

WCPSS Dual Enrollment/Cooperative Agreement Course Enrollment Form Grades 9-12

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 _____ ID# _____ 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 (Check if applicable): EOC Exam* CTE Post Assessment* AP Exam
Type of Course (check one):
 Non-WCPSS Secondary School Course (SACS, MSACS, NEASC, NCACS, NASC, WASC)
 College and Career Promise
 College Level Course (100-200+level) College Level Course (300-400+ level)
 Other _____

To be completed by the Base School Counselor

Course Name _____ Course Number _____ Credit to be awarded _____

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 College Level Course (100-200+level) College Level Course (300-400+ level)
 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 WCPSS 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-WCPSS 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 [Wake County Public School System High School Program Planning 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. The course must provide opportunities not currently available to the student at the student's school.
3. The student must be enrolled for at least 1/2 of the school day and progressing toward graduation at the base school.
4. The student must complete the Dual Enrollment/Cooperative Agreement Enrollment Form and have the signed approval of the principal or principal designee prior to registering for the course.
5. The student must contact the cooperating institution and complete all admission and registration or other requirements as requested by the IHE, community college or Non-WCPSS secondary school. The student must provide his or her own transportation, be responsible for any fees, and follow all rules, regulations and calendars as set by the cooperating institution. School personnel will assist with student enrollment on NCVPS.
6. The student will be responsible for providing an official grade report directly to the base school as evidence of dual enrollment course completion directly to the base school. The course will be added to the student's transcript and an Incomplete (I) will be noted until the official grade is received. If a transcript is not received, the grade will convert from an I to an F, and an F will be calculated on the transcript. Once a student is enrolled, the course cannot be dropped without permission of the principal and following proper procedures of the cooperating institution.
 - University or college transfer courses of three to five (3-5) hours will receive one credit at the base school.
 - Community college courses of at least forty-nine (49) contact hours will receive one-half credit at the base school. Community college courses of at least ninety-nine (99) contact hours will receive one credit at the base school.
7. The student must take IHE, community college, NCVPS or Non-WCPSS secondary school courses for **graded** credit in order to earn a high school credit.
8. Quality points will be calculated as defined in the [WCPSS High School Program Planning Guide](#).
 - Students will receive one extra quality point for Community College courses approved by the Comprehensive Articulation Agreement.
 - Introductory courses, 100 and 200 level, from Independent colleges and the UNC system schools will earn one extra quality point.
 - Advanced courses, 300 and 400 level, from Independent colleges and the UNC system schools will earn two extra quality points.
 - Weighted credit will be awarded for a course designated by the sending Non-WCPSS secondary school as honors or AP only if a comparable course is designated honors or AP in the current non-magnet WCPSS High School Program Planning Guide.