

DUAL ENROLLMENT AT ARCADIA UNIVERSITY 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 -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 at Arcadia University (“Dual Enrollment”) and, as a condition to the Student being considered for participation, the Student and the Student’s parent(s) or guardian acknowledge and agree as follows:

- To apply to participate in Dual Enrollment the Student must submit to Arcadia University (together with this

document) a copy of the Student's High School Transcript.

2. If eligible for Dual Enrollment the Student will, subject to the payment of all applicable course fees and the completion of the registration process, become a student at Arcadia University and will have privileges equivalent to those enjoyed by part-time students in Arcadia University's School of Continuing Studies. As such, the Student will become subject to all rules, regulations and policies applicable to part-time students at Arcadia University, including those pertaining to attendance, academic performance and discipline, all as set forth in the Arcadia University Catalog and the Arcadia University 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 Dual Enrollment.

3. Courses offered in Dual Enrollment 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 Dual Enrollment.

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 Dual Enrollment 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 Dual Enrollment 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 duffy@arcadia.edu or 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 University'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 University is unable to disclose any information other than directory information to anyone other than the student. Although a student choosing to enroll in Dual Enrollment will typically be under the age of 18, FERPA prohibits any Arcadia University 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 University's obligations under FERPA may be found in the Arcadia University Catalog and website. High school and Arcadia University 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 Dual Enrollment. If a parent or guardian wishes to receive information directly from Arcadia University, the Student will be required to sign a Request to Release Information found on the Arcadia University 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 University 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. In the event of an emergency, Arcadia University is authorized to seek any and all medical treatment which is reasonably necessary to care for the student. Parent or guardian acknowledges that it is their responsibility to pay all costs associated with student's medical care and authorizes all insurance payments to be made directly to the medical facility.

SECTION 4 – 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

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

Parent's Name (Please Print)

Student's Name (Please Print)

Date _____

Date _____

Emergency Information:

Contact Name _____

Phone Number or Cell Phone Number _____

Medical Insurance Company/Policy Number _____

Medical Conditions/Allergies/Special Needs _____

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)