

Contract for Dual Credit Courses

TRUCKEE MEADOWS COMMUNITY COLLEGE UNIVERSITY OF NEVADA, RENO
 WESTEN NEVADA COLLEGE and WASHOE COUNTY SCHOOL DISTRICT

TERM FALL SPRING SUMMER YEAR _____

Student's Name _____
Last First Middle

Student's Email _____

Student's Phone Number _____ Student's ID _____

Class Registered for: _____

Parent's Name _____

Parent's Email _____

Parent's Phone Number _____

Please have STUDENT & PARENT initial each item, sign, and return to the IHS Counseling Office

- All dual credit permission forms for off campus institutions (TMCC-Jump Start, SNC, UNR, etc.) must be signed by the IHS Counselor and administration *prior* to enrolling in a class. Permission Forms are available in the IHS Counseling Office. _____

Student Initials Parent Initials

- I must obtain 9th grade status by the beginning of the school year. Dual Credit courses are available through school students (9-12). _____

Student Initials Parent Initials

- Classes must be registered for and completed by the end of the colleges' prescribed deadlines. _____

Student Initials Parent Initials

- I am responsible for providing my own transportation to and from the Dual Credit class if they are not online. _____

Student Initials Parent Initials

- I must pay the costs of college enrollment for the class, including any application fees, class fees, and textbook costs. _____

Student Initials Parent Initials

- I am considered an admitted student and as such, all policies and procedures as outlined in the college course catalog apply.

Student Initials Parent Initials

- Grades earned in Dual Credit courses will be averaged into my semester GPA.

Student Initials Parent Initials

- All requests to drop a class from a course load can only be completed upon proof of registration from the college and a copy is remitted to the IHS counselor. This can be done by email or in a printed document.

Student Initials Parent Initials

- It is the parent’s responsibility to monitor progress and request a transcript from the colleges to be mailed to the IHS Registrar **Hand carried transcripts must be delivered in an **unopened envelope**.*

Student Initials Parent Initials

- Parents should request the official transcript from the institution and submit the transcript to the IHS registrar *before* the end of the three weeks after the IHS semester. Requests for transcripts should be done through <https://tsorder.studentclearinghouse.org/school/select>

Student Initials Parent Initials

- An “NM” (Not Met) is placed on the transcript if reports of the final grade are not made available to the registrar by the third week of the semester.

Student Initials Parent Initials

- Seniors completing classes in their final semester must have the transcript submitted to the registrar by **May 30th** of their graduation year.

Student Initials Parent Initials

- I must have approval from the persons listed below:

Student’s Signature (Signature indicated understanding of above requirements and obligations.) **Date**

Parent’s Signature (Signature indicated understanding of above requirements and obligations.) **Date**

Counselor’s Signature (Signature indicates counselor has reviewed the Dual Credit Program with the student, including requirements, obligations, and restrictions and has verified the student’s eligibility to enroll.) **Date**