



# DUAL ENROLLMENT/ HIGH SCHOOL STUDENT DATA FORM

**Instructions:**

Step 1: Complete this form in ink and print clearly.

Step 2: Complete the Student Information Section including where student will attend courses.

Step 3: Complete Information Checklist and Attach documentation listed.

Step 4: Obtain all signatures.

Step 5: Read the Withdrawal procedure on the back of this form.

Step 6: Submit completed form to the BRCC Director of Dual Enrollment.

STUDENT INFORMATION			
Student SSN:		High School Name:	
Last Name:	First Name:	MI:	Date of Birth:
Address:			
City:	State:	Zip Code:	
<input type="checkbox"/> Course taught at School <input type="checkbox"/> Course taught on BRCC Campus <input type="checkbox"/> Course Online			
Home Telephone:		Cell Telephone:	
Work Telephone:		Email 1:	@mybrcc.edu
		Email 2:	

COURSE INFORMATION						
Course #	Section	Course Name	Class Meets		Credit Hours	Does this student meet the prerequisite? Yes/ No
			Day(s)	Time(s)		

Information Checklist
<input type="checkbox"/> High School Transcript <input type="checkbox"/> ACT Scores <input type="checkbox"/> Parental Permission <input type="checkbox"/> Proof of Age <input type="checkbox"/> School Designee <input type="checkbox"/> Immunization Compliance ( If attending a course on campus) Other _____

*I have read and understand the withdrawal procedure and the refund policy (on the back of this form).*

_____ Student Signature	_____ Date
_____ Parent/ Guardian Signature	_____ Date
_____ School Designee Signature	_____ Date

## Withdrawal Procedure

When considering withdrawal from the college, students should consult with a professor/instructor, school 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.** After the first week of classes, students should submit a *Withdrawal Form*.

### NOTES:

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 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 Disability Services 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 Vice Chancellor for Student Affairs, 5310 Florida Boulevard, Baton Rouge, Louisiana 70806 – 225.216.8068. 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).

