

High School Dual Enrollment Signature Sheet

Winter / Spring / Summer / Fall -- 23 / 24 / 25

APPROVED _____
SAADCRV _____
SOATEST _____
SGASADD _____
SOAHOLD _____

BPCC Student ID: _____

Print full Legal Name:

Last Name		First Name		Middle	
High School		Date of Birth		Graduation Year	

Step 1. Apply Online: <https://apply.lctcs.edu/Home/Undergraduate?college=BPCC>

Step 2. Schedule a Registration Appointment:

<https://outlook.office365.com/owa/calendar/DualEnrollmentRegistrationAppointment@student.bpcc.edu/bookings/>

Do not schedule an appointment if.....

1. You are taking courses on the high school campus. **OR**
2. If an appropriate course has been selected and reviewed by your high school representative. The course information **must** be included in Step 4. We'll contact you if a course is no longer available.

Step 3. Read, Sign and Return form to High School Dual Enrollment Official

- I certify that all information I have provided in this application is correct and that I will comply with all BPCC requirements.
- I understand that, if necessary, I must file separately with BPCC's Office of Disabilities for special accommodations, which is a separate and distinct process from that which is performed at the high school.
- I understand that the college courses and high school and college grades earned in those courses in which I enroll through the BPCC Dual Enrollment program will be on my permanent high school and college academic records.
- I understand that I have 45 days from the last day of class in order to contest a final grade and file an academic appeal.
- I do hereby authorize the Board of Regents and the Office of Student Financial Aid access to my high school and college academic records.
- I acknowledge and understand that I am enrolling in course(s) and it is **my responsibility to OFFICIALLY WITHDRAW or DROP from a class that I decide not to complete by BPCC's published deadline**. I understand that withdrawing or not completing my courses(s), may affect future financial aid that I may be eligible to receive after graduation from high school.
- I agree to the exchange of academic, financial, & disciplinary information among the student's high school, BPCC, LaDOE, LOFSA & parent guardian. I further acknowledge, as a BPCC student, I will adhere to the policies and procedures of the BPCC Student Handbook, including the Student Code of Conduct.
- By signing this form, I acknowledge that I understand that BPCC students become obligated to pay all tuition, fee, and associated charges at the time of registration. I also understand that Bossier Parish Community College expects students to meet their financial obligations in a timely manner and to understand that failure to do so will result in further action to collect the balance due. This may include the transfer of the balance due to the State of Louisiana Office of the Attorney General for collection. An individual with a transferred account is responsible for all collection charges including, but not limited to, attorney and court costs.
- I further acknowledge that it is a student's responsibility to understand all College policies and procedures related to managing their registration and student account. Those include the College's Add/Drop, Withdrawal, and Refund Policies.

Student Signature	Date	Parent/Guardian Signature	Date
Principal/Designee Signature	Date	Principal/Designee – Contact Number	

Step 4 on next page

Step 4. To be Completed by High School Official

College Level Courses on the Louisiana Board of Regents Articulation Matrix				
NEW Student Criteria <ul style="list-style-type: none"> High school GPA 2.5 AND Subject-specific minimum scores OR Counselor Recommendation Documents to submit: <ul style="list-style-type: none"> Signature Sheet Current high school transcript Immunization Record or Waiver (if not signed while completing the Admission Application) ACT (or other qualifying scores) OR Counselor Recommendation If TOPS Tech Early Start funding will be utilized the following additional documents are required. <ul style="list-style-type: none"> TTES Application ACT Scores 				
RETURNING Student Criteria <ul style="list-style-type: none"> College GPA 2.5 Documents to submit: <ul style="list-style-type: none"> Signature Sheet Current high school transcript If TOPS Tech Early Start funding will be utilized the following additional documents are required. <ul style="list-style-type: none"> TTES Application ACT Scores 				
Course Number (ART 206-901)	College Course Title (Introduction to Visual Arts)	CRN or Days/Time	Location (High School, Online, or BPCC Campus)	Funding Source REQUIRED (Student, TTES, SCA, etc.)

Technical Courses <u>NOT</u> on the Louisiana Board of Regents Articulation Matrix				
NEW Student Criteria <ul style="list-style-type: none"> High school GPA 2.0 OR Counselor Recommendation based on relevant high school performance Documents to submit: <ul style="list-style-type: none"> Signature Sheet Current high school transcript Immunization Record or Waiver (if not signed while completing the Admission Application) If TOPS Tech Early Start funding will be utilized the following additional documents are required. <ul style="list-style-type: none"> TTES Application ACT Scores 				
RETURNING Student Criteria <ul style="list-style-type: none"> College GPA 2.0 Documents to submit: <ul style="list-style-type: none"> Signature Sheet Current high school transcript If TOPS Tech Early Start funding will be utilized the following additional documents are required. <ul style="list-style-type: none"> TTES Application ACT Scores 				
Course Number (ART 206-901)	College Course Title (Introduction to Visual Arts)	CRN or Days/Time	Location (High School, Online, or BPCC Campus)	Funding Source REQUIRED (Student, TTES, SCA, etc.)