

DUAL ENROLLMENT STATEMENT OF UNDERSTANDING

I _____ understand the Dual Enrollment
(print name)

Statement of Understanding and agree to the following:

1. I have junior or senior high school status.
2. I have taken all sections of either the PLAN, PSAT or MME exam.
3. I will provide my own transportation and pay for my college textbooks/supplies.
4. I will follow the Dearborn Public Schools' and the college's academic calendar which are often not the same.
5. I will follow the Dearborn Public Schools Code of Conduct during my college classes and will be held accountable for any inappropriate behavior.
6. I will leave the high school campus during the hours of my college class as indicated by my high school schedule.
7. I will be enrolled in six (6) classes each semester.
8. I will not schedule college classes that interfere with my high school classes. My high school schedule is my first obligation between the hours of 7:20 am and 2:15 pm.
9. I can only drop a college course with written permission from my high school principal, before the high school semester has begun, and only during the 100% tuition refund period. I will be enrolled in the equivalent of six (6) classes at all times.
10. If I make ANY changes to my college classes without the signed consent of the high school administration, I will be personally responsible for ALL tuition and fees. I will receive an E on my high school transcript for any class that I drop without the signed permission of my high school principal.
11. If I receive an instructor initiated drop or incomplete on my college transcript, I will receive a grade of E on my high school transcript.

Student Signature

Date

Parent Signature

Date

Dual Enrollment Statement of Understanding

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4. I will follow the Dearborn Public Schools' and the college's academic calendar which are often not the same.
5. I will follow the Dearborn Public Schools Code of Conduct during my college classes and will be held accountable for any inappropriate behavior.
6. I will leave the high school campus during the hours of my college class as indicated by my high school schedule.
7. I will be enrolled in six (6) classes each semester.
8. I will not schedule college classes that interfere with my high school classes. My high school schedule is my first obligation between the hours of 7:20 am and 2:15 pm.
9. I can only drop a college course with written permission from my high school principal, before the high school semester has begun, and only during the 100% tuition refund period.
10. If I make ANY changes to my college classes without the signed consent of the high school administration, I will be personally responsible for ALL tuition and fees and will receive an E on my high school transcript for any class that I drop.
11. If I receive an instructor initiated drop on my college transcript, I will receive a grade of E on my high school transcript and will be personally responsible for ALL tuition and fees.

DUAL ENROLLMENT PROCEDURE:

- **Choose college classes** from the approved list of courses (see prerequisites).
- **Use *HFCC Class Schedule*** to determine when class is offered (paper copy/online)
- **To determine if class section is open** before completing registration form go to <http://www.hfcc.edu/>
 - Click on Webadvisor (blue box on left side)
 - Click on Students then click on Search for Sections under Registration
 - Select Term
 - Choose Subject and type in the Course Number
 - Click Submit and you will see a list of all sections and their status (open or closed)
- **Complete registration form** and obtain counselor and principal approval
- **Registration for all HFCC classes will be handled directly by the high school. Students will not complete any registration either at the college or online.**