

EDUCATION THROUGH EXPLORATION

IMPORTANT PARENT & STUDENT MESSAGE!

In order to ensure the most successful and positive Dual Credit experience for you, it is important that you read and understand all information and policies included in this packet. Please familiarize yourself with all pertinent dates, deadlines, and policies.

DID YOU KNOW?

High school students can take courses on the CWI campus or online for \$75 per credit. *Other course fees may apply and vary by course and delivery method.



Students attending public school in Idaho may be eligible for \$4,625 to use toward overload courses, dual credits, college credit-bearing examinations, and professional certification examinations (Idaho Code 33-4602).

Students should meet with their guidance counselor to develop a 4, 5, or 6 year learning plan that will help them maximize the benefits of this program according to the student's college and career interests. Intentional selection of coursework is a critical element of these programs.

All courses paid for by Advanced Opportunities must be transcribed on the student's public high school transcript. Students are allocated a total of \$4,625 to use in grades 7-12. Funds can be used toward:

- **Overload Courses** – high school credits taken in excess of the full credit load offered by the public high school, up to \$225 per course. Definitions of full credit load may vary between schools.
- **Dual Credits** – a maximum of \$75 per credit
- **Examinations** – Advanced Placement, International Baccalaureate, College Level Examination Program, Career Technical

For more information on Advanced Opportunities funding, please discuss this with your high school and/or visit Advanced Opportunities (advancedops.sde.idaho.gov).

GENERAL INFORMATION AND POLICIES

Student Eligibility

Eligible students must have reached a high school standing. Students are permitted to register for any CWI class (on campus or online), as long as the student meets the prerequisites outlined in the College's Academic Catalog (catalog.cwi.edu) and receives permission from their high school and parent/guardian. Students who are 15 years old or younger must complete the Sophomore by Exception Form (included in this packet) or contact the CWI Dual Credit office.

Classes Offered

Students may take classes at their high school, on the CWI campus, or online. Classes offered at high schools will vary by school and are registered online through the Dual Enroll portal. Students should contact their high school for a complete list of offerings. Most CWI classes, online or at any of our campus locations, are available to dual credit students. All class prerequisites still apply for dual credit students.

Placement Testing for Dual Credit Courses

Placement test scores are used to ensure students register into appropriate coursework. If you do not have previous college coursework in math and English, you will need to take the Math Diagnostic and English Write Class Assessments before you can register for any math or English class on campus or online. For math, ACT/SAT scores may supplement the Math Diagnostic depending on the score. Visit Placement Testing (cwi.edu/placement-testing) for additional information.

Tuition & Fees

CWI dual credit students are charged \$75 per credit for any dual credit class, regardless of whether the course is taken at the high school, online, or on campus. Some classes may have additional fees (e.g., lab fees, supplies and material fees, etc.). Advanced Opportunities funding will cover tuition only. Additional fees are the student's responsibility to pay.

Textbooks & Course Materials

Although some high schools offering dual credit coursework may provide books and materials for their students, all materials or textbooks required for a class are the responsibility of the student.

Student Attendance, Behavior, & Performance

Students participating in the CWI Dual Credit program are subject to the same attendance and behavior policies required of all enrolled students. Disciplinary matters will follow procedures outlined in the College's Student Handbook (cwi.edu/student-handbook). It is the student's responsibility to read and understand the handbook information. Students taking on-campus or online classes may be exposed to discussions, readings, and visual material of a mature nature and will be expected to conform to the same performance standards as any other college student as set forth in course outlines and syllabi.



DUAL CREDIT REGISTRATION FORM

Dual Credit | 208.562.3371 | dualcredit@cw.edu
MS 1300 | P.O. Box 3010 | Nampa, ID 83653 | cw.edu/dc

This form is used for current high school students registering for dual credit classes offered at any College of Western Idaho (CWI) campus location or online through CWI. **The acceptance of CWI credits as high school credits is at the discretion of the local secondary school district.** It is the responsibility of the student to ensure the credits earned through this program will be accepted by their high school. **If the student is out-of-district, a Certificate of Residency Form may be obtained and submitted to your local county clerk.**

REQUIRED PERSONAL INFORMATION

LAST NAME		FIRST NAME	M.I.	CWI STUDENT ID -OR- SOCIAL SECURITY NUMBER	
MAILING ADDRESS			CITY	STATE	ZIP
PHONE NUMBER (INCLUDING AREA CODE)		CELL PHONE (OPTIONAL)		DATE OF BIRTH (MM/DD/YYYY)	CITIZENSHIP COUNTRY
EMAIL ADDRESS (REQUIRED FIELD - EMAIL IS AN OFFICIAL COMMUNICATION OF CWI DUAL CREDIT)				ANTICIPATED GRADUATION DATE (MM/YYYY)	
NAME OF HIGH SCHOOL				SEX:	MALE FEMALE

OPTIONAL INFORMATION

Are you Hispanic or Latino? Yes No

Race: American Indian/Alaska Native Asian Black/African American Hawaiian/Pacific Islander White

COURSES AND PAYMENT INFORMATION

SEMESTER:		FALL	SPRING	SUMMER	
SUBJECT	COURSE #	SECTION #	COURSE TITLE		CREDITS

Dual credit classes are currently \$75 per credit hour, additional course fees may apply. Payment deadlines are different for classes taken on-campus or online than classes taken at a student's high school. For information on payment deadlines associated with courses taken on-campus or online, please view the Academic Calendar (catalog.cwi.edu/academic-calendar). For more information concerning payment please contact the Dual Credit office directly at 208.562.3371.

ADVANCED OPPORTUNITIES – Idaho students in grades 7-12 and enrolled in a public school, public charter school, or approved private school may be eligible for Advanced Opportunities funding through the State of Idaho's Advanced Opportunities program, which can be used to pay for dual credit classes. Advanced Opportunities funding solely covers the **tuition** of the class. Students will need to work with their high school counselor in order to request and be considered for Advanced Opportunities funding. **Students are responsible for all due dates associated with Advanced Opportunities and for fees not covered by Advanced Opportunities.**

FOR HIGH SCHOOL OFFICIAL TO COMPLETE

I certify the above student is at least 16 years of age, has completed at least half of his/her high school graduation requirements, or has completed and included the Sophomore by Exception form with all necessary supporting documents. Additionally, I certify the student has at least a 2.0 cumulative GPA and the high school's permission to enroll in the above CWI classes. I understand it is the responsibility of the high school, not CWI Dual Credit, to apply the above classes toward high school graduation requirements.

_____ HIGH SCHOOL OFFICIAL'S SIGNATURE	_____ TITLE	_____ DATE
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(REGISTRATION FORM IS CONTINUED ON REVERSE)

DUAL CREDIT PAYMENT AGREEMENT

By signing the bottom of this page, you acknowledge you have read, understand, and agree to the terms outlined below.

Personally responsible – I understand I am registering for these classes and am responsible for tuition and other fees associated with these classes, as well as any other obligations that become owed to the College. I must follow the withdrawal procedures of the College as outlined in the CWI Dual Credit Registration Packet for the semester of the registration request. Non-attendance or non-completion of a course does not relieve me of my charges.

Advanced Opportunities – Advanced Opportunities does not cover the cost of textbooks or additional course fees. It can only be used to cover Dual Credit tuition up to \$75 per credit.

Failure to Pay – I understand if my account becomes delinquent (which may include but is not limited to, tuition and other fees associated with the classes, Advanced Opportunities, student activity fees, and other campus and college fees), I will be liable for and agree to pay CWI all costs and expenses incurred by the College in seeking collection of the delinquent obligations, including, but not limited to, fees and other costs charged by third parties, such as reasonable attorney fees and costs. Further, I understand CWI may refer my delinquent account to a third-party collection agency. If this occurs, I agree to pay any fees and costs assessed by the collection agency, which may include a fee calculated on a percentage not to exceed 33% of the outstanding delinquency.

Cosigner (REQUIRED FOR STUDENTS UNDER 18) – The undersigned cosigner, often the parent or legal guardian, to the Dual Credit Payment Agreement (above) hereby agrees to be bound to all terms and conditions stated within the aforementioned Dual Credit Payment Agreement. The undersigned further acknowledges and agrees that, by signing this document, I am personally responsible for all amounts owed in accordance with this agreement.

Payment Deadlines – I understand and agree that if I fail to make a payment prior to the payment deadline, a \$50 late fee will be applied to my account. Tuition and course fees will be due by the end of the semester. I will review those specific financial deadlines as-needed (cwi.edu/dual-credit/what-dual-credit#cost).

Holds – In the event of default, in addition to any other legal or equitable remedy allowed by law, which CWI hereby expressly retains, CWI reserves the right to withhold official academic transcripts, grades, diplomas, certificates, registration for subsequent semesters, payroll checks, or any other services not specifically listed herein.

Drop/Withdrawal – I understand that if I choose to drop a course after signing this agreement, I am entitled to a 100% refund of the tuition if I do so **PRIOR** to the drop and refund deadline. I will review the upcoming dual credit deadlines on the Dual Credit page (cwi.edu/dc) or CWI's Academic Calendar (catalog.cwi.edu/academic-calendar) for classes taken on campus or online. If I withdraw from a class after the drop and refund deadline, I will be held responsible for the full tuition and fees related to that class.

Authorization – I will inform CWI within 10 days of any changes in my home address, phone number, or status as a student at CWI. I hereby authorize CWI and its respective agents and contractors to contact me regarding my financial aid and/or student account, including, but not limited to, any balances that are becoming due or for delinquencies that are owed the College, at the current or any future number I provide for my cell phone or other wireless device, using automated telephone dialing equipment or artificial or prerecorded voice or text messages, or otherwise.

STUDENT & PARENT / GUARDIAN CONSENT

I have read all the information provided within the Dual Credit Registration Packet. I understand the conditions of enrollment and the expectation of participation within the dual enrollment classes. I understand it is the responsibility of the student to make themselves aware of all CWI Dual Credit policies. To facilitate this program, I hereby give permission for CWI to release all student account information, including financial, academic, and enrollment records to the student's high school, and the high school to release grades to CWI.

STUDENT SIGNATURE _____ DATE _____ PARENT/GUARDIAN SIGNATURE (COSIGNED SEE ABOVE) _____ DATE _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE NUMBER (INCLUDING AREA CODE) _____



DUAL CREDIT STUDENT RECORDS RELEASE & CONSENT FORM

Dual Credit | 208.562.3371 | dualcredit@cw.edu
MS 1300 | P.O. Box 3010 | Nampa, ID 83653 | cw.edu/dc

Use this form to authorize College of Western Idaho (CWI) to release your specified student information to individuals you designate, including parents or legal guardians. **This form must be COMPLETED in its entirety and signed by the student; otherwise it will be recorded as invalid and void.**

REQUIRED STUDENT INFORMATION

LAST NAME FIRST NAME M.I. CWI STUDENT ID -OR- SOCIAL SECURITY NUMBER

PHONE NUMBER (INCLUDING AREA CODE) CELL PHONE (OPTIONAL) DATE OF BIRTH (MM/DD/YYYY)

RELEASE EDUCATION RECORD INFORMATION TO:

RECIPIENT 1

RECIPIENT 2

LAST NAME FIRST NAME M.I.

LAST NAME FIRST NAME M.I.

RELATIONSHIP/ORGANIZATION

RELATIONSHIP/ORGANIZATION

ADDRESS

ADDRESS

CITY, STATE, ZIP

CITY, STATE, ZIP

BEGINNING DATE (MM/DD/YYYY) TO ENDING DATE (MM/DD/YYYY)

BEGINNING DATE (MM/DD/YYYY) TO ENDING DATE (MM/DD/YYYY)

DATES MUST BE PROVIDED AND MAY NOT EXCEED ONE YEAR

Example: 10/15/2027 – 10/15/2028

EDUCATIONAL RECORD TO BE RELEASED

This form will be void if the section below is not completed. Please indicate which record(s) you authorize to be released:

- Financial Records (Scholarship Awards, Business Statements, etc.)
- Academic Records (Grades, Transcripts, etc.)
- Schedule
- Enrollment Information

PURPOSE OF RELEASE

This form will be voided if the section below is not completed. Please indicate which record(s) you authorize to be released:

- Family Communication
- Admission to an Educational Institution
- Current/Potential Employer
- Emergency Contact

STUDENT CONSENT AND SIGNATURE

I give CWI permission to release the specified information to the recipient(s) listed above. I understand this information is considered part of a student education and/or financial record. Further, I understand by signing this release I am waiving my right to keep this information confidential under the **Family Education Rights and Privacy Act (FERPA)**. I certify my consent for disclosure of this information is entirely voluntary. I understand this consent for disclosure of information can be revoked by me, in writing, at any time but will not affect the information released under my previous consent. If I wish to make any changes to my consent for release, I understand I will need to complete and file a new form. I acknowledge this form will be considered invalid upon the termination of my involvement in the CWI Dual Credit program and that a Permission To Release Education Record Information form must be submitted through CWI's One Stop Student Services to authorize release of student information once I begin attending as a full-fee paying, traditional student.

STUDENT SIGNATURE

DATE



DUAL CREDIT SOPHOMORE BY EXCEPTION FORM – PARENT CONSENT

Dual Credit | 208.562.3371 | dualcredit@cw.edu
MS 1300 | P.O. Box 3010 | Nampa, ID 83653 | cw.edu/dc

This form is **only** for high school students who do not meet the College of Western Idaho (CWI) Dual Credit eligibility criteria due to either age or grade level. Submission of this form does not guarantee approval of the applicant to participate in the Dual Credit program. Please submit this form in addition to the Registration Form(s), the Certificate of Residency, and the Privacy Release Form.

REQUIRED STUDENT INFORMATION

LAST NAME	FIRST NAME	M.I.	CWI STUDENT ID -OR- SOCIAL SECURITY NUMBER
MAILING ADDRESS	CITY	STATE	ZIP COUNTY
PHONE NUMBER (INCLUDING AREA CODE)	CELL PHONE (OPTIONAL)	DATE OF BIRTH (MM/DD/YYYY)	CITIZENSHIP COUNTRY
NAME OF HIGH SCHOOL	HIGH SCHOOL PHONE NUMBER	ANTICIPATED GRADUATION DATE (MM/YYYY)	

PARENT ACKNOWLEDGMENTS

- Classes will be more academically challenging than traditional high school classes.
- Student may be exposed to discussions, readings, and visual material of a mature nature and will be expected to conform to the same performance standards as any other college student as set forth in course outlines and syllabi.
- The student will not be allowed to continue in the Dual Credit program if he/she earns a grade of D or F in any dual credit class.
- If a student plagiarizes a paper, colludes, or cheats in any dual credit class, the student will be subject to the disciplinary policies and procedures of the College up to and including failure of the class and suspension from the Dual Credit program.
- The College and its employees, faculty, agents, students, and trustees shall not be responsible for the supervision and individual monitoring of student while in attendance at the College.

PARENT RESPONSIBILITIES

- Certify student is of sufficient maturity to complete college level material.
- Certify student is able to study independently.
- Certify student is able to interact socially with adult and college students as the College is not responsible for these interactions.
- Follow up with student to be sure they complete and submit appropriate paperwork/
- Remind student they will be developing a permanent college academic record.
- Submit payment to CWI for all classes taken.

PARENT/LEGAL GUARDIAN CONSENT

I, _____, hereby understand the parent acknowledgments and responsibilities and will adhere to them. Furthermore, I grant my child, _____, permission to enroll in the Dual Credit program at CWI.

_____	_____
PARENT OR LEGAL GUARDIAN SIGNATURE	DATE

HIGH SCHOOL SIGNATURE OF SUPPORT

By signing below, I confirm the student has a minimum cumulative GPA of 2.5. Additionally, I give my support to this student to participate in the CWI Dual Credit program.

_____	_____
HIGH SCHOOL OFFICIAL'S SIGNATURE	DATE

*Home school students must have signature of the home school education provider/administrator.

(CONTINUED FROM FRONT COVER)

Grades

Dual credit students are held to the same class content standards and standards of achievement as those expected of students in postsecondary classes. Dual credit students are assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as their on-campus counterparts. Postsecondary classes administered through the Dual Credit program reflect the pedagogical, theoretical, and philosophical orientation of the sponsoring faculty and/or academic department at CWI. Any grade appeals follow the policies described in the CWI Student Handbook (cwi.edu/student-handbook). Students may view their grades through myCWI (my.cwi.edu). If you are receiving high school credit, your school may require an official transcript as record of your grade and credit hours. Without a Dual Credit Student Records Release & Consent Form on file, the institution will not release academic information to parents. Please be aware your grade does go on your permanent academic transcript.

Drop & Withdrawal Procedures

Dual credit students can only drop/withdraw from classes by submitting a Withdrawal form directly to the CWI Dual Credit office. Being dropped from a class for non-payment is not a guarantee. Students taking dual credit classes at a high school campus will have different drop and withdrawal deadlines than classes taken on campus or online. Please review the included CWI Student Checklist for additional information.

Deadlines are published in the Academic Calendar (catalog.cwi.edu/academic-calendar) each semester for on-campus and online classes and within this packet for classes offered at high schools. Students dropping classes prior to the drop deadline are entitled to 100% refund of tuition and fees. A dropped class does not generate a permanent academic record. All class drops must be officially recorded by the College by completing a Withdrawal form and submitting it to the Dual Credit office. Classes may NOT be dropped by telephone or e-mail. Failing to drop by this method may result in an outstanding debt to the College as well as a permanent academic transcript record with a grade of "F".

Once the drop deadline has passed, students may withdraw from classes or completely withdraw from all classes taken on campus or online that are a full semester in length through Friday of the twelfth week of class for fall and spring semesters or Friday of the sixth week of class for the summer semester. Classes offered at the high school will have until the withdrawal deadline provided in this packet.

A withdrawn class generates a permanent academic transcript record with a grade of "W". This is considered an unsuccessful attempt and may have an impact on a student's eligibility for financial aid and/or Advanced Opportunities funding. Students who withdraw from classes after the census date are NOT entitled to refunds and the full balance owed remains due and payable to CWI.

Payment Policies

Students will be charged the \$75 per credit tuition rate as established by the State Board of Education Council on Academic Affairs and Programs (CAAP) plus any additional online or lab fees associated with the courses for which they enroll.

Books and materials are the responsibility of the student.

Students who do not make payment in full by the appropriate deadline will be charged a \$50 late fee and may be dropped from classes for nonpayment.

Payment may be made online via myCWI or by mail or in-person to One Stop Student Services (cwi.edu/onestop).

Students, and their cosigner if required, will be bound by the Dual Credit Payment Agreement that appears on the back page of the Dual Credit Registration Form included in this packet.

Official Transcripts

Visit Transcripts & Verifications (cwi.edu/transcripts) to order your official CWI transcripts. Requests received without the appropriate fees will NOT be processed. Official CWI transcripts will not be released if there are HOLDS (financial or other) on the student's account. Until financial obligations are cleared by the student (or stayed by bankruptcy proceedings or discharged in bankruptcy), CWI will not issue official transcripts. Students have a right to review the records and to request an appeal if they believe that no debt is owed or the amount of debt is incorrect. CWI will not issue transcripts of work completed at other institutions, students need to order directly from the original source.

Additional Questions?

Please contact Dual Credit with any questions or for assistance at 208.562.3371 or dualcredit@cwi.edu.

To learn more about Dual Credit at CWI and/or find contact information for all CWI Dual Credit Staff, please visit cwi.edu/dc and select **Student & Parent Resources**. Staff contact information is located at bottom of that page.