



Reading Area Community College

EARLY ADMISSION TO RACC: DUAL ENROLLMENT COURSES AT THE HIGH SCHOOL

This quick guide explains how you register and pay for dual enrollment courses through Reading Area Community College. Firstly, you must declare your intention to earn RACC credit through the Dual Enrollment course(s) prior to the registration deadline. Secondly, high school students are not eligible for State and Federal financial aid. Thirdly, as a student enrolled in Dual Enrollment courses, you must follow the policies and regulations of the high school and Reading Area Community College.

Tuition and Fees for Academic Year 2016-17

Tuition: **\$99 per credit**. Fees are waived. 3-credit course costs \$297 and a 4-credit course costs \$396. Dual enrollment credits are ineligible for state and federal aid.

Step 1: Apply to the College, Complete FERPA, and Register for Dual Enrollment Courses

Complete the application form (free), registration form, and FERPA (Disclosure of Information) form and submit to your high school guidance office by the following dates:

Early Registration: May 5 - June 30, 2016

Fall Registration: August 29 - October 1, 2016

Spring Registration: If at your high school: January 2 - February 12, 2017

Sign all forms, which include the student, parent, and guidance counselor signatures where required.

Step 2: Pay for Dual Enrollment Courses

Expect an invoice addressed to the student from RACC's Record's Office. The invoice will arrive along with a course schedule to the student's home for fall courses, late September, and again for spring courses, late February. Payment is due:

Fall semester courses: November 1, 2016

Spring semester courses: April 1, 2017

Important: A student who registers for Fall and Spring semester courses will be billed for each semester separately. If the Fall semester invoice is not paid then a student's registration for Spring semester will not be processed and RACC credits will not be issued for either semester.

Withdrawal: If a student wishes to drop or withdraw from a course, s/he must notify the high school guidance counselor immediately. The counselor will then notify RACC's Records Office at dewithdrawal@racc.edu. The amount of the refund will be contingent on the withdrawal date and the reason for withdrawal.

Step 3: Request Transcripts in June of Graduating Year.

To request that an official college transcript be sent, the student must use the online request form located on the RACC website at <http://www.racc.edu/StudentLife/Services/Records/transcriptRequest.aspx>. **It is the student's responsibility to verify the transfer credit policy at the college that they wish to attend to find out how dual enrollment credits will be accepted.**

RACC Contacts

Jamica Andrews, Early College Enrollment Services Coordinator, ph: 610.372.4721 ext. 5286, jandrews@racc.edu

Jodi Corbett, RACC Liaison (general information about the program), ph: 610-607-6219, jcorbett@racc.edu

Patti Mellor, Records Office (schedule changes and transcript questions), ph: 610.372.4721 ext. 5469, pmellor@racc.edu

Cashier's Office (billing, account information and payment), ph: 610-607-6235 or 1-800-626-1665, ext. 6235



READING AREA COMMUNITY COLLEGE

Dual Enrollment Courses

Wilson High School – 2016-2017

Wilson Course NAME	RACC COURSE NAME	# of Credits	RACC Section #
Honors Accounting II	ACC 105 Financial Accounting – Kathy Focht	3	ACC 105-1502
Drawing I (Fall semester)	ART 111 Drawing I—Elizabeth McKemy	3	ART 111-1504
Painting II (Spring semester)	ART 121 Painting—Elizabeth McKemy	3	ART 121-1501
Honors Pre-calculus	MAT 180 Pre-calculus—Adam Filer	3	MAT 180-1501
Honors Pre-calculus	MAT 180 Pre-calculus—Adam Filer	3	MAT 180-1502
Spanish III	SPA 201 Spanish III— Ramón Marquez	3	SPA 201-1502
Spanish III	SPA 201 Spanish III—Megan Oxenreider	3	SPA 201-1503
Spanish III	SPA 201 Spanish III—Matt Robinson	3	SPA 201-1504
Spanish IV	SPA 202 Spanish IV—Donna Orchowski	3	SPA 202-1501

In addition to Dual Enrollment at Wilson High School, RACC offers online courses and on-campus courses through its early admissions program. Whether looking for courses for summer or for a course during the spring of your senior year, you could conveniently earn additional college credits before graduating high school by taking one (or more) of RACC's 74 online courses. RACC also has five associate degrees offered completely online: Accounting, Business, General Studies, Psychology, or Social Work.

*See reverse side for possible guided pathways for
Associate and Bachelor's Degree programs*

GUIDED PATHWAY PROGRAMS (Dual Enrollment to Associate to Bachelor's)

BUSINESS	SOCIAL AND HUMAN SERVICES	STEM	HEALTH PROFESSIONS	ARTS AND COMMUNICATION
Accounting	Addictions Studies/Human Services	Engineering	Health Sciences	Art
Administrative Office Specialist	Criminal Justice	Machine Tool Technology	Med. Laboratory Technician	Communications
Business Management	Early Childhood Teaching	Mechatronics	Nursing (RN)	Creative Writing
Electronic Health Records	Elementary Education	Nanoscience	Occupational Therapy Assistant	Liberal Arts
Med. Coding and Billing	Secondary Education	Science	Physical Therapy Assistant	
Web Design	Psychology		Respiratory Care	
	Social Work			

Prerequisites and Program Courses Available at High School

Recommendation for Dual Enrollment Course Selection for Associate and/or Bachelor degree programs.	Total # Credits	Wilson Courses (RACC Section)
MATH		
Take at least one math course. MAT 180 is a general education math course that prepares students for engineering pathways, particularly applied engineering, such as RACC's Mechatronics and Machine Tool Technology programs.	3	Honors Pre-calculus (MAT 180)
COMMUNICATION, ARTS, AND HUMANITIES		
Take two courses for humanities. Take ART 111 and ART 121 for Art majors. Painting and Drawing I may also fulfill humanities requirements.	6	Drawing I (ART 111) Painting II (ART 121)
Spanish III and Spanish IV may fulfill humanities requirements, may fulfill foreign language requirements (Bachelor of Arts programs), or may fulfill general education elective credit.	6	Spanish III (SPA 201) Spanish IV (SPA 202)
BUSINESS		
Take ACC 105 (Pre-requisite Accounting I) to fulfill requirement for Accounting and Business Management programs.	3	Honors Accounting II (ACC 105)

Some of RACC's Partnership Colleges and Universities for completing a guided pathway for your Bachelor's Degree Program



*Reading Area Community College Enrollment Services Coordinator Jamica Andrews
can help you plan a pathway. Call 610-372-4721, Ext. 5286*



Reading Area Community College
APPLICATION FOR ADMISSION

www.racc.edu

For internal use only
RACC ID #: _____

ALL INFORMATION IS REQUIRED UNLESS OTHERWISE STATED.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
PLEASE PRINT LEGIBLY and use blue or black ink.

FULL LEGAL NAME:

First Name

Middle Name (☐ No Middle Name)

Last/Family Name

Previous Names (if any):

First Name

Middle Name (☐ No Middle Name)

Last/Family Name

Social Security Number: _____ - _____ - _____ ☐ I do not have a Social Security Number

The College uses your Social Security Number to maintain accurate academic and financial records and to file certain information returns required by the Internal Revenue Service. The College will not disclose your Social Security Number for any purpose not required by law without your consent.

DATE OF BIRTH: ____ / ____ / ____
MM DD YYYY

SCHOOL DISTRICT IN WHICH YOU LIVE: _____

PERMANENT ADDRESS:

Street address

Apt. #

City

State

Zip

Email

@

PHONE NUMBERS: ()

Home

()

Work

()

Cell

EMERGENCY CONTACT INFORMATION:

In case of emergency, contact:

Name

Phone: ()

Daytime

()

Evening

CITIZENSHIP STATUS:

Country of Birth: _____

Are you a United States citizen? ☐ Yes

☐ No

a) I am currently in the US on a visa. Visa Type: _____

b) I am a permanent US resident. Alien Registration Number: _____

You are required to provide a copy of your Permanent Resident Card to the Records Office. Failure to do so will result in a higher tuition rate.

c) I have been approved for deferred action under the Executive Order for Consideration of Deferred Action for Childhood Arrivals. **You are required to present your letter of approval to the Records Office. Failure to do so will result in a higher tuition rate.**

d) I am not on a visa or approved for deferred action. **Non-permanent residents without visas or deferred action will be charged the International student tuition rate.**

INTERNATIONAL STUDENTS ONLY: complete this section if you are requesting permission to study in the United States at Reading Area Community College on a student VISA (I-20).

☐ I am requesting an I-20 Student VISA

I am a citizen of _____. My country of birth is _____

All requests are subject to approval. Please see the International Student Admission guidelines at www.racc.edu

MILITARY STATUS:

Have you served in the US Armed Forces or National Guard? ☐ Never Served ☐ Active Duty ☐ Inactive Duty ☐ Veteran

FINANCIAL AID INFORMATION:

I plan on applying for financial Aid. ☐ Yes ☐ No

Visit www.FAFSA.gov to apply for Financial Aid.

The following information will be used solely for reporting purposes. This information will not be used for admission purposes.

GENDER: ☐ Male ☐ Female

IS ENGLISH YOUR FIRST LANGUAGE? ☐ Yes ☐ No

ETHNICITY: (check one) ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino

RACE: (check one or more)

☐ American Indian/Alaska Native

☐ Asian

☐ Black/African American

☐ Native Hawaiian/Other Pacific Islander

☐ White

WHAT IS YOUR FATHER'S HIGHEST LEVEL OF EDUCATION? ☐ Some High School ☐ High School ☐ Some College ☐ College Graduate

WHAT IS YOUR MOTHER'S HIGHEST LEVEL OF EDUCATION? ☐ Some High School ☐ High School ☐ Some College ☐ College Graduate

ADMISSIONS INFORMATION:

When do you intend to enroll? ☐ FALL (Aug.-Dec.)

☐ SPRING (Jan.- May)

☐ SUMMER (June-Aug.)

YEAR: _____

ADMIT STATUS: (select New or Returning and one student type option under your selection)

☐ **NEW: I HAVE NEVER TAKEN COLLEGE CREDIT CLASSES AT RACC.**

☐ **Early Admission**

I am high school student requesting permission to enroll at RACC prior to high school graduation.

☐ **Degree Seeking First Time College Student**

I have not taken college courses since graduating high school or completing my GED and I am enrolling at RACC to earn an Associate's Degree or Certificate.

☐ **Degree Seeking Transfer Student**

I have taken courses at a college other than RACC since graduating high school or completing my GED and I am enrolling at RACC to earn an Associate's Degree or Certificate.

☐ **Transient/Guest**

I am a current student at another college/university requesting permission to enroll at RACC to earn credit towards my degree.

☐ **Non-Degree Seeking First Time College Student**

I have not taken college courses since graduating from high school or completing my GED and I am enrolling at RACC to take courses for a reason other than earning an Associate's Degree or Certificate. **(Not eligible for Financial Aid)**

☐ **Non-Degree Seeking Transfer Student**

I have taken courses at a college other than RACC since graduating from high school or completing my GED and I am enrolling at RACC to take courses for a reason other than earning an Associate's Degree or Certificate. **(Not eligible for Financial Aid)**

☐ **RETURNING: I HAVE TAKEN COLLEGE CREDIT COURSES AT RACC BEFORE.**

☐ **Early Admission**

I am high school student requesting permission to enroll at RACC prior to high school graduation.

☐ **Degree Seeking First Time College Student**

I did not take college courses between graduating high school or completing my GED and the first time I attended RACC. I am enrolling at RACC to earn an Associate's Degree or Certificate.

☐ **Degree Seeking Transfer Student**

I have taken courses at a college other than RACC and I am enrolling at RACC to earn an Associate's Degree or Certificate.

☐ **Transient/Guest**

I am a current student at another college/university requesting permission to enroll at RACC to earn credit towards my degree.

☐ **Non-Degree Seeking First Time College Student**

I have not taken college courses since graduating from high school or completing my GED and I am enrolling at RACC to take courses for a reason other than earning an Associate's Degree or Certificate. **(Not eligible for Financial Aid)**

☐ **Non-Degree Seeking Transfer Student**

I have taken courses at a college other than RACC since graduating from high school or completing my GED and I am enrolling at RACC to take courses for a reason other than earning an Associate's Degree or Certificate. **(Not eligible for Financial Aid)**

INTENDED AREA OF STUDY: _____ A list of available majors is online at <http://www.racc.edu/Academics/programs/>

EDUCATIONAL BACKGROUND: (check one)

☐ **Current high school student:**

Expected graduation year _____ Attendance start year _____ Attendance end year _____ High School name _____ City _____ State _____

☐ **High school graduate:**

Graduation year _____ Attendance start year _____ Attendance end year _____ High School name _____ City _____ State _____

☐ **GED graduate:**

Graduation year _____ Attendance start year _____ Attendance end year _____

☐ **I do not have a high school diploma or GED.**

PREVIOUS INSTITUTIONS ATTENDED: (If you have attended any college/university or trade/technical school **after** high school you must complete this section)

	Name of School	City	State	Attendance (MM/YY-MM/YY)	Total Credits earned
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

The following information is for statistical data only. It will not be used to determine acceptance and is not required.

What led you to apply to RACC?

☐ Academic Programs ☐ Open House ☐ Campus Visit/Tour ☐ College Fair ☐ Friend/Relative
☐ Affordability ☐ RACC Alumni ☐ Current RACC Student ☐ RACC Faculty/Staff ☐ Guidance Counselor
☐ Billboard ☐ Website ☐ Newspaper/Magazine Ad ☐ Radio Ad ☐ RACC Admissions Representative

Do you intend to take most of your classes online? ☐ Yes ☐ No

I understand that withholding information requested on this application or giving false information makes me ineligible for admission to the College. I certify that to the best of my knowledge all statements are true and correct. I understand that discovery of false information is grounds for immediate dismissal and forfeiture of all financial payments and academic credits (NORTH v. WEST VIRGINIA BOARD OF REGENTS and MERROW V. GOLDBERG). I also agree to abide by the rules and regulations of Reading Area Community College.

Signature _____

Date _____

Reading Area Community College, an equal opportunity college, does not discriminate against persons in employment, educational programs or activities, vocational programs or awarding of contracts based on race, gender, religion, national origin, age, color, sexual orientation, veteran status or disability. The Board of Trustees policy # 840, Affirmative Action and Nondiscrimination, extends to all other legally protected classifications and is published in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Affirmative Action inquiries should be directed to The Affirmative Action Officer, Reading Area Community College, PO Box 1706, Reading PA 19603. Public Law 101-542, The Right-to-Know Act, requires all colleges and universities to make available their graduation/transfer rates. This information for Reading Area Community College can be obtained from the Records Office, Room 107 Berks Hall. All colleges and universities, in compliance with the Pennsylvania College and University Security and Information Act of 1988, are required to provide information regarding safety and security procedures and statistics on campus. A copy of this Report is available from the VP for Enrollment Services, Room 126 Berks Hall. All enrolled students will automatically receive this information.

Warranty disclaimer. The College and its affiliates hereby disclaim all warranties, whether express, implied or statutory, including, without limitation, any implied warranty of merchantability or fitness for a particular purpose employability, future employment, licensure, certification or availability of courses, program, instructors or curriculum.

READING AREA COMMUNITY COLLEGE DISCLOSURE OF INFORMATION (FERPA)

(Please use blue or black ink pen ONLY)

Disclosure of Information from Education Records to Parents of Students Attending Reading Area Community College

What are parents' rights and students' rights under FERPA?

At the K-12 school level, FERPA provides parents with the right to inspect and review their children's education records, the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and the right to consent to the disclosure of personally identifiable information from their children's education records. When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student's parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents' rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parents.

Can a school disclose information to parents in a health or safety emergency?

FERPA permits schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Can parents be informed about a students' violation of alcohol and controlled substance rules?

Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possessions of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?

Additionally, under FERPA, schools may disclose information from "law enforcement unit records" to anyone – including parents or federal, state or local law enforcement authorities – without the consent of the eligible student. Many colleges and universities have their own campus security units. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

Can school officials share their observations of students with parents?

Nothing in FERPA prohibits a school official from sharing with parents information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.

**READING AREA COMMUNITY COLLEGE
DISCLOSURE OF INFORMATION (FERPA)**
(Please use blue or black ink pen ONLY)

Can a student allow additional disclosure with parents?

FERPA prohibits an additional disclosure unless the student provides consent prior to the additional disclosure and the student must state the purpose of the disclosure.

☐ I certify that I have read and understand my rights under FERPA.

PERMISSION FOR RELEASE OF STUDENT INFORMATION

By completing the information below, you, the student, agree that RACC staff members can share information of all past and current college information with your school and with your parents and/or guardians.

Social Security Number

Student ID Number

Date

PRINT: Last Name

First Name

M.I.

Print the name and address of your school:

School Name

Street Address

City

State

Zip

By signing this form I understand that disclosure is not immediate and that RACC staff members must secure this document before any information is released to my parents.

This form must be completed and signed by student.

Student Signature

Date

Staff Signature

Date



READING AREA COMMUNITY COLLEGE REGISTRATION FOR DUAL ENROLLMENT

(PLEASE USE BLUE OR BLACK INK PEN ONLY)

PRINT: Last Name

First Name

MI

Date of Birth

Social Security Number

Home Phone Number

Email

CHECK YOUR HIGH SCHOOL BELOW:

Amount due is determined
by multiplying the prevailing
tuition rate by the total number
of credits.

- | | | |
|---|--|---|
| ☐ Antietam | ☐ Hamburg | ☐ Wilson |
| ☐ Boyertown Area | ☐ Kutztown | ☐ Wyomissing Area |
| ☐ Brandywine Heights | ☐ Muhlenberg | ☐ Blue Mtn. Academy |
| ☐ Conrad Weiser | ☐ Oley Valley | ☐ BCTC East |
| ☐ Daniel Boone | ☐ Reading | ☐ BCTC West |
| ☐ Exeter | ☐ Schuylkill Valley | ☐ RMCTC |
| ☐ Fleetwood | ☐ Tulpehocken | ☐ High School not listed
above: _____ |
| ☐ Governor Mifflin | ☐ Twin Valley | |

FALL 20 ____

SPRING 20 ____

COURSE #

CREDITS

COURSE #

CREDITS

_____ - _____ - 1 5 _____

_____ - _____ - 3 5 _____

_____ - _____ - 1 5 _____

_____ - _____ - 3 5 _____

_____ - _____ - 1 5 _____

_____ - _____ - 3 5 _____

_____ - _____ - 1 5 _____

_____ - _____ - 3 5 _____

TOTAL CREDITS _____

TOTAL CREDITS _____

NOTICE OF FINANCIAL RESPONSIBILITY

- ① I have reviewed the prerequisites for the above listed courses in the appropriate college catalog and, therefore, assume all responsibility for my course selection.
- ② Any changes in this registration form must be made official by completing a change of schedule or withdrawal form.
- ③ Furthermore, I understand that, in accordance with policies of the Board of Trustees, I may be administratively withdrawn from the college and/or forego such benefits as transcripts and diplomas if tuition charges, fees and any other financial obligations are not fulfilled in an agreed upon manner. I acknowledge my financial responsibility and agree to pay all costs and charges necessary for the collection of any amount not paid when due. I also agree to pay all attorney's fees and/or legal fees and court costs.

STUDENT SIGNATURE: _____ DATE: _____

I, Parent/Guardian, agree to the Financial Responsibility clause if my child is under 18 years of age.

PARENT/GUARDIAN'S SIGNATURE: _____ DATE: _____

HS COUNSELOR'S SIGNATURE: _____ DATE: _____

Received by RACC Admissions ____ / ____ / ____ by _____

Received by RACC Records ____ / ____ / ____ by _____

RACC ID NUMBER _____

White & Yellow Copy - RACC / Pink Copy - Student

GAP 03/15