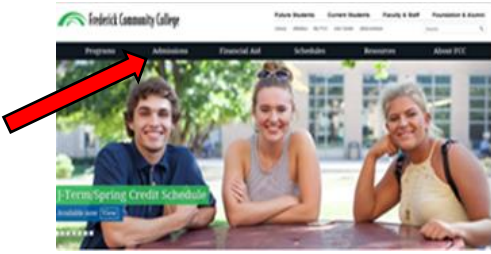
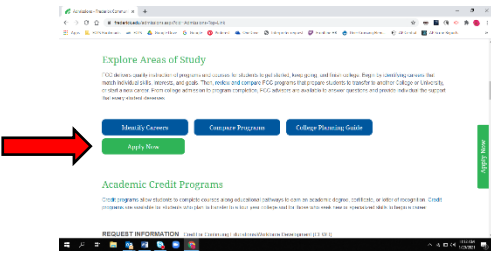


Steps to take FCC courses for the 2021-2022 School Year at OHS

1. Take and pass the Accuplacer unless you have exemptions. Please submit this exemption to your counselor ASAP. If you are unsure whether you have an exemption, make an appointment with your counselor.

English Exemptions	Math Exemptions
4 or 5 score on English 10 PARCC	4 or 5 score of Algebra 2 PARCC
3,4,or 5 on AP Language Exam	An A or B as a final grade in Junior or Senior year math course in Algebra 2 or higher
480 higher on English Portion of SAT	530 higher on Math portion of SAT
21 or higher on English Portion of ACT	21 or higher on Math portion of ACT
3.0 Cumulative unweighted GPA after junior or senior year	3.0 Cumulative unweighted GPA after junior or senior year

2. Apply to FCC - visit www.frederick.edu

<p style="text-align: center;">A. Click “Admissions.”</p> 	<p style="text-align: center;">B. Scroll down, click “Apply Now.”</p> 
<p style="text-align: center;">C. On the application, under “Enrollment,” check “Dual Enrollment.”</p>	<p style="text-align: center;">D. After you complete the application, FCC will send you an FCC ID number. Save this.</p>

3. **On Oakdale’s Registration Sheet**, check the box to indicate that you are interested in Open Campus or Dual Enrollment classes for next year.
 - For each FCC course you want to take, be sure to select an OHS course that mirrors the FCC Course. See the chart below. This class will be changed to the FCC class in your schedule (if there’s space in the class) once you’ve submitted your packet.

ENG 101 = AP Language	ENG 102= AP Literature	Math 120 = Stat and Prob
BSCI 150 = AP Biology I	CMIS 101= Office Systems Management 1	

4. Submit your Dual Enrollment Packet with your courses that you would like to take for school year 2021-2022. Students will not be placed in any FCC courses until they have submitted this packet. Packets will be available on the OHS website on February 3rd. Completed packets should be returned to the Counseling Office or email as a PDF to the student’s School Counselor. **Enrollment in FCC classes are limited, and seats will be filled in the order that completed packets are received.**

Student Name: _____

Checklist for Dual Enrollment Packet

Turn in your completed packets to the Counseling Office.
**Enrollment in FCC classes are limited, and seats will be filled
in the order that completed packets are received.**

- Applied to FCC: FCC ID # _____
- Dual Enrollment Application Form
- Dual Credit Intent Form
- Dual Enrollment Attendance Waiver

When signing this form, you will not know which days your class is. It is just acknowledging that you will have off days.

FCC Course Requested	OHS course to be dropped

**** Students with an IEP or 504 plan who would like accommodations in the FCC classes need to schedule a meeting with the Office of Students with Disabilities at FCC. Call 301-846-2408 or email DisabilityServices@frederick.edu.

For FCPS Staff use only

Date Completed Forms Turned in: _____

Time Completed Forms Turned in: _____

Signature of staff that verified forms: _____

Student Name: _____

High School Based Dual Enrollment

Frederick Community College courses offered at an FCPS high school during the school day.

Open Campus Dual Enrollment

College courses taken on the campus of any Public Institution of Higher Education (PIHE).

**FCPS College and Career Readiness
Dual Enrollment Application Form**

Student Name:

FCPS Student ID#

Student email address:

High School:

Parent email address:

Grade:

Student Responsibilities: (Please INITIAL to indicate that you have read and understand each requirement.)

- ____ Ensure that all required forms are complete, correct and signed by student and parent/guardian.
- ____ Complete FCC or other college application for admission.
- ____ Complete this Dual Enrollment Application Form. **Open Campus Students:** All information must be verified and signed by the high school counseling office prior to submission to the college's Office of Student Accounts.
- ____ Ensure that all diagnostic assessments/ placement tests and paperwork (application, current transcript) required by FCC or other college are completed by the established deadlines.
- ____ Pay tuition and fees and purchase required materials associated with the class. Students who do not pay or make payment arrangements by semester deadlines will be removed from class rosters.
- ____ Read and adhere to FCC or other college policies, procedures and code of conduct.
- ____ Provide your school counselor with a final grade report upon course completion.
- ____ Notify FCC or other college and FCPS if you drop a course. **Students who drop a course after the drop date will be invoiced by FCPS for any portion of tuition paid by FCPS.**
- ____ Monitor FCC or other college email account for notifications.
- ____ Pay full tuition rate for courses taken at colleges other than FCC, during the summer, and developmental courses.
- ____ Ensure that you understand the eligibility implications associated with dual enrollment.
- ____ Complete and submit the appropriate paperwork each semester you choose to apply for dual enrollment. Forms cannot be submitted for the discounted tuition rate after the last day of the semester.

- I give my permission for FCC to provide grade reports to my/ my child's high school counselor.
- I certify that all information provided as part of this application is true and correct to the best of my knowledge. I give my consent to FCPS for considering this application and sharing the information provided herein with the necessary departments of Frederick Community College for the purpose of registration in the dual enrollment program.
- My child is eligible for Free and Reduced Meals. (Students who meet the federal eligibility requirements for free and reduced meals will have the tuition waived. Charges for open-campus fees and books are not waived).

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Printed / Signature

*Completed applications for **High School Based Dual Enrollment** must be turned in to the counseling office.
 *Completed applications for **Open Campus Dual Enrollment** must be presented to the college Registrar or Office of Student Accounts.

Be sure to keep a copy for your records.

High School Based Dual Enrollment

Open Campus Dual Enrollment

Frederick Community College courses offered at an FCPS high school during the school day.

College courses taken on the campus of any Public Institution of Higher Education (PIHE).

Course Title(s) of PIHE course(s) student **intends** to take:

Course:	Course #	# Credits
Course:	Course #	# Credits
Course:	Course #	# Credits
Course:	Course #	# Credits
Course:	Course #	# Credits

*Courses numbered below 100 are developmental courses which require a student to pay full tuition.

Once all student information on this form is **complete** and the form is signed by the student and parent/guardian, an administrator (or designee) will verify eligibility by signing below.

*Completed applications for **High School Based Dual Enrollment** must be turned in to the counseling office.

*Completed applications for **Open Campus Dual Enrollment** must be presented to the college's Office of Student Accounts.

Be sure to keep a copy for your records.

Students seeking dual enrollment status must meet the following eligibility requirements:

- Currently enrolled in FCPS
- Unweighted, cumulative GPA of 2.0
- Enrolling in an approved college course during the academic year. (Summer courses do not qualify for tuition reduction)

This signature certifies that all eligibility requirements are met and the student is approved for Dual Enrollment.

FCPS Staff Signature: _____ Date: _____
 Printed / Signature

Students who meet the federal eligibility requirements and qualify for Free and Reduced Meals will have the tuition waived. Charges for open-campus fees and books are not waived.

Free and Reduced Meal status must be verified prior to the student submitting this form to FCC.

FARM Status Verified by School Staff: _____

Position: _____ Printed Name / Initials/ Date

Dual Credit Intent Form

Student Name: _____ FCPS Student ID#: _____

High School: _____ Grade: _____

School Counselor: _____

College/University: _____

School Year: _____ Semester: _____

College Course Title:	Course #	FCPS Course Title:	Dual Credit <input type="checkbox"/> Yes <input type="checkbox"/> No
College Course Title :	Course #	FCPS Course Title:	Dual Credit <input type="checkbox"/> Yes <input type="checkbox"/> No
College Course Title :	Course #	FCPS Course Title:	Dual Credit <input type="checkbox"/> Yes <input type="checkbox"/> No
College Course Title :	Course #	FCPS Course Title:	Dual Credit <input type="checkbox"/> Yes <input type="checkbox"/> No
College Course Title :	Course #	FCPS Course Title:	Dual Credit <input type="checkbox"/> Yes <input type="checkbox"/> No

Initial each of the statements to indicate you have read them and understand them.

_____ Enrolling in a college course for Dual Credit means that the grade I earn will be printed on my high school transcript and will be included in the calculation of my GPA.

_____ I agree to grant the college permission to send grade reports to my school counselor.

_____ My grades for the college course will not be accessible via HAC, but I will have access to monitor my grades through my college account.

_____ It is my responsibility to check with my school counselor regarding course selection and dual credit.

Signature of Student/Date

Printed Name of Parent

Signature of Parent/Date

Printed Name of School Counselor

Signature of School Counselor/Date

Board of Education of Frederick County
Dual Enrollment Attendance Waiver
Application / Contract

The Dual Enrollment Attendance Waiver is required for all students enrolled in a college course(s) during their normal school day.

Student Name: _____ FCPS Student ID# _____
High School: _____ Grade: _____
College/University: _____
School Year: _____ Semester: _____ High School Based
 Open Campus

The Dual Enrollment Attendance Waiver serves as a temporary attendance waiver which provides for the release of students from the direct school supervision for a portion of the school day since they are enrolled in a college course(s).

We hereby make application for a temporary attendance waiver for dual enrollment purposes and agree to the following regulations: *Please initial each statement that applies.

Open Campus Dual enrollment

- ___ The student shall provide transportation to and from the college.
- ___ The student shall leave the building at _____ a.m. / p.m. each day.
- ___ The student shall return to the building at _____ a.m. / p.m. each day.
- ___ Parents/guardians assume responsibility for the student upon release from school.

High School Based

- ___ The student may leave the building at _____ a.m. / p.m. on non-class days.
- ___ The student may return to the building at _____ a.m. / p.m. on non-class days.
- ___ Parents/guardians assume responsibility for the student upon release from school.

Signature of Student / Date

Printed Name of Parent

Signature of Parent / Date

Printed Name of Staff Member

Signature of Staff Member / Date

Printed Name of Principal

Signature of Principal / Date