

High School Dual Enrollment

Admission Application Form



Application Priority Deadlines

- Fall - August 1st
- Spring - December 15th
- Summer - One week prior to summer course start

About Dual Enrollment:

Whether in high school or approved 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 may 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.

Dual enrollment students are subject to the college catalog, student rights and responsibilities and college policy.

Please contact the Office of Admissions if you have any questions or concerns at 978-630-9447 or admissions@mwcc.mass.edu.

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).**
- School Counselor Recommendation Form**
- Academic or Personal Recommendation Form**
Teacher (preferred), coach, employer, volunteer supervisor, clergy, etc.
- Student Essay (500 words, answers prompt)**
- Student Record Information Waiver (FERPA) - Page 5**
School Counselor required, Parent optional
- 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."
- MWCC Dual Enrollment students are placed into courses via a variety of measures. These include but are not limited to GPA, SAT, ACT and PSAT. Students must place into ENG101 and MAT126 based on one of those measures.
- All Dual Enrollment applicants must attend an interview. To schedule an appointment please select the Traditional Dual Enrollment Appointment at: calendly.com/ezink1

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.

DUAL ENROLLMENT PROGRAM INFORMATION AND POLICIES

APPLICATION PROCESS

Traditional Part- and Full-Time: Admission into this program is a competitive process. All first time applicants must be applying for full semester coursework and are ineligible for cycle coursework, unless approved by an MWCC advisor. All applications require both parent/guardian and guidance counselor/home school educator approval. 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, email and phone at the completion of all steps.

COLLEGE PLACEMENT

MWCC students are placed into courses via a variety of measures. These include but are not limited to GPA, SAT, ACT and testing. For students choosing to use college placement testing, Accuplacer study materials are available at mwcc.edu/testing. Part-time and full-time applicants must place into college-level English and math. Students testing into developmental courses are not eligible for Dual Enrollment. Students testing into developmental courses are not eligible for Dual Enrollment and should meet with an Admissions Counselor to discuss next steps.

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 Student Services at 978-630-9855 to 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.

TRADITIONAL DUAL ENROLLMENT 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 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 3.0 GPA (based on a 4.0 scale) for full-time enrollment, 2.8 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 may 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 a transcript request 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 a transcript request is completed. Unofficial copies of transcripts are available to students through their MWCC iConnect accounts.

Traditional Dual Enrollment is administered by the Office of Admissions at Mount Wachusett Community College. For more information, please visit mwcc.edu. For all inquiries, please contact the Office of Admissions at 978-630-9447. 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)

Social Security Number: _____ - _____ - _____ 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 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)

I am:

- A current high school/home school student who will transfer college credit back to my high school/home school to meet graduation requirements.

- A current high school/home school student who is seeking additional academic challenge, but does not intend to transfer credit back to my high school/home school to meet graduation requirements.

I plan to study as a:

- Part-time Dual Enrollment Student: (maximum 2 courses per semester)
 - Priority Deadlines*: 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 (500 words) and a personal interview
 - Age 16 or older (if under 16, please call Admissions for a special interview)
 - Financial aid is not available

- Full-time Dual Enrollment Student: (3 courses or more per semester)
 - Priority Deadlines*: July 15 (fall entrance) December 15 (spring entrance) April 15 (summer entrance)
 - 3.0 GPA required based on 4.0 scale
 - Completion of the Student Essay (500 words) and a personal interview
 - Age 16 or older (if under 16, please call Admissions for a special interview)
 - Financial aid is not available

*Students applying after the priority deadlines may be reviewed based on a space-available basis.

STUDENT ESSAY

All applicants to MWCC Dual Enrollment courses must complete a 500 word essay answering one of the prompts provided. Please submit your essay with your completed application.

Essay Prompts: Please choose one of the following prompts.

- Describe your strengths or future academic and career goals and share why you believe you are a strong candidate for the Traditional Dual Enrollment program.

- Describe a challenge you've overcome and how what you experienced makes you a strong candidate for the Traditional Dual Enrollment program.

ADDITIONAL INFORMATION (PLEASE SELECT ONE)

My future plans include:

- Enrolling at MWCC after I graduate from high school to complete a degree or certificate.
 - Enrolling at a different college after I graduate from high school to complete a degree or certificate.
 - Entering the workforce immediately after high school.
 - Entering military service after high school.
 - I'm not sure what I will be doing after high school.
 - I'm planning to do something not listed here after high school. My plans are: _____
- _____
- _____

STUDENT RECORD INFORMATION WAIVER

Student Name: _____
Last First Middle

Student Date of Birth: _____ **MWCC Student ID:** _____

IN ACCORDANCE WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):

I authorize the release of the following student records that are protected under the Family Education Rights & Privacy Act (FERPA), 20 U.S.C. 1232g, 1974, and all related amendments, for the time period indicated, to the individuals listed below:

Item(s) to be Released:

- _____ 1. Copy of my grade report and/or academic transcript
- _____ 2. Copy of my class schedule
- _____ 3. Copy of my student bill/invoice and payment plan information
- _____ 4. Copy of my financial aid award information
- _____ 5. Other (please specify)

Release Information To:

Name: _____ Relationship to Student: _____

Address: _____
Street City State Zip

Phone Numbers: Day _____ Evening _____

Name: _____ Relationship to Student: _____

Address: _____
Street City State Zip

Phone Numbers: Day _____ Evening _____

Name: _____ Relationship to Student: _____

Address: _____
Street City State Zip

Phone Numbers: Day _____ Evening _____

_____ I authorize the release of the above information for every term of enrollment at MWCC for a one year period effective from the date this authorization is signed.

Student Signature: _____ Date: _____

For Office Use Only:

All release of records authorized by this waiver are tracked in the student record on SPACMNT.

Expiration Date: _____

PLEASE SUBMIT AN OFFICIAL HIGH SCHOOL TRANSCRIPT

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

SCHOOL COUNSELOR RECOMMENDATION FORM

Student Name: _____ Student
DOB: _____
High School Name: _____
SASID (State Assigned School ID - **REQUIRED**) _____ (not applicable for home school)
Guidance Counselor Name (Print): _____
Title: _____ Phone #: _____
Fax #: _____ Email Address: _____

STUDENT INFORMATION

PLEASE SUBMIT AN OFFICIAL HIGH SCHOOL TRANSCRIPT TO: admission@mwcc.mass.edu

Student's Current GPA (on a 4.0 scale) _____ Attendance during: Junior year Senior year (check all that apply)
Intended Graduation Date: ____/____/____
Month Year
Does this student qualify for free or reduced lunch? Yes No
Has this student ever been suspended? Yes No

COURSE RECOMMENDATIONS

Does the student still have graduation requirements that will be fulfilled by an MWCC course? Yes No

SUBJECT AREA RECOMMENDATIONS:

COURSE 1: _____	COURSE 2: _____
Graduation Requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Requirement <input type="checkbox"/> Yes <input type="checkbox"/> No
COURSE 3: _____	COURSE 4: _____
Graduation Requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Requirement <input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide a sentence or two about this student's overall discipline and work/study habits:

How well does this student work on their own without supervision? Does the student show initiative and independence?

How well does the student respond to setbacks, academic or otherwise?

Do you have any other comments regarding this student? (please attach additional pages if necessary)

SIGNATURES

I hereby recommend the student listed on this form to apply to Mount Wachusett Community College's Dual Enrollment Program. I understand that my recommendation is not a guarantee of acceptance into the Dual Enrollment Program. I understand that the college may contact me for additional information.

Guidance Counselor/Home Educator Signature - Required

Date

ACADEMIC OR PERSONAL RECOMMENDATION FORM

Student Name: _____ Student DOB: _____

High School Name: _____

Recommender Name (Print): _____

Relationship to Student: _____ Phone #: _____

Email Address: _____

RECOMMENDATION COMMENTS

Please provide a sentence or two about this student's overall discipline and work/study habits:

How well does this student work on their own without supervision? Does the student show initiative and independence?

How well does the student respond to setbacks, academic or otherwise?

Do you have any other comments regarding this student?

SIGNATURES

I hereby recommend the student listed on this form to apply to Mount Wachusett Community College's Dual Enrollment Program. I understand that my recommendation is not a guarantee of acceptance into the Dual Enrollment Program. I understand that the college may contact me for additional information.

Academic or Personal Recommender Signature - Required

Date