



777 Elsbree Street, Fall River, Massachusetts 02720 • 508.678.2811 • www.BristolCC.edu

Dual Enrollment

High school students in the Bristol Community College service area may enroll in one college course each semester at no cost. Commonwealth Dual Enrollment Program (CDEP) courses are funded through a grant from the Commonwealth of Massachusetts. Tuition and fees for other dual enrollment courses, including Career Vocational Technical Education (CVTE) free courses are being waived by Bristol Community College.

Students who wish to take additional courses will be charged tuition and fees.

Students below the age of 16 at the time of registration must comply with the College Underage Policy. This applies to dual enrollment courses and any other BCC courses.

Students are responsible for the cost of course texts, materials and lab fees.

High school students are eligible to participate in the program if they meet the following criteria, as established by the Commonwealth of Massachusetts and Bristol Community College.

The students must:

- Be enrolled in grades 9, 10, 11 or 12 in a Massachusetts public secondary school or non-public school, including home school.
- Meet all course prerequisites per the policies of the participating campus.
- Have a minimum cumulative high school GPA of 3.0 or demonstrate their potential for academic success through submission of evidence of steadily improving high school grades, high class rank, special talent, strong grades in the field of the CDEP course, strong recommendations, College Placement Testing results etc.

Although not a requirement for participation, the institutions of higher education are required to focus efforts on enrolling qualified students with particular emphasis on first-generation college students and students who are interested in Science, Technology, Engineering, and Mathematics (STEM) fields.

Students who meet eligibility guidelines are not guaranteed participation. Participation is at the discretion of the participating institution of higher education and subject to capacity constraints.

A student with a high school diploma is not eligible to participate. This includes students who graduate in the spring of a given year and wish to enroll in a CDEP course held in the summer or any subsequent term. Participating students may enroll in credit-bearing, college-level courses that are:

- Listed in the participating institution's course catalog.
- Taught by college faculty.
- Taking place on campus, online, or at a high school.

- No less than three college credits;
- Within a discipline that qualifies under the *MassTransfer* Block, part of the curriculum of approved associate degrees linked baccalaureate programs under *MassTransfer*; or in computer science, technology or engineering.

Students are not eligible for free courses in the following areas:

- Remedial/developmental courses (including ESL courses).
- Non-credit courses.
- Physical education, fitness, or recreation courses.
- Courses that award fewer than three credit hours.
- First-year orientation or similar courses.

Students must maintain a BCC GPA of at least 3.0 to continue to participate in dual enrollment.

Please Note:

Students who are interested in taking ineligible Dual Enrollment courses and/or who do not meet the required GPA are responsible for the tuition and fees charged for the courses.

High school students who do not have the required GPA to participate in the Commonwealth Dual Enrollment Program but who have demonstrated exceptional ability in a certain subject or who have greatly improved their academic performance may be eligible to participate but must apply for a waiver.

To request a waiver, a student must submit a letter written by the student that demonstrates his or her potential for academic success and a recommendation from a high school official. Supporting materials may also be submitted and can include evidence of steadily improving high school grades, high class rank, special talent, strong grades in the field of study, strong recommendations, College Placement Testing results, etc. Approval by the BCC Office of Academic Affairs is required.

For More Information and Application Materials, Contact Your Guidance Office or BCC.

Dual Enrollment:

**Maggie O'Brien,
Director of School to College Partnerships
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maggie.obrien@bristolcc.edu**

Dighton Rehoboth Regional High School Presents Dual Enrollment College Courses @ Bristol Community College

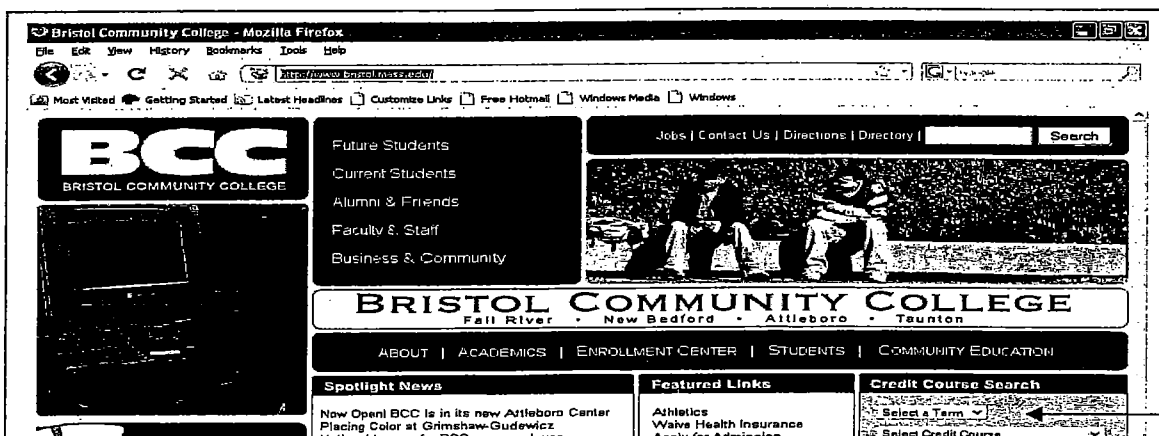
Registration Instructions

IMPORTANT GUIDELINES:

- Student must have a 3.0 high school GPA
- If student has taken a prior BCC course, student must maintain at least a 3.0 GPA to continue to participate in Dual Enrollment courses.
- There are fees for most books. You are responsible for fees for books. You are also responsible for transportation to class.
- Do not register for classes that take place during your school day.
- Courses must not start earlier than 4:00 p.m. You may however register for weekend courses (any time). Do not register for online courses.
- Summer courses CAN be taken before 4:00. No online courses.
- Please choose a 1st choice & 2nd choice course when selecting course. If your 1st choice is full, your 2nd choice will be your back-up.
- You may take up to two classes per semester, however only the first class is free. Semesters are either Spring, Fall or Summer.
- Registration is completed by filling out necessary paperwork from your guidance counselor and obtaining your parents signatures. You do not need to drop off your paperwork to the college.
- Courses are taken at one of the BCC campuses. Please see the BCC website to determine location of course.
- Please be sure to give your accurate email address on your application so you are able to receive BCC notifications. You will be notified of your approval through email.
- The following Subjects/Departments may not be taken without taking the ACCUPLACER college placement exam;
American Civ., Anthropology, Economics, Government, History, Psychology, Geography, Sociology, English, Math, Science. *(Please see your guidance counselor for additional information re: Math & Reading/Writing Accuplacer exam).

To view BCC course offerings, visit: <http://www.bristol.mass.edu/>. This will take you to the BCC home page (the homepage looks like the below picture.).

1. Select Term you wish to apply for.
2. Select the course you want.
3. Select the location you want.
4. Search Courses



How to Complete Your Registration Form

The following is an example of a course description on the BCC website. Once you have decided on which courses you wish to register for, you will need to complete the Course Registration Form with information that aligns with your application.

Taken from BCC Website...

M=Monday T=Tuesday W=Wednesday R=Thursday F=Friday S=Saturday U=Sunday TBA=To Be Arranged									
CRN	Course / Section	Course Title	Campus / Room	Days	Start/End Time	Start/End Week	Instructor	Course Status	Course Type
10715	FRN01.27	Elementary French	Fall River K220	T	7:00 PM 9:40 PM	09/02 12/15	N. Valliquette	OPEN 5 seats left	Lecture
FRN 01.27 - ONE LAB HOUR PER WEEK REQUIRED SEE INSTRUCTOR FOR AVAILABLE LAB HOURS IN L220									
10450	FRN01.B02	Elementary French	Fall River K203 Fall River K230	T F W	11:00 AM 11:50 AM 11:00 AM 11:50 AM	09/02 12/15	N. Valliquette	OPEN 5 seats left	Lecture
FRN 01.B02 - ONE LAB HOUR PER WEEK REQUIRED									

Example of how to fill out the Course Registration form using the above BCC course info...

CRN	Course	No.	Section	Title	Credit	Day	Time
10715	FRN	01	27	Elem. French	3	T	7-9pm

What's Next?

Once your GPA has been approved and you have filled out your application and given it to your guidance counselor, your paperwork will be forwarded to BCC. After your application has been reviewed by BCC, you will receive an email from the college informing you of your application status and how to set up your BCC student account. This is where and how you will receive information regarding your college course, instructor, grades and other important information. Please be sure to give your accurate email address on your application so you are able to receive these notifications. Notifications come from BCC, not your high school.

DUAL ENROLLMENT PROGRAM



Check Campus: Attleboro Center 508-226-2484 Fall River Campus 508-678-2811 ext. 2234 New Bedford Campus 508-678-2811 ext. 4000 Taunton 508-678-2811 ext. 3147 or 3767

Please Print

First Name:		Middle Name:	Intended semester of study: <input type="checkbox"/> Fall ____ <input type="checkbox"/> Spring ____
Last Name:			
D.O.B.	BCC Student ID # 900-		<input type="checkbox"/> Summer ____
Mailing Address:			Response is Optional: <input type="checkbox"/> Male <input type="checkbox"/> Female
City:			<i>Do you consider yourself to be:</i> <input type="checkbox"/> Chicano/Latino/Hispanic
State:	Zip Code:		<i>How do you describe yourself:</i> <input type="checkbox"/> Caucasian (White) <input type="checkbox"/> Portuguese <input type="checkbox"/> Black/African American <input type="checkbox"/> Cape Verdean <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian/Pacific Islander
Home Phone:			Did your mother earn a 4 year college degree? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cell Phone:			
Email:			Did your father earn a 4 year college degree? <input type="checkbox"/> Yes <input type="checkbox"/> No
High School Name:	SAS_ID:		
High School Guidance Counselor			After H.S., do you anticipate on attending BCC? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name _____	Telephone: (____) _____ - _____		

Please print

REQUIRED COURSE REGISTRATION (To be completed by the Guidance Counselor)

Course Registration (In order of preference)

CRN	Course	No.	Sect.	Title	Credits	Day	Time

Alternate Course **

CRN	Course	No.	Sect.	Title	Credits	Day	Time

** Students should designate an alternate course because their first choice may be full or the course may be cancelled.

Student Certification

As a Dual Enrollment high school student, I understand that it is my responsibility:

- to pay for all textbooks and any special program fees associated with completing the course(s)
- to have completed all prerequisites listed in the BCC catalog
- to arrange my own transportation to the site where the course(s) will be offered
- to respect the rights and property of others and the college
- to provide a copy of my high school or home school curriculum including graduation requirements upon request
- to maintain a GPA of 3.0 at BCC to continue in the Dual Enrollment Program

I certify that the information that I have provided in this application is accurate and complete. Further, by signing this form, I agree to abide by the rules and regulations of Bristol Community College.

I also consent to the reproduction and/or use of photographs of me in catalogs or other publications and in all forms of media and in all manners including display, editorial, art and exhibition unless the "no" box is checked. No

Signature of applicant: _____ Date: _____

Approvals:

Parent/Guardian

Signature indicates approval for your son/daughter to register for college courses.

Print Name

Signature

Date

School Department Authorization – *High School Transcripts must be attached.*

A signature attests to the accuracy of the information provided, including course(s) selected.

Current Grade: Freshman Sophomore Junior Senior Year of Graduation: _____

This student is enrolled in a Career Vocational Technical Education Program: Yes No

CVTE Program _____

This student is a first time Dual Enrollment participant: Yes No

Print Name

Signature

Date

Title _____

Phone: _____ Fax: _____ Email address: _____

For Office Use Only

Commonwealth Dual Enrollment Program – 3.0 GPA; 1st generation college; Science, Technology, Engineering, and Mathematics (STEM); Massachusetts resident

HS GPA _____

BCC GPA _____

If the student does not meet the GPA, a request to waive the GPA requirement has been submitted: Yes: _____ No: _____

This student has been approved for participation in BCC's Dual Enrollment Program: Yes: _____ No: _____

Signature (BCC Administrator): _____ Date: _____



Under-Age Request to Enroll Without a HS Diploma or GED

For students who have not yet reached the age of 16.

- High school seniors may register as non-degree students.
- High school juniors must obtain a letter of approval from their principal, guidance counselor, or Tech Prep coordinator before registering as a non-degree student.
- All students enrolled in high school who will be attending classes during the day must obtain a letter of approval from their principal or guidance counselor.
- All home schooled students need to provide documentation of a home school plan approved by the school district in which they reside.
- An official high school or home school transcript must be attached.

Student ID# _____ Date: _____

Student's Name: _____
Last *First* *MI*

Address: _____
Street *City* *State* *Zip* Phone _____

Age: _____ Date of Birth: _____ Grade: _____

School currently attending or home school district: _____

Address: _____
Street *City* *State* *Zip*

Contact person: _____
(Principal, guidance counselor or Tech Prep Coordinator. Phone: _____

Why does the student want to enroll in this course? What previous knowledge or academic preparation does the student have?
(Attach transcripts or other evidence if appropriate.)

REQUIRED SIGNATURES

Both student and parent/guardian acknowledge that college course content may include information intended for mature individuals, of a graphic or explicit nature, or otherwise not suitable for young students under other circumstances; in addition, they acknowledge that BCC faculty do not have the same state-mandated reporting requirements as K12 teachers. By signature on this form, the parent/guardian gives permission to the student to be exposed to such material and to hold BCC harmless.

The college reserves the right to limit or deny enrollment of students under the age of 16 based on a case-by-case consideration of factors.

Student

Parent/Guardian

Attach all required supporting documents before proceeding. §

Vice President of Academic Affairs/
Designee

Approval
 Disapproval

Date: _____

Note: Faculty members (or the department chair in a faculty member's absence) will be notified of any underage student who has registered for their class and have the right to express concern if they feel course content may not be appropriate for the student. This concern must be communicated to the in writing to the Vice President of Academic Affairs. If the Vice President determines that the reasons given constitute a compelling factor to limit (with specific parameters) or deny enrollment of the student in the course by the college, that decision will be communicated to the faculty member and the student. Faculty will also be requested to complete and submit a mid-semester and end-of-semester grade check to the designated Advisor of Underage Students.

The faculty member and all signatories will be notified in writing of the approval or disapproval of this application.

(Revised 1/29/2009 based on approved Underage Policy, Spring 2008.)