



Pitt County Schools Dual Enrollment/Cooperative Agreement Course Enrollment Form Grades 6 - 12

Please complete all requested information. It is important that students and parents read the other side of this form prior to completing it to understand the Dual Enrollment Eligibility Requirements.

Student's Name _____ NCWISE# _____ Date _____
 Date of Birth _____ Age _____ Grade _____ Mark (if applicable): 504 Plan IEP
 Race: Caucasian African American Hispanic Multi-Racial Asian American Indian Other
 Telephone (Home) _____ (Cell/Work) _____ E-mail _____
 Address _____
 Parent Name _____ Parent E-mail _____
 Parent Cell Phone _____ Parent Work Phone _____
 Contact Counselor _____ Telephone _____
 Cooperating Institution _____

COURSE INFORMATION

Course Name _____ **Course Number** _____ **Credit Requested** _____
Term: Fall Spring Summer or Specify Course Completion Date _____
 NCVPS (Not for summer): EOC Exam* CTE Post Assessment* AP Exam
Type of Course (check one): College and Career Promise Odysseyware
 Other _____

To be completed by the Base School Counselor

Course Name _____ Course Number _____ Credit to be awarded _____

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Type of Course (check one): College and Career Promise Odysseyware
 Other _____

To be completed by the Base School Counselor

Course Name _____ Course Number _____ Credit to be awarded _____

We, the undersigned, have read the back of this form and do understand and agree to comply with the requirements of the program being attended.

Student Signature _____ Date _____
 Parent/Guardian Signature _____ Date _____
 Base School Counselor Signature _____ Date _____
 Base School Principal Signature _____ Date _____
 Cooperating Institution Official Signature _____ Date _____

* Send copy to Test Coordinator and Career Development Coordinator

Dual Enrollment Opportunities

Dual Enrollment gives Pitt County Schools middle and high school students the opportunity to take approved courses for high school credit at regionally accredited institutions including Institutions of Higher Education (IHE), community colleges, NCVPS, and Non-Pitt County Schools secondary schools. Courses taken must provide opportunities not currently available to the student at the middle school or high school, including courses of an advanced and/or expanded nature. High school graduation credit and grades will be awarded by the base school when the official grade report for the course taken is received at the base school. Quality points will be calculated as defined in the Pitt County Schools High School Registration Guide. The student's official high school transcript will include grades and credit earned through dual enrollment. For students in grades 9-12, the grades earned through dual enrollment will factor into the cumulative grade point average and class rank.

General Policies, Eligibility Guidelines, and Application Process

1. The course must be part of the student's comprehensive course of study.
2. Students taking NCVPS courses must have a proficient score on the most recent Reading EOG/EOC.
3. The course must provide opportunities not currently available to the student at the student's school.
4. The student must be enrolled for at least ½ of the school day and progressing toward graduation at the base school.
5. The student must complete the Pitt County Schools Approved Dual Enrollment/Online Programs Course Enrollment Form and have the signed approval of the principal or principal designee prior to registering for the course.
6. The student must contact the operating institution and complete all admission and registration or other requirements as requested by the IHE, community college or Non-Pitt County Schools secondary school. The student must provide his or her own transportation, be responsible for any fees, and follow all rules and regulations. Pitt County Schools' calendar takes precedent. The exam schedule will not be altered to accommodate early graduation. School personnel will assist with student enrollment on NCVPS.
7. Once a student is enrolled, the course cannot be dropped without permission of the principal and following proper procedures of the cooperating institution.
8. The student must take accredited IHE, community college, NCVPS, or Non-Pitt County secondary school courses for graded credit in order to earn a high school credit. Each course provider must be accredited by the Southern Association of Colleges and Schools or its regional equivalent.
9. Quality points will be calculated as defined in the Pitt County Schools High School Registration Guide.
10. Student and parent must sign Statement of Academic Integrity for any online or off campus class. Violation of this policy will prevent the student from taking and receiving credit for any additional online or off campus classes.

Pitt County Schools expects all students to abide by ethical academic standards. No student shall engage in dishonest acts including, but not limited to, cheating including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work, copying term papers, plagiarism, text messaging, picture taking, forging the signatures of a teacher or parent, or lying to a school official. Academic misconduct may have academic consequences, including but not limited to, possible grade reduction or students prevented from taking additional online or college classes.

Student Signature _____ Date _____

Parent Signature _____ Date _____