

Westfield

STATE UNIVERSITY

Application Check List

- Completed application
- High school transcripts
- Completed registration form
- Book Promissory note *(if applicable)*

DUAL ENROLLMENT APPLICATION

Dual Enrollment Program Application

Summer I 2018

APPLICATION DEADLINE

APRIL 27, 2018

***PLEASE COMPLETE ENTIRE APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Print Student Name: _____		
Last,	First	Middle
Address: _____		Home Phone: _____
City, State, Zip _____		Cell Phone: _____
_____	_____	E-mail address: _____
Social Security Number	Date of Birth	
High School: _____		_____
		SASID (Student ID available from Guidance Office)
High School Phone: _____		
_____		_____
Print School Counselor Name	School Counselor Phone	
_____		_____
School Counselor Email	Guidance Office Fax Number	
Grade while taking this course: <i>(please circle one)</i> Freshman Sophomore Junior Senior		
Expected Year of Graduation: _____		
Do you receive free/reduced lunch? Yes____ No____		
<i>(Please attach documentation of free/reduced lunch)</i>		
Did your parents or grandparents graduate from college? Yes____ No____		
Are you interested in Science, Technology, Engineering, or Math (STEM disciplines)? Yes____ No____		

Westfield State University's Dual Enrollment program offers qualified Massachusetts high school students the opportunity enroll at Westfield State University in a part-time course of study to earn credits towards high school graduation while earning college credits concurrently. Dual Enrollment students are registered for approved courses on a space and funding availability basis. All eligible students must have a "B" (2.5) or better grade point average and must be recommended and approved by their guidance counselor as having the ability and maturity to benefit from college level coursework and a college environment. Students wishing to return for a second or subsequent semester must maintain a "B" (3.0) grade point average in the Westfield State University coursework attempted in addition to maintaining a "B" (2.5) or better grade point average in their high school courses. Students can only take classes from Westfield State University's Common Core and should consider 100 level classes.

All participants will be commuting students and are responsible for their own transportation; bus pass or parking permit. Furthermore students are responsible for purchasing textbooks and other instructional materials. Grades will be made available online to students upon completion of the semester. Students are responsible for acquiring and keeping track of their student number (CWID) and password to access their grades and schedules. Transcripts of all completed work will be maintained by the college and made available to students upon written and signed request.

Westfield State University's (WSU) Dual Enrollment program is funded by the Commonwealth Dual Enrollment Partnerships (CDEP). Students wishing to participate in this program must meet all CDEP eligibility criteria's, which can be found at http://www.mass.edu/strategic/read_cdep.asp. Participation in CDEP is based on the eligibility criteria and funding availability. Students who are not selected to participate in this program may be eligible to participate in WSU's High School Scholar program (a non-CDEP funded dual enrollment program).

Signature Page

Application will not be accepted without all required signatures.

Only students receiving high school credit for college coursework are eligible for this program.

I recommend this student for the Dual Enrollment program and approve the course selection on the accompanying registration form. **I certify that this student will be receiving high school credit for his/her work at Westfield State University upon successful completion of the course.** I understand this course will become a permanent part of the student's high school and future college academic record regardless of the final grade.

School Counselor Signature

Date

We have discussed the program and the academic plan. I approve of his/her participation.

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

**This section must be completed if student is under the age of 18*

- All students are expected to attend every class, arrive on time, and remain until dismissed by the instructor.
- If the student cannot attend class, it is the student's responsibility to follow the instructor's attendance notification policy.
- The WSU student email account is an official means of communication and that it is the student's responsibility to check it often.
- All students must follow the parking regulations. Failure to do so may result in a ticket. Please contact public safety for parking regulations and parking permits; 413-572-5262
- Students may enjoy the campus with the exception of visiting the residential buildings, the fitness centers, and the swimming pool. Dual Enrollment Students are prohibited from entering any and all residential buildings, fitness centers, and the swimming pool.
- Coursework taken as a Dual Enrollment student is a permanent part of the student's college and high school record, regardless of the final grade.
- Students needing to withdraw from a course must follow the withdrawal procedure. Students must come to the Continuing Education Office (CGCE) to complete a withdrawal form. Failure to do so could lead to a late withdrawal fee or a permanent final grade of 'F' on the student's college transcript. Please contact CGCE with any questions; 413-572-8020
- Dual Enrollment students are responsible for providing their high schools with an official transcript at the close of the semester. Students must come into the CGCE office to complete the transcript request form, providing the name and complete address of the high school to which it should be mailed, sign the transcript request form and pay the \$2 transcript request fee.
- Dual enrollment students must be aware of and adhere to all University academic, integrity and behavior rules, regulations, policies and requirements.

I understand and meet the eligibility requirements, agree to adhere to all rules, regulations and requirements of the University, including adhering to academic integrity expectations. Further, I understand that this course will become a permanent part of my high school and future college academic record regardless of the final grade. My signature below indicates I have read and agree to all the rules and regulations of the dual enrollment program and Westfield State University.

Print Name

Student Signature

Date