

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 following five requirements. Dual enrollment students returning for their second year of classes need only to submit this registration form. Requirements must be met by published deadline dates (www.ptc.edu/dual).

- 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 take the PTC placement test and earn required scores or submit acceptable SAT/ACT scores as noted on the PTC website (www.ptc.edu/testing)
- 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: _____

P# (or social security #): _____ Phone: (____) _____ - _____ Email: _____

High School: _____ Anticipated Graduation (month & year): _____

These are the tuition structures for dual enrollment classes.

- Dual Enrollment classes taught **at the high school/career center** by school district employees are **free** with Lottery Tuition Assistance (must be enrolled in at least 6 credit hours per semester). Tuition will be charged (at a reduced rate) for students enrolled in fewer than 6 credit hours. Contact the Office of Dual Enrollment for rates.
- Dual Enrollment classes **at the local PTC campus** (called **OnDECK**), **traditional** or **online** classes are billed at the current tuition rate, minus Lottery Tuition Assistance (must be enrolled in at least 6 credit hours per semester). Contact the Office of Dual Enrollment for rates.
- Tuition for **Middle College classes** is billed to the school district (participating school districts only).

I request to enroll in the following dual enrollment courses:

PTC Course & Title	Number of credit hours	Which Semester? FALL (Aug-Dec), SPRING (Jan-May) SUMMER (May-Aug)	How do you plan to take it? ~OnDECK (at PTC) ~At my high school ~At my career center ~Traditional PTC class ~Online

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.

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.

Student Signature

Parent/Guardian Signature

High School Guidance Counselor Signature

Date