



# Dual Enrollment Admission Form

Student Name _____	SWTJC ID # _____
High School _____	Date of Birth _____

**ELIGIBILITY:**  
 A student must have completed the 8<sup>th</sup> grade, be enrolled in high school, completed admissions, & testing requirements, and meet course prerequisites. Please review the attached **DUAL ENROLLMENT - ADDITIONAL PROGRAM REQUIREMENTS** form for important information and requirements and keep for your records.

## Student Acknowledgement and Commitment (read and initial each statement)

\_\_\_\_\_ I understand that the admissions process is different from the registration process. I also understand that these dates do not have to coincide between the high school and SWTJC and it is the responsibility of the student to make sure that these deadlines are met.

Agree

\_\_\_\_\_ I understand I will be enrolling in a college credit course(s) at SWTJC and will be receiving a letter grade that will be recorded on my permanent college transcript. A numerical grade may appear on the high school transcript for dual credit courses; conversion of grades is the responsibility of the respective high school.

Agree

\_\_\_\_\_ I understand that it is my responsibility to pay my tuition and fees by the deadlines set by SWTJC. I understand that it is my responsibility to be aware of the payment deadlines. If I elect to pay by installment plan, I understand that the installment plan fee of 25.00 is non-refundable.

Agree

\_\_\_\_\_ I understand that if I wish to withdraw from or drop any of my college course(s) it is my responsibility to first discuss this matter with my parents and high school counselor. It is my responsibility to contact my high school counselor to fill out the drop slip to officially drop any course(s) that I am registered for at SWTJC. I also understand that I may or may not receive a refund based on the timeframe I decide to drop my college course(s).

Agree

\_\_\_\_\_ I understand that by enrolling at SWTJC, I am responsible for knowing, understanding, and following all policies, rules, and regulations at SWTJC, in addition to following the rules and regulations set forth by the high school. **I also understand that as a minor, I may come into contact with adult content, controversial issues and opinions, and differing belief practices.**

Agree

\_\_\_\_\_ I understand that I must attend the mandatory Dual Credit Orientation prior to the first semester of enrollment. I understand that it is my responsibility to locate the orientation dates and to register for the orientation.

Agree

\_\_\_\_\_ I understand an official College transcript will not be released until a final official high school transcript showing date of high school graduation is submitted to the Admissions Office.

Agree

\_\_\_\_\_ I agree to abide by the rules and policies governing the Dual Credit Program in the contracted agreement between the Independent School District (ISD) and Southwest Texas Junior College (SWTJC). I authorize the release of my grades between the ISD and Southwest Texas Junior College.

Agree

\_\_\_\_\_ I understand that I must submit qualifying scores prior to registration of courses that require qualifying **READING, ESSAY, and MATH** scores. I understand that I may speak to my high school counselor to get more information about which qualifying scores are acceptable for use. I understand that my **SCORES MUST BE SUBMITTED PRIOR TO REGISTRATION.**

Agree

To remain eligible for continued enrollment, all students must maintain the academic standards set by SWTJC Dual Credit admissions criteria. Failure to meet one or more admission criteria will result in removal from the program. By signing this permission form, all parties acknowledge that they have read and understand completely the commitment they are making and the responsibility and maturity that are required to meet this commitment.

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

Parent/Guardian Name (Print) \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

**High School Official use**

**Student must sign this form once a year to ensure that they are up to date with any changes that may have been made.**

# Southwest Texas Junior College

## DUAL ENROLLMENT - ADDITIONAL PROGRAM REQUIREMENTS

### STUDENT/PARENT/GUARDIAN COPY

#### ENROLLMENT

Students must complete and submit a **Dual Enrollment Admission form**, prior to their first semester at Southwest Texas Junior College (SWTJC). The student must sign this form once a year to ensure that they are up to date with any changes that may have been made.

#### FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Students own their college academic records; therefore, academic records may not be released to a parent or guardian without a student's written consent. A consent to release information form can be found on our website at [www.swtjc.edu](http://www.swtjc.edu), under Office of the Registrar or at the SWTJC campus Admissions/Registrar office.

#### COURSES

Students must meet all skills and course requirements. Students may register only for courses approved by their high school counselor and SWTJC Success Coach. Southwest Texas Junior College cannot guarantee that all college course sections will be available.

#### DROPS & WITHDRAWALS

Students must follow SWTJC deadlines for dropping or withdrawing from courses, and will be subject to course completion and academic progress policies.

#### CREDITS & GRADES

Each school district determines its own dual credit equivalences according to state and district policies. Each school district also determines the conversion of SWTJC letter grades to numeric grades, if applicable. All SWTJC courses are issued a letter grade, only.

#### SWTJC ID & SWTJC Email

All students are issued an SWTJC ID and email account. All students are required to use their SWTJC ID and email to access their student records, and their student account for any correspondence and coursework.

#### TRANSCRIPTS

Official SWTJC transcripts are available 1-2 weeks after the last day of each semester and can be requested online at [www.swtjc.edu](http://www.swtjc.edu). Transcripts are also available in person **ONLY** at the SWTJC - Uvalde campus, Admissions/Registrar office.

#### COURSE SEQUENCE

Students will follow the prescribed course sequence for the declared degree, certificate, or award.

#### QUALIFYING SCORE REQUIREMENTS

All students must demonstrate college readiness in the areas required for enrolling in SWTJC college credit course(s). Students must submit qualifying scores in order to continue on to courses that require qualifying **READING, ESSAY, and MATH** scores. The student can speak to their high school counselor to get more information about which qualifying scores are acceptable for use. **Scores MUST be submitted PRIOR TO REGISTRATION.**

#### ACADEMIC FREEDOM

SWTJC course content and student expectations are not modified in any way to accommodate a student under the age of 18.

