

Dual Enrollment Recommendation: Student Commitment to Complete Certificate or Degree

This form is for high school students who wish to complete a certificate or degree program while in their junior / senior year of high school. (A student need not complete this form if he/she is taking individual dual enrolled classes to fulfill a sequence or to take advantage of several courses to get a head start on college coursework.)

Attached to this form must be 1) An official high school transcript, 2) proof of English and math placement scores, and 3) the advising sheet for the NOVA program the student is pursuing. The advising sheet can be found at <http://www.nvcc.edu/depts/academic/proginfo.htm>

Please type or print all information.

Student Name: _____
Last First Middle

NOVA Student ID: _____ High School Grade Level: _____ Home/cell Phone#: _____

Personal Email Address: _____ VCCS Email Address: _____

Name of Certificate or Degree you plan to complete: _____

Dual enrollment students will be expected to engage in college-level course content and discussions appropriate for adult learners.

TO BE COMPLETED BY THE STUDENT:

Step 1: Please **complete all information** requested above.

Step 2: **Discuss your plan to dual enroll** with your parent or guardian and your high school counselor. Each must sign SECTION B of this form to demonstrate their approval. Your school counselor may also want to suggest which courses are desirable for you to take to earn both college and high school credit. Remember, two college semesters in one year equal one high school credit.

Step 3: **The signed forms are to be sent to the Office of Dual Enrollment for initial review** by the Director. (Office of Dual Enrollment, 3922 Pender Drive, Room 168, Fairfax VA 22030-0967.) The ODE will then forward the form to the appropriate campus counseling office. Before the student is placed into a program, this document must be signed by the Dean of Students / Designee. The signed document must then be scanned into the student record.

Step 4: Register for NOVA classes in person at the Student Services of the campus you plan to attend. For each class you plan to take on campus, you will need a separate signed recommendation form. If you are planning to take classes at your high school, check with your high school counselor to learn the process.

\$\$ As a dual enrollment student, you *will not be eligible* for student financial aid administered by the college. \$\$

*Students who complete a full two year transfer degree as a dual enrolled student **may not be eligible** for Guaranteed Admission Agreements. Please check with your college or university of choice to learn their policy.*

ALWAYS make copies of documents submitted to the college.

By signing below, I acknowledge that I understand NOVA policies and expectations of dual enrollment students, and I am voluntarily giving my parent/guardian and high school counselor access to my educational records.

Student Name (printed)

Signature

Date

NOVA Student ID

DID YOU REMEMBER? Be sure you attach:

- Official high school transcript (in an envelope sealed by your high school). Your advisor will note any AP, IB, or Cambridge classes in which you have a score high enough to grant NOVA credit for any courses relevant to your program and will advise you as to whether or not you should request such credit. If you and your advisor decide you should seek this credit, you will need to have an official transcript sent to the Student Services Center of the campus you attend and you will need to complete a form requesting that the AP/IB/Cambridge transcript be evaluated.
- Official proof of English and math placement: scores from the Virginia Placement Test, or PSAT, SAT or ACT scores.
- Advising sheet for the program you wish to complete

TO BE COMPLETED BY THE PARENT OR GUARDIAN AND HIGH SCHOOL COUNSELOR:

By signing below, I acknowledge that I understand NOVA policies and expectations of dual enrollment students and I support this student's plan to complete a degree or certificate through NOVA while still in high school.

 Parent/Guardian (print name and then add your signature)

Date

 High School Counselor

Date

 High School

City

State

Zip

TO BE COMPLETED BY NOVA DEAN OF STUDENTS:

I recommend that this student be permitted to enroll in the course(s) working towards the certificate or degree stated on page 1:

I do not approve this student's enrollment in the certificate or degree program because: _____

 Dean of Students

Date

With the signature of the dean, the Office of the Dean of Students will send a scanned set of documents to the Office of Dual Enrollment at dualenrollment@nvcc.edu.

Staff in Office of Dual Enrollment will image these completed documents and link them to the student's record.

Date Form Scanned: _____ Date Linked: _____ Initials: _____