



The Peninsula's Community College

Dual Enrollment (DE) Permission Form On-Campus Dual Enrollment Students *(including Home-Schooled Students)*

Last Name	First Name	Student ID Number
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Dual enrollment (DE) at Thomas Nelson is restricted to students who are juniors or seniors in high school or home school students studying at the high school junior or senior level. All dual enrollment students must demonstrate readiness for college, meet applicable college placement requirements, and address all other college admission criteria. Documentation of parental permission is required for all dual enrollment students. Visit www.tncc.edu/dualenrollment for additional information.

INSTRUCTIONS (Complete the steps below and provide required documentation to a TNCC Dual Enrollment Coordinator.)

1. Apply to Thomas Nelson online www.tncc.edu/apply.
2. Contact your Dual Enrollment Coordinator to discuss placement testing. Submit any PSAT/ACT/SAT scores (within two years) to your Dual Enrollment Coordinator. They will provide a form for you to take the testing center if any additional placement testing is needed.
3. If placement testing is needed, visit www.tncc.edu/testing for testing center hours, location and preparation.
4. Complete this form, which should include the signature from the high school principal. If you are a home schooled student, the school official would be the parent or guardian.
5. Provide an official transcript which must contain a graduation date. A transcript is considered official when it is in an unopened envelope and signed by the acting school official.
6. Make an appointment with a Dual Enrollment Coordinator at the Hampton Campus to register for classes, or see an Advisor at the Historic Triangle campus in Williamsburg.
7. **In addition to the steps and documentation above, Home schooled students must provide the following:**
 - a. A copy of the Home School Agreement approved by the School district **OR**
 - b. A letter from the local school board **OR**
 - c. A letter filed by the parent/guardian declaring home school for religious exemption.

All forms must reflect the current or upcoming academic school year

If you need additional information, please contact a Dual Enrollment Coordinator at:
dualenrollment@tncc.edu or 757-825-2706

REQUESTED COURSES AT TNCC				
Course Subject	Course Number	5-Digit Course ID #	Course Section	Course Title
Student Signature			Date	
Parent Signature			Date	
School Official Signature <i>For students enrolled in a high school, the high school principal must sign as the School Official. For home-schooled students, the parent must sign as the School Official.</i>			Date	