



## Dual Enrollment Application

Office of Dual Enrollment  
201 Community College Drive  
Baton Rouge, La 70806  
[dualenrollment@mybrcc.edu](mailto:dualenrollment@mybrcc.edu)

District: \_\_\_\_\_

School Name: \_\_\_\_\_

Homeschool:  Yes  No

**To Submit Completed Application:**

- Attach official school transcript (cumulative GPA must be visible)
- Attach ACT Report or Placement Test Score Report (Accuplacer)
- Attach immunization record or waiver (if attending course at BRCC)
- Obtain all signatures
- If eligible for TOPS Tech Early Start, attach one (1) completed and signed
- If homeschooled, attach current Home Study Approval letter from La. Dept. of Education

**Application will not be processed if the above attachments are missing.**

College Semester: Fall  Spring  Summer

STUDENT INFORMATION											
Last Name:		First Name:		Middle Initial:		Date of Birth:					
Gender: Male Female		Are you a U.S. Citizen: Yes No		Ethnicity/Race: This information is voluntary and the information will be used for federal and/or state law reporting purposes in a nondiscriminatory manner consistent with civil rights laws. American Indian/Alaskan Native Asian/Pacific Islander    Black (Non-Hispanic)    Caucasian (Non-Hispanic) Hispanic Other							
SSN:		Address:		City:		State:		Zip Code:			
Telephone:		Email Address:		Current Grade:		Course Location: High School BRCC- site: _____					
Course Enrollment Request											
BRCC Course & Number	Section	College Course Title	Credit Hours	High School Course Title	Prerequisite(s) met? (completed by BRCC)						
Payment Information (please indicate method of intended pay)				Self		District/School		SCA		TTES	

*By signing this form, you are giving BRCC permission for your child/student to enroll in college courses at BRCC or on the high school campus and have read and understand the drop/withdrawal procedure and the dual enrollment criteria below.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Designee Signature

\_\_\_\_\_  
Date

### Drop/Withdrawal Procedure

During the first week of classes, students are allowed to adjust their course schedule. During this period, a student can drop courses online through the BRCC website. Dropped courses are removed from the student's academic schedule for that semester and will not appear on the student's transcript. **Refunds for dropped courses are based on the school's current refund policy (refer to the Academic Calendar on the BRCC website for dates and refund percentages).** Students who do not attend a class during the first 14 days of the semester may be removed from the course. After the add/drop period, course schedules become fixed; from this point, each course on a student's schedule is considered attempted. **After the add/drop period, students can withdraw from a course before the deadline published in the Academic Calendar for that semester.** Unlike drops, withdrawals occur after a valid attempt by a student to complete a course – therefore, courses which a student successfully withdraws from are shown on the **student's transcript, with a letter grade of "W"** for those courses. Students must perform the proper procedure to withdraw from a course – they should never simply stop attending class. A student can withdraw from a course by accessing their student account online. No late withdrawals are allowed – students who do not officially withdraw from a class before the deadline published in the Academic Calendar will remain on the course roster and **be given the grade earned for that class, which will appear on the student's transcript.**

When considering dropping/withdrawing from the course, students should consult with the professor/instructor and school's Dual Enrollment Coordinator. Alternatives to dropping courses may be available. **Deadline dates for dropping courses without a coursework grade of "W" occur during the first week of classes.** For students enrolled in a dual enrollment course on the high school's campus, students must submit a *Withdrawal Form* to BRCC's Director of Dual Enrollment within the time frame published on the BRCC Academic Calendar.

### Dual Enrollment Criteria

Students must:

- Be in good standing as defined by the high school
- Be eligible to enroll at the college and enrolled in a college course for which dual credit (both college and high school credit) is attempted and recorded on both the student's secondary and postsecondary academic record
- Meet the minimum requirements for course enrollment set forth by the Louisiana Board of Regents and Baton Rouge Community College
- Complete all sections of the paper application and the online admissions application
- Acquire all signatures allowing student to enroll in the course prior to the course start date
- Submit all paperwork by published deadlines

Baton Rouge Community College (BRCC) is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4079; Telephone number 404.679.4501) to award Associate Degrees, Technical Diplomas, and Certificates. Educational opportunities are offered by the Baton Rouge Community College without regard to race, color, age, national origin, religion, gender, or disability. The Director of the Student Success Center has been designated as the college's 504/ADA Compliance Officer. Any person with a disability who needs assistance should contact the Director at 225.216.8503, TDD 225.216.8702. Baton Rouge Community College does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Title IX Coordinator is the Chief Human Resources Officer, 201 Community College Drive, Baton Rouge, Louisiana 70806 – 225.216.8206. The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

BRCC is a member of the Louisiana Community and Technical College System (LCTCS).