

# WCPSS Dual Enrollment/Cooperative Agreement Course Enrollment Form Grades 9 - 13

Please complete all requested information. It is important that students and parents read the other side of this form prior to completing it to understand the Dual Enrollment Eligibility Requirements.

Student's Name					Date:				
Student's ID #	Student Cell #:				Grade Level:				
Parent Name	Parent Cell #			Parent Email					
Address	City:			State:		Zip Code:			
Cooperating Institution									
CCP Only: Intended Pathway									
CCP Only: Field									
<b>COURSE INFORMATION</b>									
Course Name				Course Number			Credit Requested		
Term:	<input type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer	or Specify Course Completion Date					
Type of Course (check one):	<input type="radio"/> College and Career Promise			<input type="radio"/> Community College (not CCP)					
	<input type="radio"/> 4 year College / University			<input type="radio"/> Other					
Type of Course (check one):	<input type="radio"/> In-Person			<input type="radio"/> Online					
<b>COURSE INFORMATION</b>									
Course Name				Course Number			Credit Requested		
Term:	<input type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer	or Specify Course Completion Date					
Type of Course (check one):	<input type="radio"/> College and Career Promise			<input type="radio"/> Community College (not CCP)					
	<input type="radio"/> 4 year College / University			<input type="radio"/> Other					
Type of Course (check one):	<input type="radio"/> In-Person			<input type="radio"/> Online					

**We, the undersigned, have read the back of this form and do understand and agree to comply with the requirements of the program being attended.**

Student Signature				Date		
Parent/Guardian Signature				Date		
School's Dual Enrollment Designee Signature				Date		

## Dual Enrollment Opportunities

Dual Enrollment gives WCPSS high school students the opportunity to take approved college-level courses for high school credit at regionally accredited institutions, including Institutions of higher education (IHEs) and community colleges. Courses taken must provide opportunities available through College and Career Promise (CCP) or that are not currently available to the student at the high school, including advanced and/or expanded courses. High school graduation credits and grades will be awarded by the base school upon receipt of the official grade report for the course taken. Quality points will be calculated in accordance with the [Wake County Public School System High School Program Planning Guide](#). The student's official high school transcript will include grades and credits earned through dual enrollment, and these grades will be included in the cumulative grade point average and class rank.

### General Policies, Eligibility Guidelines, and Application Process

1. The course must be part of the student's comprehensive course of study.
2. The course must provide opportunities not currently available to the student at the student's school (excluding CCP).
3. The student must be enrolled for at least 1/2 (50%) of the school day and progressing toward graduation at the base school.
4. The student must complete and submit the Dual Enrollment/Cooperative Agreement Enrollment Form before taking the course to have grades and credit reflected on their transcript.
5. The student must contact the cooperating institution and complete all admission/registration or other requirements as requested by the IHE or community college. Students must provide their own transportation, be responsible for any associated fees, and comply with all rules, regulations, and calendars established by the cooperating institution.
6. For non CCP courses, the student will be responsible for providing an official grade report directly to the base school as evidence of dual enrollment course completion directly to the base school. Approved courses will be added to the students' high school transcripts.
7. For CCP courses, WCPSS has an MOU with Wake Technical Community College (WTCC); therefore, the student's transcript will be sent to the base school directly from Wake Technical Community College (WTCC).
8. Once a student is enrolled, the course cannot be dropped without the permission of the principal and following the proper procedures of the cooperating institution. For non-CCP courses, this could result in a Withdraw Failing (WF) grade and negatively impact the GPA. Dropped courses could impact high school athletic eligibility, driver's eligibility, and/or eligibility for school-based extra-curricular activities.
9. University or college transfer courses that are three or four credit hours will receive one high school credit at the base school. For courses exceeding four credit hours, students should consult with their school counselor to determine how credit will be awarded.
10. Quality points will be calculated as defined in the [WCPSS High School Program Planning Guide](#).

### Career and College Promise (CCP) Specific:

1. If a student withdraws from a CCP course **before** the Wake Technical Community College (WTCC) withdrawal deadline, a **Withdrawing code (W)** will be recorded on the permanent high school transcript.
2. If a student withdraws from a CCP course **after** the WTCC withdrawal deadline, the grade earned on the WTCC transcript will be recorded on the permanent high school transcript.
3. If a student withdraws from a CCP course, they will not earn high school or college credit for that course during the current semester, which may affect on-time graduation.
4. CCP courses initiate the student's official college transcript. Failing or withdrawing from a course may negatively impact **Satisfactory Academic Progress (SAP)** and could jeopardize future eligibility for federal financial aid (FAFSA) and scholarships after high school graduation.
5. Students must remain within their approved pathway (e.g., Associate of Arts, Business, or STEM).
6. If a student enrolls in a course outside their approved pathway without prior approval, they may not receive high school credit.
7. Students are strongly recommended to limit registration to **four CCP courses per school year**.