

PROCEDURE FOR HIGHER EDUCATION ENROLLMENT

I. Pitt Community College

A. Admission to the Learning Center for Transfer Credit

Under extenuating circumstances that prohibit continuing in or returning to a regular high school program, a student may apply to work in the Learning Center of Pitt Community College. He/She may work toward:

1. A high school diploma through the dual enrollment program, to be issued by the administrator of the Pitt County school which he/she attended. (A student will not be permitted to earn more than six units of high school credit in Pitt Community College Learning Laboratory.) or
2. The General Educational Development (GED), or
3. The Adult High School Diploma.

B. Dual Enrollment

Selected high school students may be admitted to appropriate courses at Pitt Community College. The primary purpose of dual enrollment in the high school and Pitt Community College is to make available to students, on an individual basis, instructional programs that are not available in the high school. Students may seek admission during the summer semester.

The following criteria should be met:

1. The student must be 16 years of age or older.
2. The student must have prior written consent from the high school principal, and approval from the school counselor and the superintendent's designee before enrolling in a course at Pitt Community College.
3. The admissions officer at Pitt Community College must approve the student's enrollment.
4. The high school student may not displace adults at Pitt Community College, but will be allowed to fill in as space permits.
5. The high school student will pay regular tuition and fees as set by Pitt Community College.

C. Release to take General Educational Development (GED)

A student 18 years of age or older who is not enrolled in school may take the GED or enroll in certain other programs at Pitt Community College, except that the College shall certify birth date by contacting the school principal or designee.

A student between the ages of 16 and 18 may take the GED or enroll in certain other programs except that he/she must present a notarized petition from the minor's parent or legal guardian. Students who are married are considered "Emancipated Adults" and do not need parental signatures. Certification from the school as to dropout date and birth date is required. The petition for the GED and other certain programs must have the signature of the principal/designee and the signature of the superintendent/designee before being accepted by Pitt Community College.

Students aged 16 to 18 presenting themselves to Pitt Community College for permission to take the GED or other certain programs who are presently enrolled in school will be given information explaining the procedure and directed back to their school to obtain the appropriate application/petition forms.

D. Adult High School Diploma Program

Program Procedures:

1. The Adult High School Diploma shall not supplant the presently approved High School Equivalency Certificate Program.
2. No units of credit may be earned in the Adult High School Diploma Program to be transferred to a high school.
3. The program of instruction shall be at the high school level.
4. The program shall stress programmed instruction and individually paced achievement of end-of-course objectives. Curriculum development will be in the direction of an open-entry, open-exit enrollment determined by placement and achievement testing.
5. Each program of instruction shall be sufficiently extensive in duration and intensity within a given unit of study for the enrollee to develop the competencies necessary to complete the class or program.
6. Credit toward the Adult High School Diploma will be awarded whenever the enrollee gives evidence by examination of having mastered the subject matter.

E. General Student Eligibility Requirements

1. All eligible adults who wish to participate in the Adult High School Diploma Program will be given the opportunity to do so.
2. For admission to the Adult High School Diploma Program, a person must be at least 18 years of age and out of school six months except on written recommendation of the superintendent and principal for students with special needs who are at least 16 years of age.

F. Admission and Graduation Requirements

1. The entrance level of each adult applying for admission to the Adult High School Diploma Program shall be determined by applying the scores on an appropriate achievement battery approved by the Adult High School Diploma Program Advisory Committee.
2. Completion of Level IV courses shall be the minimum requirement to be eligible for a diploma for those whose placement scores are at or above the top placement level.
3. Students must pass the North Carolina High School Competency Test.

II. East Carolina University

Program Permitting Pitt County High School Seniors to take Courses

Seniors from Pitt County high schools who meet the dual enrollment criteria may be permitted to take courses for credit at East Carolina University. Each individual enrolling in the program will be required to pay the fees per hour of credit as listed in the current catalog at the time of the enrollment. Also, students may take courses in the summer following their junior year.

1. The student must meet the criteria for enrollment into East Carolina University. The student must have a certain score determined by East Carolina University on the Preliminary Scholastic Aptitude Tests or the Scholastic Aptitude Test on a national administration date and must place in the top 15% of the class at the end of the junior year.
2. Each individual must have the recommendation of the school counselor and the high school teacher of the subject that student plans to take at the college level and the approval of the principal of the school.

3. Eligibility to take courses in college level mathematics or foreign language will be determined by the above requirements and, also, the mathematics pre-test or foreign language placement examination required for all freshmen enrolling at East Carolina University. Eligible students may enroll in a beginning foreign language not offered in their high school (e.g., Russian).
4. If a student enrolls for a course and receives a failing grade, he/she will be ineligible for further participation in the program.
5. Courses successfully completed through this program will be awarded appropriate college level credit as stated in the current East Carolina University catalog.
6. Students must complete the appropriate East Carolina University application form before being permitted to enroll.
7. If a student desires to withdraw from a class, he/she will follow regular East Carolina University procedures.
8. Students will not be permitted to enroll in any class unless there is sufficient space to accommodate regular college students.
9. Registration procedures for students enrolling in the program will be administered by the Admissions Office at East Carolina University.
10. It may not be possible for the high school to schedule classes for the student with consecutive hours in the morning. The school schedule will not be changed for the student's convenience.
11. The high school student shall not expect to be excused at any time from his/her high school classes to study for an exam or for any other purpose connected with his/her college work.
12. High school credit may be awarded only with prior approval by the school principal and the Associate Superintendent for Educational Programs and Services, or his/her designee.