

## Site Based Dual Enrollment Packet 2022-2023

Student Name: \_\_\_\_\_

**Please read this entire packet and follow the directions completely.**

\_\_\_\_\_ 1. Applied to FCC @ [www.Frederick.edu/apply](http://www.Frederick.edu/apply) by **April 14, 2022** FCC Student ID# \_\_\_\_\_

\_\_\_\_\_ 2. Complete FCC College and Career Readiness Dual Enrollment Participation Form (pages 2 & 3)  
Use the following information to complete the course title information (page 3)

FCC Course Title	Course #	FCPS Course Title	# Credits	Dual Credit
EN 101	130091	English 12 Honors	3	Yes/No
EN 102	130092	AP Lit & Comp	3	Yes/No
BSCI 150	190091	AP Bio 1	4	Yes/No
CHEM 101	190092	General Chemistry	3	Yes/No
MATH 145	233091	College Algebra	3	Yes/No
MATH 120	230092	Stat & Prob	3	Yes/No
MATH 185	230096	AP Calc 1	4	Yes/No
MATH 195	230097	AP Calc 2	4	Yes/No
MATH 285	230098	Calculus 3	4	Yes/No
ACCE 130	499001	Adv Career Prep	3	Yes/No

\_\_\_\_\_ 3. Complete Chart below (**only if enrolling in Dual Enrollment course after March 2022**)

FCC Course Requested	LHS Course to Drop (only if enrolling after March 2022)

\_\_\_\_\_ 4. Return entire Site-Based Dual Enrollment Packet to Student Services @ ([LHS.DualEnrollment@fcps.org](mailto:LHS.DualEnrollment@fcps.org)) or bring to Student Services. **Failure to do so will result in the Dual Enrollment course(s) NOT being added to your LHS 2022/2023 SY schedule.**

\_\_\_\_\_ 5. LHS staff will register you for the course(s). Once registered, you will receive a message in your FCC Email account about your tuition bill. Pay your tuition using the directions outlined in the email.  
**Failure to pay by the deadline will result in FCC removing you from your Dual Enrollment course.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Students with an IEP or 504 plan who would like accommodations in FCC classes need to schedule a meeting with the Office of Students with Disabilities call 301-846-2408 or email [disabilityservices@frederick.edu](mailto:disabilityservices@frederick.edu)

## FCPS College and Career Readiness Dual Enrollment Participation Form

Student Name: \_\_\_\_\_ FCPS Student ID# \_\_\_\_\_

Student email address: \_\_\_\_\_ High School: \_\_\_\_\_

Student cell phone: \_\_\_\_\_ Grade: \_\_\_\_\_

DE Program:  High School Based  Open Campus, FCC Semesters: \_\_\_\_\_

Open Campus, Other College  Career Pathways  Early College

FCC Courses & Programs: \_\_\_\_\_

FCC Student ID #: \_\_\_\_\_ (For FCC courses: If you do not have an ID#, you will need to [apply to FCC](#).)

**Student Responsibilities: (Please INITIAL to indicate that you have read and understand each requirement.)**

\_\_\_\_\_ Complete Frederick Community College (FCC) or other college application for admission.

\_\_\_\_\_ Complete this Dual Enrollment Participation Form, signed by student and parent/guardian each semester/year you participate in dual enrollment.

\_\_\_\_\_ Indicate the request for Dual Credit for each course (see Dual Credit Section).

\_\_\_\_\_ Pay any tuition and fees required by the participating program (discounted for FCC programs).

\_\_\_\_\_ Attend college class meetings and follow high school policies for attendance for non-meeting days.

\_\_\_\_\_ Read and adhere to FCC or other college policies, procedures and code of conduct.

\_\_\_\_\_ Notify FCC or other college and FCPS if you drop a course. **Students who drop a course after the drop date will be invoiced by FCPS for any portion of tuition paid by FCPS.**

\_\_\_\_\_ Monitor FCC or other college email account.

\_\_\_\_\_ Understand the athletic/extracurricular eligibility implications for dual enrollment.

\_\_\_\_\_ Work with FCC or other college for accommodations, if needed. *Colleges do not follow FCPS IEPs or 504 plans.*  
(For FCC, email [DisabilityServices@frederick.edu](mailto:DisabilityServices@frederick.edu)).

\_\_\_\_\_ For schools other than FCC, provide your school counselor with a final grade report.

**Dual Credit: (Read and complete this section carefully; it impacts your high school graduation and transcript.)**

College courses will appear on the college transcript. Dual Credit means that the student will also receive high school credit for college coursework. If the student elects Dual Credit, the grade appears on both the high school and college transcripts. Dual Credit courses are weighted in the high school GPA. Although most Dual Enrollment students seek Dual Credit for their college courses, students do not have to elect Dual Credit for the college classes when to participate in Dual Enrollment. *Speak with the high school counselor about for questions about Dual Credit.*

NOTE: Many courses at FCC (including all High School Based Courses) are pre-approved for Dual Credit. Any course not pre-approved will need to be approved for Dual Credit via the [Dual Credit Application](#) form to request Dual Credit. Not all college courses are eligible for Dual Credit. Dual Credit courses are aligned with existing FCPS courses. If a student requests Dual Credit for a course aligned with an already completed high school course, it will be factored into the GPA and high school transcript as would a repeated course in high school.

**You must indicate Dual Credit for each course before the end of the Add/Drop period for the college course.**

College: FCC  Other: \_\_\_\_\_

Course Title(s) of college course(s) student **intends** to take (please resubmit if schedule is changed):

Course Catalog Number (e.g. ENGL 101):	Number of Credits:	High School Based (HSB) or Open Campus (OC):	Dual Credit Election:
		HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		HSB: <input type="checkbox"/> OC: <input type="checkbox"/>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

**Student Responsibilities: (Please INITIAL to indicate that you have read and understand each requirement.)**

- \_\_\_\_\_ Selecting Dual Credit means that the grade will appear on the high school transcript and calculated in the GPA.
- \_\_\_\_\_ The college has permission to send grade reports to the school counselor.
- \_\_\_\_\_ It is the student's responsibility to check with the school counselor regarding course selection and dual credit.

Parent and Student Permissions:

- I understand that by participating in dual enrollment, my/ my students' academic progress and attendance will follow college guidelines under FERPA and will not be tracked in the FCPS learning management system (Schoology or HAC). Students are not required to be in the school building on days when their FCC class is not in session. Students will need to arrange with school administration if they need to be in the high school building on days when their class is not in session.
- For FCC Programs: I give my consent to FCPS to share the my/ my student's information with the necessary departments of Frederick Community College for the purpose of registration in the dual enrollment program. I give my permission for FCC to provide grade reports to my/ my student's high school.
- I/ My student is eligible for Free and Reduced Meals. (Students who meet the federal eligibility requirements for free and reduced meals will have the tuition waived at Maryland public colleges. Charges for open-campus fees and books are not waived).

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Printed / Signature