

# Dual Enrollment Information

## Worcester County Public Schools/Wor-Wic Community College

### Overview:

Under the College and Career Readiness and College Completion Act of 2013 (CCR-CCA) Senate Bill 740, a “dually enrolled student” is defined as a student who is dually enrolled in a secondary school in the State and an institution of higher education in the State. The Dual Enrollment Program is available to high school students who are seeking to earn college credit(s) at Wor-Wic Community College. Select students, accepted to Wor-Wic, are enrolled in college courses while still attending high school, providing an educational experience beyond what is available at the secondary level. High school juniors and seniors who meet the standards outlined in the memorandum of understanding (MOU) that has been established with Wor-Wic, may enhance their schedule with college course work and experience the independence of college-level study while also earning college credit.

The Dual Enrollment Program enables high school students to:

- Register and attend a Wor-Wic Community College course(s) on campus or at their high school site (*Please note that all courses are not offered at each high school. Contact the school counselor for more information*)
- Engage with outstanding college professors and their peers in a collegiate classroom setting
- Graduate from high school with earned college credit
- Potentially save money on college tuition
- Accelerate college completion
- Gain additional skills and confidence needed to succeed in college

Students may enroll in a variety of courses at the college, provided they meet the Dual Enrollment standards. The credits earned may be applied to a degree program at Wor-Wic or may potentially be transferred to another institution.

### Requirements:

Sixty (60) days prior to seeking approval for dual enrollment, students must meet with a guidance counselor in their school to review all of the requisite conditions and to develop a plan of action to meet these conditions. Juniors and seniors who have earned at least 16 high school credits may take college credit (not remedial level) coursework at Wor-Wic Community College in order to further their education. Students planning to attend must present evidence they have met ALL WCPS eligibility requirements prior to being released from high school during the school day. Students must take four credits of high school or dual enrollment coursework and may be awarded no more than the maximum number of credits permitted by the high school schedule for the year. Courses taken at Wor-Wic must be courses that are not offered at the student's high school, unless granted an exception by the Chief Academic Officer.

Students enrolled in this program will be responsible for completion of all application materials required by the institute of higher learning and payment of all applicable fees, textbooks, and transportation. In addition, students must:

- be a senior or a junior who has earned at least 16 high school credits;
- be at least 16 years of age by the beginning of the college semester;
- have completed all service learning requirements;
- have successfully met HSA requirements;
- submit evidence of admission to the college/university;
- submit a Dual Enrollment Certification Form
- submit evidence of having tested into credit bearing courses in an institution of higher learning (such as PARCC/MCAP English 10, PARCC/MCAP Algebra II, SAT, ACT, and/or Accuplacer in RELA and Math); or submitting evidence of having met the requirements outlined in the local agreement with the institution of higher education(see Step 2 below);
- submit current student schedule
- submit transcript showing a cumulative grade point average of 2.5 or higher on a 4.0 scale;
- submit transcript with successful completion of Algebra II;
- enroll in four courses during the senior year;<sup>1</sup>
- submit parent/guardian permission letter;
- be certified by the school counselor as meeting all of the eligibility requirements outlined above;

Upon approval from the school principal, a letter of recommendation from the principal along with the Dual Enrollment Checklist is sent to the Chief Academic Officer for final approval.

**Procedures:**

|           |   |
|-----------|---|
| Step One: | <b>EDUCATION PLAN:</b> Meet with your high school counselor to discuss your overall education plan to include your high school program of study and the college course(s) you wish to take. <i>*See list of eligible courses and requirements below.</i>  |
| Step Two: | <p><b>ASSESSMENT TESTING:</b> Present evidence of having tested into credit bearing courses in an institution of higher learning, such as PARCC/MCAP English 10 and PARCC/MCAP Algebra II, SAT, ACT, and/or Accuplacer in RELA and/or Math,</p> <p>Qualifying Scores:</p> <ul style="list-style-type: none"> <li>• PARCC/MCAP English 10 and PARCC/MCAP Algebra II – Level 4 or 5 (750 or higher)</li> <li>• SAT scores of 480 or better in Evidence-Based Reading &amp; Writing and 530 in Mathematics</li> <li>• ACT – 21 or greater</li> <li>• Accuplacer             <ul style="list-style-type: none"> <li>• Reading &amp; Writing – 263+</li> <li>• Quantitative Reasoning Algebra and Statistics (QAS) – 263+</li> </ul> </li> <li>• Or have met the eligibility requirements outlined in the current local agreement : have earned a 3.0 cumulative unweighted high school GPA, with at least a 3.0 cumulative unweighted GPA at the completion of their four required English courses and/or Algebra II grades of “C” or better for students who want to take MTH102 or MTH152 or a “B” or better for students who want to take MTH121.</li> </ul> <p style="text-align: center;"><i><b>*See list of eligible courses for any additional requirements.</b></i></p> |

<sup>1</sup> Students must enroll in a course providing a fourth year of mathematics either at the high school or college level.

|             |  |
|-------------|--|
| Step Three: | <b>ADMISSIONS APPLICATION:</b> Submit an application for admission at Wor-Wic Community College.   |
| Step Four:  | <b>DUAL ENROLLMENT CERTIFICATION FORM:</b> Obtain approval from a parent (or guardian), high school counselor, and principal of your requested college courses on the completed Dual Enrollment Certification Form.  |
| Step Five:  | <p><b>REQUIRED DOCUMENTS:</b> Submit the following completed forms to the school principal for approval:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dual Enrollment Certification Form</li> <li><input type="checkbox"/> WCPS Dual Enrollment Checklist Form (<i>completed by school counselor</i>)</li> <li><input type="checkbox"/> Copy of high school transcript with successful completion of Algebra II</li> <li><input type="checkbox"/> Copy of current student schedule</li> <li><input type="checkbox"/> Copy of satisfactory test scores</li> <li><input type="checkbox"/> Parent permission letter</li> <li><input type="checkbox"/> College acceptance letter</li> </ul> |
| Step Six:   | <p><b>APPROVAL:</b> Upon approval from the school principal, a letter of recommendation from the principal, along with the required documents, is sent to the Chief Academic Officer for final approval.</p> <p>Documents must be submitted by the principal to the Chief Academic Officer by:</p> <ul style="list-style-type: none"> <li>• August 1 – Fall Semester</li> <li>• December 1 – Spring Semester</li> </ul> <p>A letter of approval will be sent by the Chief Academic Officer to the student and copies will be forwarded to the school counselor and principal.</p>  |
| Step Seven: | <b>REGISTRATION:</b> Register for the approved courses listed on the Dual Enrollment Certification Form at Wor-Wic Community College.  |
| Step Eight: | <b>*RECEIPT*:</b> Provide a copy of the student schedule issued by Wor-Wic to the high school counselor which confirms the registration of the approved courses.   |
| Step Nine:  | <b>PAYMENT:</b> Pay all required Wor-Wic Community college tuition and fees, in accordance with the college's payment deadlines.   |

### **Eligible Courses:**

Below is a list of eligible courses that are offered AT the Wor-Wic campus. **Please see the individual requirements for each course.** Certain courses are offered at WCPS high school campuses. Please contact your school counselor for the most current list of courses offered at your high school. One elective high school credit will be given for each course unless otherwise noted. Please see the WCPS Course Catalog for course descriptions and for information regarding Maryland Four-Year College Credit acceptance.

|  | <b>Wor-Wic Community College Courses</b>   | <b>WCPS Requirements</b>  |
|--|--|---|
|  | <ul style="list-style-type: none"> <li>• ACT 101 Financial Management (3 credits)</li> </ul>     | <ul style="list-style-type: none"> <li>• Offered only if Accounting is not offered at high school or does not fit into schedule</li> <li>• College &amp; Career Ready in English</li> </ul> |
|  | <ul style="list-style-type: none"> <li>• BMT 101 Introduction to Business (3 credits)</li> </ul> | <ul style="list-style-type: none"> <li>• Offered only if Business is not offered at high school or does not fit into schedule</li> <li>• College &amp; Career Ready in English</li> </ul>   |
|  | <ul style="list-style-type: none"> <li>• BMT 205 Business Law (3 credits)</li> </ul>             |   |

| <b>Wor-Wic Community College Courses</b>   | <b>WCPS Requirements</b>  |
|--|---|
| <ul style="list-style-type: none"> <li>• CMP 104 Introduction to Programming (4 credits)</li> </ul>      | <ul style="list-style-type: none"> <li>• Offered only if AP Computer Science is not offered at high school or does not fit into schedule</li> </ul>   |
| <ul style="list-style-type: none"> <li>• ENG 101: Fundamentals of English I (3 credits)</li> </ul>       | <ul style="list-style-type: none"> <li>• Offered only if Fund of English I (DE) is not offered at high school or does not fit into schedule</li> <li>• College &amp; Career Ready in English</li> </ul>   |
| <ul style="list-style-type: none"> <li>• ENG 151: Fundamentals of English II (3 credits)</li> </ul>      | <ul style="list-style-type: none"> <li>• College &amp; Career Ready in English</li> <li>• Fund of English I (DE) with a “C” or better</li> </ul>  |
| <ul style="list-style-type: none"> <li>• COM 101: Introduction to Public Speaking (3 credits)</li> </ul> |   |
| <ul style="list-style-type: none"> <li>• EDU 155: Foundations of Education (3 credits)</li> </ul>        |   |
| <ul style="list-style-type: none"> <li>• BIO 101: Fundamentals of Biology (4 credits)</li> </ul>         | <ul style="list-style-type: none"> <li>• Offered only if AP Biology is not offered at high school or does not fit into schedule</li> <li>• Student must have met graduation requirements in Science</li> </ul>  |
| <ul style="list-style-type: none"> <li>• CHM 105: General Chemistry (4 credits)</li> </ul>               | <ul style="list-style-type: none"> <li>• Offered only if AP Chemistry or Gen Chemistry I (DE) is not offered at high school or does not fit into schedule</li> <li>• Student must have met graduation requirements in Science</li> <li>• College and Career Ready in Mathematics</li> </ul>           |
| <ul style="list-style-type: none"> <li>• GEO 101: Earth and Space Science (4 credits)</li> </ul>         | <ul style="list-style-type: none"> <li>• Student must have met graduation requirements in Science</li> <li>• College &amp; Career Ready in Mathematics</li> </ul>   |
| <ul style="list-style-type: none"> <li>• PHY121: General Physics I (4 credits)</li> </ul>                | <ul style="list-style-type: none"> <li>• PreCalculus</li> <li>• Student must have met graduation requirements in Science</li> <li>• Offered only if AP Physics is not offered at high school or does not fit into schedule</li> <li>• College &amp; Career Ready in Mathematics</li> </ul>            |
| <ul style="list-style-type: none"> <li>• ENV 101: Environmental Science (4 credits)</li> </ul>           | <ul style="list-style-type: none"> <li>• Offered only if AP Environ. Science or Environ. Science (DE) is not offered at high school or does not fit into schedule</li> <li>• Student must have met graduation requirements in Science</li> <li>• College &amp; Career Ready in Mathematics</li> </ul> |
| <ul style="list-style-type: none"> <li>• MTH 201: Calculus I (4 credits)</li> </ul>                      | <ul style="list-style-type: none"> <li>• PreCalculus</li> <li>• College &amp; Career Ready in Mathematics</li> </ul>  |
| <ul style="list-style-type: none"> <li>• MTH 152: Elementary Statistics (3 credits)</li> </ul>           | <ul style="list-style-type: none"> <li>• College &amp; Career Ready in Mathematics</li> <li>• Offered only if Elementary Statistics (DE) is not offered at high school or does not fit into schedule</li> <li>• Algebra II</li> </ul>   |
| <ul style="list-style-type: none"> <li>• MTH 121: Precalculus I (3 credits)</li> </ul>                   | <ul style="list-style-type: none"> <li>• College &amp; Career Ready in Mathematics</li> <li>• Offered only if Precalculus I (DE) is not offered at high school or does not fit into schedule</li> <li>• Algebra II</li> </ul>   |
| <ul style="list-style-type: none"> <li>• MTH 122: Precalculus II (4 credits)</li> </ul>                  | <ul style="list-style-type: none"> <li>• College &amp; Career Ready in Mathematics</li> <li>• Offered only if Precalculus II (DE) is not offered at high school or does not fit into schedule</li> <li>• Algebra II</li> </ul>  |

|  | <b>Wor-Wic Community College Courses</b>   | <b>WCPS Requirements</b>   |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>• MTH 102: Applications in College Mathematics (3 credits)</li> </ul> | <ul style="list-style-type: none"> <li>• College &amp; Career Ready in Mathematics and English</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• HIS 101: World Civilizations I (3 credits)</li> </ul>               | <ul style="list-style-type: none"> <li>• Student must have met graduation requirements in Social Studies</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• HIS 151: World Civilizations II (3 credits)</li> </ul>              | <ul style="list-style-type: none"> <li>• Student must have met graduation requirements in Social Studies</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• HIS 201: American History (3 credits)</li> </ul>                    | <ul style="list-style-type: none"> <li>• Student must have met graduation requirements in Social Studies</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• PSY 101: Introduction to Psychology (3 credits)</li> </ul>          | <ul style="list-style-type: none"> <li>• Offered only if AP Psychology is not offered at high school or does not fit into schedule</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• POL 101: American Government (3 credits)</li> </ul>                 | <ul style="list-style-type: none"> <li>• Student must have met graduation requirements in Social Studies</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• ECO 151: Principles of Macroeconomics (3 credits)</li> </ul>        | <ul style="list-style-type: none"> <li>• College &amp; Career Ready in English</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• ECO 201: Principles of Microeconomics (3 credits)</li> </ul>        | <ul style="list-style-type: none"> <li>• College &amp; Career Ready in English</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• PHL 101: Introduction to Philosophy (3 credits)</li> </ul>          |  |
|  | <ul style="list-style-type: none"> <li>• SOC 101: Introduction to Sociology (3 credits)</li> </ul>           |  |
|  | <ul style="list-style-type: none"> <li>• ART 101: Introduction to Art History (3 credits)</li> </ul>         | <ul style="list-style-type: none"> <li>• Offered only if AP Art History is not offered at high school or does not fit into schedule</li> </ul> <p><b>*Graduation Req. Credit w/ Principal Permission</b></p> |
|  | <ul style="list-style-type: none"> <li>• SPN 101: Fundamentals of Spanish I (3 credits)</li> </ul>           | <ul style="list-style-type: none"> <li>• Offered only if Spanish I is not offered at high school or does not fit into schedule</li> <li>• College &amp; Career Ready in English</li> </ul>                   |
|  | <ul style="list-style-type: none"> <li>• FRN 101: Fundamentals of French I (3 credits)</li> </ul>            | <ul style="list-style-type: none"> <li>• Offered only if French I is not offered at high school or does not fit into schedule</li> <li>• College &amp; Career Ready in English</li> </ul>                    |

**DUAL ENROLLMENT CERTIFICATION FORM  
 WOR-WIC COMMUNITY COLLEGE  
 32000 CAMPUS DRIVE  
 SALISBURY, MARYLAND**

To participate in Dual Enrollment through the high school and Wor-Wic Community College, a high school student must:

- \* be a junior or senior,
- \* be at least 16 years of age by the beginning of the college semester,
- \* possess a cumulative grade point average of 2.50 or above,
- \* be enrolled in one of the public school systems in the college's service region or in a non-profit institution offering instruction at the secondary level that is either operating with a Certificate of Approval issued by the Maryland State Department of Education or registered with the Department as a Church Exempt School, and
- \* be certified by an official of the high school as meeting all of the eligibility requirements outlined above.

This form must be completed and brought to Wor-Wic Community College prior to enrolling in any class. Once certified, the student will complete the normal registration process. Diagnostic testing and prerequisite requirements must be met prior to enrolling.

Student Name: \_\_\_\_\_ SS Number: \_\_\_\_\_

High School: \_\_\_\_\_ Current Class Status: \_\_\_\_\_  
 \_\_\_\_\_ Junior \_\_\_\_\_ Senior

Date of Birth: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ Projected Year of Graduation: \_\_\_\_\_

**COURSES APPROVED FOR THIS STUDENT TO TAKE (Please list):**

| <u>College Courses (s)</u> | <u>Title</u> | <u>Credits</u> |
|----------------------------|--------------|----------------|
|                            |              |                |
|                            |              |                |

Total number of credits this student is allowed to take: \_\_\_\_\_

I would like to be considered for any possible financial assistance to help pay for fees and textbooks associated with these course(s)  Yes  No

If yes, student will need to present to the Financial Aid Department a copy of their parent's most recently completed tax returns.

Do you receive free or reduced meals?  Yes  No

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 High School Authorization and Validation

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Assistant Superintendent

\_\_\_\_\_  
 Date

# Worcester County Public Schools

## Dual Enrollment Checklist

v. 7/1/19

| Student Information   |  |   |   |
|---|--|---|---|
| <b>Full Name</b>  |  |   |   |
| <b>Mailing Address</b>  |  |   |   |
| <b>High School(s)</b>   | <input type="checkbox"/> PHS                           | <input type="checkbox"/> SDHS                   | <input type="checkbox"/> SHHS <input type="checkbox"/> WTHS |
| <b>Gender</b>   |  |   |   |
| <b>Ethnicity</b>  |  |   |   |
| <b>Special Education Status</b>   |  |   |   |
| <b>ELL Status</b>   |  |   |   |
| <b>FARMS Status</b>   | <input type="checkbox"/> Paid                          | <input type="checkbox"/> Reduced                | <input type="checkbox"/> Free                               |
| <b>College/University Requesting to Attend</b>  |  |   |   |
| <b>Semester(s) Requesting Dual Enrollment</b>   | <input type="checkbox"/> Fall Semester                 | <input type="checkbox"/> Spring Semester        |   |
| <b>Requested College Courses(each semester)</b>   |  |   |   |
| Eligibility Information   |  |   |   |
| <i>Please check those requirements that have been met, and provide scores where applicable.</i> |  |   |   |
| <b>Current Grade Level</b><br><small>If Junior, indicate number of credits earned</small>       | <input type="checkbox"/> Junior / Credits Earned _____ |   | <input type="checkbox"/> Senior                             |
| <b>Schedule for 4 credits of HS coursework (each semester)</b>                                  |  |   |   |
| <b>Diagnostic Scores</b>  | <b>ACCUPLACER:</b>                                     | English:  | Math:   |
|   | <b>ACT:</b>  |   |   |
|   | <b>SAT:</b>  | Critical Reading:                               | Math:   |
|   | <b>PARCC/MCAP:</b>                                     |   |   |
|   | <b>HSA Algebra:</b>                                    | <input type="checkbox"/> Passed                 | <input type="checkbox"/> Not Passed                         |
|   | <b>HSA Biology:</b>                                    | <input type="checkbox"/> Passed                 | <input type="checkbox"/> Not Passed                         |
|   | <b>HSA English:</b>                                    | <input type="checkbox"/> Passed                 | <input type="checkbox"/> Not Passed                         |
|   | <b>HSA Gov't:</b>                                      | <input type="checkbox"/> Passed                 | <input type="checkbox"/> Not Passed                         |
| <b>Service Learning Requirements</b>  | <input type="checkbox"/> Met                           |   | <input type="checkbox"/> Not Met                            |
| Required Recommendations/Permissions  |  |   |   |
| <i>School Counselor Initials Required</i>   |  |   |   |
| <b>Completed Dual Enrollment Certification Form</b>   |  | <b>Written Request/Permission from Parent</b>   |   |
| <b>Parent Informed of Tuition and Fees</b>  |  | <b>Requirements Met for Requested Course(s)</b> |   |
| Signatures  |  |   |   |
| <b>School Counselor Signature</b>   |  | <b>Date</b>                                     |   |
| <b>Principal Signature</b>  |  | <b>Date</b>                                     |   |

## Parent Permission for Dual Enrollment

Dr. Annette Wallace  
Chief Operating & Academic Officer, Gr. 9-12  
Worcester County Public Schools

Dear Dr. Wallace,

My child, \_\_\_\_\_, has my permission to participate in the Dual Enrollment Program at Wor-Wic Community College during the Fall/Spring semester.

I understand that my child is responsible for his/her transportation to and from Wor-Wic and I agree to pay all tuition and fees assessed by the college.

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Parent/Guardian Signature

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Date