

# DUAL ENROLLMENT REGISTRATION FORM



**PLEASE NOTE:** Because Piedmont Technical College (PTC) and the high schools use different systems, a student may be registered for class at the high school but not registered in the PTC system. For PTC registration to be completed for first-time students, the student must meet the following requirements. Dual enrollment students returning for their second year of classes need only to submit this registration form.

- Must be a high school junior or senior (homeschool students will have to provide proof of completed Carnegie units)
- Must submit the online application for admission to PTC
- Must submit high school/homeschool transcript.
- Submit a copy of his/her birth certificate (needed to determine eligibility for Lottery Tuition Assistance)
- Must submit this completed registration form

**Please clearly complete the following sections. Incomplete forms may be returned.**

Student name (print): \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_

PTC ID#: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

High School: \_\_\_\_\_ Anticipated Graduation (month & year): \_\_\_\_\_

Dual Enrollment at PTC is designed to be affordable to all students. **South Carolina residents taking at least 6 credit hours** (generally two classes) per semester through Piedmont Technical College's Dual Enrollment program, **can attend classes tuition-free at their high school, on a PTC campus, or online.** Students taking only one course on a PTC campus or online will attend at a standard tuition rate of \$150/credit hour. Those students taking only one course at their high school or career center taught by a district employee will attend at \$50/credit hour.

I request to enroll in the following dual enrollment courses: Traditional and Online Course Search: [www.ptc.edu/course-search](http://www.ptc.edu/course-search)

PTC Course & Title	Course Registration Number (CRN) - <i>for Traditional Courses Only</i>	Credit Hours per course	Which Semester? <b>Fall</b> = Aug-Dec <b>Spring</b> = Jan-May <b>Summer</b> = May-Aug	How do you plan to take the course? • OnDECK (at PTC) • At my high school • At my career center • Traditional PTC class • Online	Dual Credit (Yes/No)

*It is the student's responsibility to obtain written assurance from any college or university of that institution's willingness to accept any specific Piedmont Technical College dual enrollment course toward degree requirements in the student's major of choice.*

**Note: High School calendars usually do not match the PTC calendar, therefore students in OnDECK or traditional PTC classes may be required to attend classes at PTC on days that classes are not scheduled to be held at their high schools (example- spring break). See more information at [www.ptc.edu/deresources](http://www.ptc.edu/deresources).**

**AGREEMENT:** We the undersigned understand the information presented on this form. We understand that the grade earned will become a permanent part of the college transcript, and possibly the high school transcript. College transcripts must be requested in writing with payment of the required transcript fee. Additionally, students are responsible for meeting all deadlines, including those for submitting this form, registration dates, and withdrawal dates. The student gives the high school permission to release their birth certificate, high school grades, and SAT/ACT scores to the Office of Dual Enrollment. The student gives Piedmont Technical College permission to share information related to his/her dual enrollment program participation with the high school and with his/her parents while enrolled in dual credit classes. According to state policy, high school students must follow the same college policies as other Piedmont Technical College students.

**SERVICES FOR STUDENTS WITH DISABILITIES: A high school IEP or 504 Plan will not be sufficient for accommodations for PTC courses.** To request accommodations due to disability, students must contact PTC's Student Disability Services at [www.ptc.edu/disability](http://www.ptc.edu/disability).

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

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
High School Guidance Counselor Signature

\_\_\_\_\_  
Date