



## 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 Career and College Promise (CCP) Orientation Session or complete the CCP orientation quiz. Orientation sessions are provided onsite at high schools, online, and at HCC.

\_\_\_ After HCC's drop/add period, high school students cannot drop or withdraw from a HCC course without written permission from their Principal or the Principal's designee. 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 their Instructor and 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.\*\*\*

\_\_\_ College courses will be reported to the high school and final grades will be included on high school transcripts. Grades will affect both HCC and high school GPA.

\_\_\_ Grades earned through CCP can affect admissions and financial aid at HCC and other colleges.

\_\_\_ Final grades for CCP college transfer courses are "weighted" an additional point towards the student's total grade point average.

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

\_\_\_ 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.

\_\_\_ Completing an enrollment form and expressing interest in a course does not automatically mean my student is registered for the course(s). Students will need to verify their schedule with the HCC High School Programs Coordinator.

\_\_\_ College courses may have specific prerequisite requirements before enrollment.

\_\_\_ Classes taken through HCC 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.

\_\_\_ 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.

\_\_\_\_ 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. by HCC.

\_\_\_\_ It is the responsibility of the student to acquire required books, supplies, and any transportation for HCC class. (Career Technical Education (CTE) Courses taught on a high school campus *may* have books supplied.)

\_\_\_\_ To be successful in online, hybrid, or web-based classes, students should be able to perform basic computer operations. Students must have access to a computer with Internet connection; email; and required software. Online classes may require proctored exams.

\_\_\_\_ Be aware that the high school's facilities will not be available for HCC's science lab requirements. Any science lab activities will need to be completed at home.

\_\_\_\_ Students with an IEP (Individualized Education Plan) requesting accommodations must submit disability information to HCC's Counseling Office 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. HCC's Counseling Office can be reached at 627-4504.

\_\_\_\_ 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.

**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 Birthdate: \_\_\_\_\_

High School: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_