



PIERPONT DUAL CREDIT

FALL 2020 REGISTRATION INFORMATION

Following principal approval to take the Pierpont Community and Technical College Dual Credit courses online.

Step 1:

Students must complete the online admission application. This application runs through CFWV, so you will need to use your existing CFWV account or create one prior to completing the admission application. The Pierpont C&TC Dual Credit Online Admission Application is located at https://secure.cfwv.com/applications/Pierpont_CTC/apply.html . Alternatively, you can go to <https://www.pierpont.edu> and click on "Apply Now".

Step 2:

Students must complete the [Pierpont C&TC Dual Enrollment Add/Drop Request Form](#) to designate which classes they would like to take. See attached. Please leave the "CRN" and "Instructor" columns blank. **Your class choices are: Written English - ENGL 1104, American Government - POL 1101, Intro to Psychology - PSYG 1101, Medical Terminology - HLCA 1100.**

Completed forms need to be sent directly to Katie Beck, kbeck1@pierpont.edu .

Step 3:

Students must submit a \$75 payment to Harrison County Schools. Credit card/Debit Card/eCheck payments can currently be made through the School Cash Online account at hcschools.schoolcashonline.com. \$75 Checks, made payable to Harrison County Schools, or cash will also be accepted on August 3rd and 4th at the HCBOE main board room.

IF STUDENTS SUCCESSFULLY COMPLETE ALL 3 STEPS ABOVE, THEY WILL NOT BE REQUIRED TO COME TO THE HCBOE MAIN BOARD ROOM ON AUGUST 3RD OR AUGUST 4TH.

**Pierpont Community and Technical College
Dual Enrollment Add/Drop Request Form**

Student Name: _____ **Year in School:** _____

Did you complete the online application? If no, please complete either the online application and this form or the paper application.

R Number (or date of birth): _____

High School: _____ **County:** _____

Term (circle): FALL SUMMER SPRING **Year:** _____

Type of Credit:

Dual Credit (high school & college credit) *high schools may receive the midterm and final grades

College Credit while in high school (not receiving high school credit)

Early College Academy (ECA) credit

Payment Responsibility Student High School/Board of Education

Please make the following change(s) to the Student's Schedule

| Class | CRN | Instructor | Add | Drop |
|-------|-----|------------|-----|------|
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I certify that all statements on this application are complete and true. I understand that any false information may be grounds for denial of admission or for dismissal. In addition, I understand that any future unpaid account balance for tuition and fees or other balances will be turned over to a collection agency after 60 (sixty) days of delinquency. As a student, I understand that I am responsible for college course(s) selections. I understand that tuition fees for these college course(s) will be charged to my college account. I understand that by taking these college course(s), I will begin my college transcript. I understand that if I must withdraw from any of the above listed college course(s), I must complete the process correctly and that failure to withdraw will result in an FIW (F as a result of failure to withdraw) on my college transcript.

Student Signature: _____ **Date:** _____

As a parent/guardian, by signing below, I am fully aware that my son/daughter is enrolling in college credit course(s). I understand that tuition fees for these college course(s) will be charged to my son/daughter's college account. I understand that by taking these college course(s) my son/daughter will begin their college transcript. I understand that if my son/daughter must withdraw from any of the above listed college course(s) and the withdrawal process is done incorrectly, it will result in an FIW (F as a result of failure to withdraw) on their college transcript.

Parent/Guardian Signature: _____ **Date:** _____

I have reviewed and approve the type of credit, payment responsibility and courses for the student to enroll.

School Official: _____ **Date:** _____

The school official should be the Principal or Designee.