



Career & College Promise Permission Form 2019-2020

By signing the permission form, the student and parent/guardian understand and acknowledge the following college policies and Career and College Promise eligibility:

- College courses will be reported to the high school and final grades will be included on high school transcripts.
- Grades can affect admissions and financial aid at HCC and other colleges.
- Completing an enrollment form and expressing interest in a course does not automatically mean my child is registered for the course(s). Students will need to verify their schedule with the HCC High School Programs Coordinator.
- HCC classes may have a different start date and end date from classes taught at the high school, and they follow a different calendar. Students are still responsible for attending even when the schedule varies. The HCC academic calendar can be found in the HCC student handbook and on HCC's website.
- HCC does not recognize or distinguish between "excused" and "unexcused" absences. It is the student's responsibility to contact instructor(s) and keep up with his/her work. All HCC courses have an attendance policy which is covered in the course syllabus. Students who violate HCC course attendance policies risk losing credit for the course and may no longer be able to attend the class.
- All courses occurring on HCC's campus or online will meet according to the HCC inclement weather schedule for delays or cancellations, which may differ from the school district's weather delays or cancellations. While students are expected to attend HCC classes when they are scheduled to meet, they should exercise personal judgment concerning roadway conditions regardless of college announcements.
- To be successful in online, hybrid, or web-based classes, students should be able to perform basic computer operations, such as copying, saving, moving and deleting files; installing new software; using a web browser, word processing and email. Students must have access to a computer with Internet connection; email; and required software. Online classes may require proctored exams.
- In compliance with FERPA regulation, no one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to person in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act.
- Parent (s) and/or Guardians (s) will not be given access to his/her child's HCC accounts (Moodle, email, WebAdvisor, etc.)
- After classes have begun, dropping a class at the high school does not guarantee the class is dropped at the college; the student will need to complete HCC's withdrawal process by contacting the High School Programs Coordinator. The last day to withdraw can be found in HCC's Student Handbook and on the college website. ***High Schools may have additional guidelines regarding dropping classes. ***
- It is the responsibility of the student to acquire required books, supplies, and any transportation for HCC class. You may rent or buy these text books. Also, if you have difficulty being able to afford the text

book please contact Jessica Honeycutt at jhoneycutt@haywood.edu. (Career Technical Education (CTE) Courses *may* have books supplied.)

- To maintain eligibility for continued enrollment, a student must continue to make progress toward high school graduation and maintain a 2.0 GPA in college coursework after completing two college courses. A student who falls below 2.0 GPA after completing two college classes will be subject to the college's policy for satisfactory academic progress.
- Students with an IEP (Individualized Education Plan) requesting accommodations must submit disability information to the Counselor at HCC in order to determine appropriate accommodations under Section 504 (Rehabilitation Act of 1973) or ADA (Americans with Disabilities Act of 1990) which may differ from IDEA.
- **Classes taken through Haywood are college courses and are taught at the college level. Some courses may contain sensitive or controversial content and require students to take a mature approach to class material.**
- A student enrolled in Career & College Promise classes is expected to follow all discipline requirements outlined in their school's student handbook as well as the HCC Code of Conduct which is in HCC's Student Handbook. HCC must maintain a record of conduct charges and related sanctions, and this information may be disclosed to outside parties with the written consent of the student.
- Students seeking transfer to other institutions are urged to seek information and advice from admissions officers at those institutions prior to enrollment in classes designed for college transfer. Requirements at any institution are subject to change, and students are urged to seek the most current information available.
- Students must request a copy of their HCC's official transcript if pursuing other colleges after high school graduation.

I give permission for my child, _____ to enroll in college classes
(Please print student's name)
with Haywood Community College.

Student Signature: _____ Date: _____ Birthdate: _____
High School (circle one): PHS / THS / CHHS / Homeschool / Other: _____

Parent/Guardian's Signature: _____ Date: _____