504?  Yes  No

Course Requirements to be completed at MWCC (please check all that apply during all semesters at MWCC):

- |  |   |
|--|---|
| <input type="checkbox"/> English (circle: 1 course or 2 courses)       | <input type="checkbox"/> Lab Science (circle: 1 course or 2 courses)        |
| <input type="checkbox"/> U.S. History (circle: 1 course or 2 courses)  | <input type="checkbox"/> Physical Education (circle: 1 course or 2 courses) |
| <input type="checkbox"/> Other History (circle: 1 course or 2 courses) | <input type="checkbox"/> Math (subject) _____                               |
| <input type="checkbox"/> Other Electives _____                         |   |

Student Course Requirement (per semester): \_\_\_\_\_ Total Credits (or) \_\_\_\_\_ Total Courses

Guidance Counselor Comments: \_\_\_\_\_

Guidance Counselor Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Guidance Counselor/Home Educator Signature - Required

Date

**PLEASE SUBMIT AN OFFICIAL HIGH SCHOOL TRANSCRIPT**

## STUDENT ESSAY

Required only of students intending to transfer college credits back to high school for graduation requirements. Essay should be submitted on a separate sheet of paper: 500 words, typed, double-spaced.

**Essay Prompt:** MWCC Dual Enrollment Students who intend to transfer college credits back to their high school have a responsibility to ensure that the requirements for high school graduation are met. Please write a brief essay on how you intend to fulfill the graduation requirements of your high school while enrolled at MWCC. Students seeking academic challenge should explain why they are seeking this challenge. Please describe your strengths, future academic or career goals, and address why you would be a good "fit" for the program.

## SIGNATURES

Parent or Guardian: I hereby grant permission for my child to apply to Mount Wachusett Community College's Dual Enrollment Program. I also give my child permission to enroll in the program should s/he be accepted. I understand that Mount Wachusett Community College can provide no greater security for high school students than for any other student. I also understand that my student's academic records will be released to his/her high school for inclusion in his/her school records.

I understand and consent to the information provided on this completed form being used to contact me by (check all that apply):

- automated telephone  text messaging for matters related to my enrollment at Mount Wachusett Community College.

Parent or Guardian Signature

Date

(Required if applicant is under the age of 18 at time of application)

**Student:** If accepted to Mount Wachusett Community College, I agree to accept the regulations and requirements of the college and will cooperate with students, faculty, and administration in the maintenance of high standards and appropriate conduct. I also understand that my academic records will be released to my high school for inclusion in my school records. I CERTIFY THAT ALL INFORMATION STATED ON THIS APPLICATION IS ACCURATE AND COMPLETE. Concealment of facts or false statements may result in dismissal.

Applicant Signature

Date