

# Dual Enrollment Add Request and Drop Request Form

For Office Use Only

Dual Enrolled Student Name \_\_\_\_\_

I.D. \_\_\_\_\_

High School Name \_\_\_\_\_

Semester Applying For \_\_\_\_\_ Year \_\_\_\_\_

## Drop Request

Course Number	Course Section	Course Location	Course Name	Date
(sample) MA110	01	1	College Algebra	

## Add Request

Course Number	Course Section	Course Location	Course Name	Date	Billing: 100% or Dollar Amount Covered by High School
(sample) MA110	01	1	College Algebra	Date	100% or \$
Indicate 100% or Total Dollar Amount Covered by High School					

### Important Registration and Billing Information:

- *Completion of this form does not guarantee registration.*
- *Parent/Student: You will be responsible for covering any portion of the tuition & fees not covered by the high school, as indicated above. A tuition & fee statement will be mailed to you.*
- *Schedule Change Request: All schedule changes require the Dual Enrollment Add/Drop Form. It is the student's responsibility to notify the high school if dropping a course.*

NOTE: All credits earned through dual enrollment will be part of your official Bay College transcript.

Some colleges do not award credit if the course appears on the high school transcript.

Some college courses may contain material and discussion appropriate for the adult audience.

*I agree to abide by the regulations at Bay College while enrolled. I authorize the release of any records from my high school, which Bay may require, and the sharing of my college academic progress with my high school and parent. Parent and Student accept responsibility for any charges not approved by the high school.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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

Counselor/Principal Signature \_\_\_\_\_ Date \_\_\_\_\_