



Career & College Promise Parental Permission Form

I understand the following (please initial):

____ A first time student, who has not previously completed a college class at Haywood Community College (HCC), is required to attend a CCP Orientation Session or complete the Career and College Promise orientation quiz. Orientation sessions are provided onsite at high schools, online, and at HCC.

____ College courses will be reported to the high school and final grades will be included on high school transcripts. Only courses that begin between 7:55am to 3pm will be on the High School transcript. Also, summer courses will not be included on the high school transcript. Grades will affect both HCC and high school GPA.

____ 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 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 Moodle, email, WebAdvisor, etc.

____ HCC classes will not be on high school progress reports. It is the student's responsibility to keep up with progress.

____ 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 taught on a high school campus *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.

____ The student may only register for courses within his/her particular pathway(s). Students interested in a College Transfer Pathway must meet the following criteria: a) be a high school junior or senior; b) have a weighted GPA of 3.0 on high school courses; c) demonstrate college readiness in English, reading and mathematics regardless of individual course pre-requisites. Students in a Career & Technical Education Pathway must meet the following criteria: a) be a high school junior or senior. b) have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal/designee; c) meet the prerequisite for the career pathway.

____ Students with an IEP (Individualized Education Plan) or 504 Plan requesting accommodations must submit disability information to HCC's Counseling Office. HCC's Counselor is Susannah High and she can be reached at 828-627-4504.

____ 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.

____ Grading scale conversion for the high school transcript will be as follows: A- 95, B-85, C-75, D-65, F-55, W-55. College transcript will only present the letter grade.

I give permission for my child, _____

(Please print student's name), to enroll in college classes with Haywood Community College.

Student's Signature: _____ Date: _____

Student's Email: _____

Student's Birthdate: _____

High School: _____

Parent/Guardian's Signature: _____ Date: _____

Parents Email: _____