



Dual Enrollment, P.O. Box 668, Moorhead, MS 38761
 Phone: 662.246.6399 ♦ Fax: 662.246.6363

♦ Email: decoordinator@msdelta.edu, Academic Coordinator; hlang@msdelta.edu, CTE Coordinator

Dual Enrollment Counselor Verification Form

Fall _____ JR _____ Soph (CTE only) _____ New Dual Enrollment Student _____
 Spring _____ SR _____ Other _____ Returning Dual Enrollment _____
 High School: _____ GPA: _____
 Student's Name: _____ DOB: ____-____-____
 Student Street Address: _____ City: _____ State: _____ Zip: _____
 MDCC Student ID: _____ SSN: ____-____-____ Carnegie Units: _____ ACT Composite: _____
 Student Email Address: _____ Phone Number: _____

CRITERIA FOR DUAL ENROLLMENT

Academic Classes	CTE Classes
1. Be classified as a junior or higher; 2. Minimum grade point average of 3.0 on a 4.0 scale 3. Recommendation by the high school principal and/or guidance counselor 4. ACT sub-score of 17 in English to qualify for English Comp I (ENG 1113) 5. ACT sub-score of 19 in Mathematics to qualify for College Algebra (MAT 1313)	1. Minimum grade point average of 2.0 on a 4.0 scale 2. Student must be a sophomore, junior or senior 3. Recommendation by the high school principal and/or guidance counselor NOTE: Students must meet these requirements for EACH year in which they are enrolled for dual enrollment whether Academic or CTE and if in Middle College, students must maintain a 2.0 MDCC GPA or higher.

*****High School counselors MUST send an official transcript, which includes a graduation date, to MDCC to release the college transcript.**

COURSE INFORMATION

COURSE AND SECTION	COURSE TITLE	CREDIT HOURS	LOCATION	INSTRUCTOR
EXA 1234-12	Example	3	Your School or Online	Name

*** Students can take up to 7 hours per semester including Academic and CTE courses combined.**

THE FOLLOWING DOCUMENTS ARE REQUIRED FOR ADMISSION AND MUST BE SUBMITTED FOR THE STUDENT TO BE ENROLLED:

1. An official high school transcript (GPA calculated and initialed if not provided)
2. A completed Dual Enrollment Verification Form
3. A completed Application for Admission
4. ACT scores if a student has requested College Algebra or English Comp.
5. FERPA Form

Certification Statement by School: By my signature, I certify that the student named on this document meets the eligibility criteria for dual enrollment at MDCC. I understand that it is the responsibility of the high school to award appropriate Carnegie units toward graduation and to submit a completed high school transcript, which includes a graduation date, to MDCC in order for MDCC to release the college transcript. This letter is submitted to fulfill the written recommendation requirement.

 Printed Name of High School Counselor or other Authorized Personnel

 Title

 Signature of High School Counselor or other Authorized Personnel

 Date

Submit completed applications to: MDCC Dual Enrollment Coordinator, P.O. Box 668, Moorhead, MS 38761.

Notice of Non-discrimination Statement

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.



P.O. Box 668
Moorhead, MS 38761
(662) 246-6306

Approval – Parent or Guardian

- I certify that I am the parent or guardian of the student listed on this form, and that he/she has my permission to enroll in the Dual Enrollment Program at Mississippi Delta Community College.
- I am aware that an authorized representative of this student’s school/district **must** submit the Counselor Verification form to ensure that the student meets eligibility requirements for dual enrollment.
- I am aware that an authorized representative of this student’s school/district **must** submit the Statement of Financial Responsibility stating what dual enrollment/state testing fees that they will pay for.
 - I am aware that if the school/district is **not** responsible for paying dual enrollment/state testing fees, schools **must** notify parents(s)/guardian(s) of their responsibility to pay all costs.
 - I certify that if the school/district is not responsible for paying dual enrollment/state testing fees, **that I have been notified of my responsibility to pay all costs.**
- I also understand that FERPA regulations apply and my child must submit an Authorization to Disclose Academic Information to Parents form through the Admissions Office in order for me to access his/her educational records.

Printed Name - Parent or Guardian

Signature – Parent or Guardian

Date

Parent Email Address

Authorization to Disclose Academic Information To Parents

The Family Education Rights and Privacy Act (FERPA) regulations were revised and republished on November 21, 1996. FERPA set out requirements designed to afford parents and students rights with respect to student educational records. In addition, it puts limits on what information Mississippi Delta Community College can disclose without having received prior consent.

In accordance with the Family Rights and Privacy Act, the undersigned student hereby permits Mississippi Delta Community College to disclose information to his/her parent(s)/legal guardian(s) as listed on this request to enable them to follow the student’s progress. This consent shall be valid throughout the student’s enrollment, but may be modified or rescinded in writing by the student. Any interruption in the student’s enrollment (withdrawal or termination) will void this authorization; however, a new waiver form may be completed by the student should he/she reenroll. Information provided to parent(s)/legal guardian(s) is for their use only and should not be disclosed to third parties without the student’s authorization.

Note: Parent or legal guardians of dependent students may, at the college’s discretion, receive information concerning the student’s enrollment without a student waiver being required. As defined by FERPA, a student is considered dependent if the parent(s)/legal guardian(s) can claim the student as a dependent for income tax purposes.

In accordance with FERPA, Mississippi Delta Community College will disclose to parents information from the educational records of a student provided Mississippi Delta Community College has the written consent of the student. Please sign below and return to the Office of the Admissions and Records if you consent for the College to release to your parents your educational records.

SSN/ID Number _____ Printed Name _____

Student signature _____ Date _____

PLEASE PRINT: Parent/Legal Guardian Name(s) _____

Address _____

City _____ State _____ Zip code _____

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Mississippi Delta Community College Middle College Program Statement of Financial Responsibility

High School Principals/Counselors, if your school or district is responsible for paying MDCC Middle College fees, inclusive access required course material fees, books, or State Testing tuition/fees, please provide the following information:

Name of High School/School District: _____

Billing Contact Name/Title: _____

Address: _____
(Street) (City, State, Zip)

Phone: _____ Fax: _____ Email: _____

Name and Signature of School/District Administrator who has the authority to agree to pay for MDCC Middle College program fees:

(Print Name/Title)

(Signature)

(Date)

Please mark all items that your school/district is responsible for paying:

_____ Full-time Tuition Fees
(\$1725 for 12-21 hours)

_____ State Testing Course Tuition/Fees
(\$480 per 3-hour course)

_____ Books
(Costs vary)

_____ Inclusive Access Required Course Material Fees
(Costs vary)

NOTE: If the school/district is not responsible for paying tuition/state testing fees/books/Inclusive Access fees, schools must notify parents of their responsibility to pay all costs. Middle college, dual enrolled, and state testing students must complete the registration process by the last day to register for Fall (August 15, 2023) and Spring (January 9, 2024) semesters so invoices can be prepared and sent to all high schools/students in a timely manner. All accounts must be paid in full by the Fall deadline of October 16th and the Spring deadline of March 14th or holds will be applied to all unpaid student accounts. Students with holds, will not be able to receive grades, transcripts, or register for additional classes until their accounts are paid in full. **If a student withdraws from a class after the first two weeks, full payment for the course is still expected.**

I have been notified by my student's school district that I will be responsible for any fees, books, etc. I understand all conditions above and that payment will be my responsibility.

(Print Parent Name)

(Parent Signature)

(Date)

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