



In-School Dual Enrollment Checklist

1. Apply for ADMISSION TO THE COLLEGE and receive a Thomas Nelson Community College (TNCC) student ID number. Apply at www.tncc.edu/apply. Please use the name that appears on your student record. **Do not use nicknames to complete your application.**
2. Take the placement tests for reading, writing (English) and mathematics. The tests are given to provide students with appropriate placement in college courses. Contact the Testing Center at the college for scheduling or hours of operation or visit our website at www.tncc.edu/testing. You must bring a picture ID such as a driver's license. If you do not have a picture ID, you may obtain one at the Department of Motor Vehicles (DMV). The testing requirement may also be satisfied with the submission of PSAT, SAT, and/or ACT scores. Algebra I SOL scores are also acceptable for certain courses to fulfill the math placement requirement. More information and VPT practice test links are also available on the TNCC website listed above.
3. Complete the In-School Dual Enrollment Registration Form. The high school instructor will have the appropriate course information to complete the registration section. Secure the signature of your high school principal. Get your parent(s) or guardian(s) to sign the form. You will NOT be permitted to enroll in courses unless the form is complete and has the appropriate signatures. You will only be permitted to enroll in courses designated on the form. A new form must be completed for each term. A copy of applicable scores must be attached to this form (unless you have already submitted the necessary scores to TNCC for processing). Dual enrollment students must be registered by a Dual Enrollment Coordinator.
4. Return this form to your instructor or point of contact on your high school campus.
5. **Students must adhere to registration deadlines and cannot be registered past the registration date.**

Fall 2017 deadline date for registration is Friday, September 22nd

Spring 2018 deadline date for registration Friday, January 24th

If you have additional questions regarding your high school course and scheduling, please speak with your high school instructor and/or high school counselor.

If you have questions regarding the enrollment and registration process at TNCC, please feel free to reach out to your Dual Enrollment Coordinator.

LaToya P. Lawson, DE Coordinator	Kamisha Wyatt, DE Coordinator
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Newport News Public Schools Hampton Christian Academy Peninsula Catholic High School Summit Christian Academy Williamsburg-James City County Schools Governor's School of Science and Technology Early College/Early Career (NNPS/WJCC)	Hampton City Schools Poquoson Public Schools New Horizons Career and Technical Education Center Virginia Aerospace Science and Technology Scholars (VASTS) Virginia Earth System Science Scholars (VESSS)

Dual Enrollment In-School Permission Form

Although high school students are not normally qualified for general admission, Virginia's Community Colleges may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors. All students must demonstrate college readiness and meet specific criteria for admission.

Students must have the permission of their parent or legal guardian and their high school principal to request enrollment. Students must also complete and meet placement testing or standardized test requirements and/or course pre-requisites. The required placement scores and/or applicable standardized test scores are accessible on the Dual Enrollment website at www.tncc.edu/dual.

Students may pursue courses intended to transfer to four-year institutions or career and technical courses which prepare students for specific careers. Generally, for transfer-level courses, students must earn a grade of a "C" or better to earn transfer credit. For the most up-to-date information on the transferability of courses, students and parents should confirm transfer criteria with the appropriate office at the four-year institution.

It is important for students to understand the registration and enrollment process if they wish to take a dual enrollment course at Thomas Nelson. Below are **important points to consider** prior to enrolling:

- All students must complete an online application for admission. Once complete, students are assigned a 7-digit student ID number. This number is used to access important college resources and services. While a social security number is not required, failure to provide a social security number at the time of application may limit or delay access to services where the number is required by federal or state law.
- The registration process for dual enrollment must be completed each semester. If a student does not submit a completed registration form (with the appropriate signatures and accompanying test scores) prior to the enrollment deadline each semester, the student will not be eligible to receive credit for the course.
- Students will receive a final grade each semester for the courses completed.
- When students pursue dual enrollment courses, they are establishing a collegiate academic record. Dual Enrollment courses become part of the student's permanent college transcript.
- Grades received in dual enrollment courses that also count toward the requirements for high school graduation may impact the student's high school GPA.
- Students are strongly encouraged to withdraw from a course if it is likely that they will earn a grade of "D" or "F" in the class. Students and parents should be aware that these grades will not transfer. Formal documentation must be completed and submitted to The Office of Secondary School Programs in order for a student to be withdrawn from a course. Instructors may also opt to withdraw students from courses, if they are not making satisfactory progress.
- Dual Enrollment courses are college-level courses that may be geared towards adult learners. Instructors may not and are not expected to tailor course content to dual enrollment students.

If you have any additional questions or concerns regarding the information above, please feel free to reach out to your Dual Enrollment Coordinator.

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I, _____, have read and understand the points to consider prior to enrolling in a dual enrollment course with Thomas Nelson Community College.

Signature of Student

Date

The above named student has permission to be registered for dual enrollment courses at Thomas Nelson Community College. I have read the aforementioned points to consider and understand enrollment requirements. I agree to supply the College with supporting documentation related to my student's application, if I am requested to do so.

Signature of Parent/Guardian

Date



The Peninsula's Community College

Dual Enrollment In-School Registration Form

Thomas Nelson Office Personnel Only

Date received _____

Processed by _____

Enrollment term _____

Student accepted [] denied []

(Please Print)

Full Legal Name: _____
Last First Middle

Date of Birth (DD/MM/YY) _____ Thomas Nelson Student ID Number: _____

Grade Level: 11 12 High School Name _____ High School Graduation Year: _____

Current term: Fall 2017 Spring 2018

Please enter **ALL** course information below. Your instructor(s) will have the information needed to complete this form.

Subject/Catalog#	Section #	Class #	Teacher Name	# Credits

Student Signature

Date

Parent/Legal Guardian

Date

Principal Signature

Date

Thomas Nelson Authorized Personnel Signature

Date

By signing this form, permission is hereby granted to your school's Counseling Office to provide standardized test scores (SOL, PSAT, SAT, or ACT) to Thomas Nelson Community College for purposes of dual enrollment admission. Please attach copies of any scores taken within 2 years of the enrollment date.

To be completed by Thomas Nelson personnel only

Student is not eligible for dual enrollment and was not registered for the course(s) above because:

- Student did not complete TNCC Application (date of notification _____)
- Student did not take placement test (date of notification _____)
- Student did not meet placement testing/prerequisite requirements (date of notification _____)