




# Nashville State Community College

## DUAL ENROLLMENT PERMISSION FORM PLEASE COMPLETE ALL THREE SECTIONS

 STUDENT NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

SS#: \_\_\_\_\_ CURRENT HIGH SCHOOL GRADE: \_\_\_\_\_

I will attend class at the following Nashville State campus:

Nashville  Southeast Center  Humphreys County  Cookeville  Dickson  High School


\_\_\_\_\_  
HIGH SCHOOL/UMBRELLA SCHOOL NAME

*As a student participating in the Dual Enrollment program, I authorize Nashville State Community College to release my grades for the dual enrollment courses to my secondary school.*

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**ADMISSION INTO THE NSCC DUAL ENROLLMENT PROGRAM HAS BEEN APPROVED BY:**

 \_\_\_\_\_  
**PRINT PARENT/GUARDIAN NAME** DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE


\_\_\_\_\_  
DATE

**Parent/Guardian Must Initial:**

\_\_\_\_\_ I understand that tuition and fees must be paid by fee payment deadline printed each semester in the academic calendar and on the website. If tuition and fees are not paid by deadline, the student will be dropped from their class.

\_\_\_\_\_ I understand that dual enrollment students follow the same withdrawal dates and refund policy as regular students. The dates and refund policy is printed each semester in the academic calendar and on the website.

\_\_\_\_\_ I understand that dual enrollment students must maintain a cumulative post secondary grade point average of 2.75 to be eligible for the Dual Enrollment Grant. The Dual Enrollment Grant funds will not exceed \$300 in one semester (maximum of \$100 per credit hour). All fee discounts will be applied prior to Grant money being awarded. A student can only use their Dual Enrollment Grant at one post secondary institution per semester.

 \_\_\_\_\_  
**PRINT PRINCIPAL/ADMINISTRATOR NAME** TITLE

\_\_\_\_\_  
PRINCIPAL/ADMINISTRATOR SIGNATURE

\_\_\_\_\_  
DATE

(KEEP THIS SHEET FOR YOUR OWN RECORDS)



## DUAL ENROLLMENT INFORMATION SHEET

**Dual Enrollment** is the enrollment of a high school student in one or more specified college course(s) for which the student will be awarded both high school and college credit. Courses will not be expected to count toward the student's high school diploma *unless* the student has made prior arrangement with the high school, umbrella school and/or local board of education. **THE STUDENT IS RESPONSIBLE FOR OBTAINING VERIFICATION OF TRANSFER CREDIT TO THEIR CHOSEN UNIVERSITY.**

### Dual Enrollment Requirements:

- **Junior or Senior in high school (or the equivalent status)**
- **3.0 GPA on a 4.0 scale (in the subject area)**
- **19 ACT or ACT PLAN sub score in Subject area (or Compass test\*)**
- **Permission from high school principal and parent/guardian**
- **Meet all prerequisites of course**

### How to Apply:

- **Complete the application for admission, permission form and FERPA form.**
- **Submit an official high school transcript.**
- **Submit ACT or ACT PLAN\* scores (you can request these to be included with official transcript).**
- **Submit one time, non-refundable \$5 application fee.**
- **Submit application and all required forms to:**  
NSCC, High School Programs  
120 White Bridge Rd  
Nashville, TN 37209

\*The COMPASS placement test may be taken at the Testing Center on any of our campuses. This exam is used to determine if a student is eligible to take college level courses based on their knowledge in the subjects of Reading, Writing and Math. Compass test scores are only good for admission to NSCC. They cannot be used for admission to any other post-secondary institution. There is no charge for the test and a student can take the test more than once.

### Additional Information:

- **TUITION AND FEES MUST BE PAID BY THE FEE PAYMENT DEADLINE** printed each semester in the academic calendar. **FAILURE TO PAY TUITION AND FEES ACCORDING TO THESE DEADLINES WILL RESULT IN THE STUDENT BEING DROPPED FROM THEIR CLASS.**
- Student registering for on-campus or online courses are not given special privileges to register in classes that have reached maximum capacity. Students must register early to obtain a seat in the desired class.
- If for any reason a student must withdraw from a Dual Enrollment course, NSCC must be notified by the last date of withdrawal printed each semester in the academic calendar. If the student does not properly withdraw from the class, the student will be issued a "WF" on their transcript and they will NOT receive a refund for any of their tuition and fees paid. **IF A STUDENT OFFICIALLY WITHDRAWS FROM A COURSE ON OR AFTER THE FIRST DAY OF CLASS THEY WILL LOSE A PERCENTAGE OF THE TUITION AND FEES PAID FOR THAT COURSE AND THEY WILL LOSE THEIR DUAL ENROLLMENT GRANT.**

# Application for Admissions

Please send application and official transcript(s) to: Office of Admissions  
120 White Bridge Road  
Nashville, TN 37209-4515



Applicants must complete every item on this form, sign and date, and return it with a \$5 non-refundable fee to the Business Office, unless you have previously paid. For Fall 2009, the application fee is subject to increase, pending TBR approval. All credentials provided to the college become the property of the college and cannot be forwarded or returned. All credentials will be maintained in an active status for a period of 12 months. After this period, if you do not register for classes, all credentials will be relocated to an inactive status and must be submitted again before an admissions decision will be made. **Application must be submitted in blue or black ink.**

## Student Social Security Number:

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If U.S. social security number is unavailable, a student identification number will be assigned. The applicant must retain this number for access to his/her file.

## Full Legal Name:

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle

## Permanent Home Address:

Length of residence at permanent address: \_\_\_\_\_ yrs.

Number \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ P.O. Box \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ Country (if not U.S. Citizen) \_\_\_\_\_ City \_\_\_\_\_

Email address \_\_\_\_\_ Telephone number (please include area code) \_\_\_\_\_

## Local Home Address (If different from Permanent Address) :

Number \_\_\_\_\_ Street/Apt. # \_\_\_\_\_ P.O. Box \_\_\_\_\_ Telephone Number \_\_\_\_\_  
\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County \_\_\_\_\_ Country (if not U.S. Citizen) \_\_\_\_\_ City \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Place of Birth: \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

## Emergency Contact Information:

Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

We request your completion of the following **for reporting purposes only**. This information will not be used to discriminate against any applicant in the admissions decision: **Gender:**  Male  Female

Do you consider yourself to be Hispanic/Latino/Spanish origin?  Yes  No

Select one or more of the following racial categories to describe yourself:  White  Black or African American

Asian  American Indian  Alaskan Native  Native Hawaiian or Other Pacific Islander

All male U.S. citizens and non-citizens who take up residency in the United States of America before their 26th birthday must register with Selective Service prior to registering for classes at NSCC. This requirement does not apply to veterans and others exempt by federal law. **Indicate whether or not you have registered for the United States Selective Service:**

Yes  No  Exempt **Military Veteran:**  Yes  No

**Check One:**  U.S. Citizen  Foreign Citizen, non-immigrant  Foreign Citizen, permanent U.S. resident

If non-U.S. resident, in what country do you hold citizenship? \_\_\_\_\_ Visa Number \_\_\_\_\_

What type of visa do you hold? \_\_\_\_\_ What is your native language? \_\_\_\_\_

No student will be classified as an in-state resident at NSCC by his/her mere presence as a student in the state of Tennessee.

Have you lived in Tennessee continuously since birth?  Yes  No

If no, when and why did you move to Tennessee? \_\_\_\_\_

**Employment (for resident classification purposes only):**

Are you currently employed?  Yes (\_\_\_ Full-time, \_\_\_ Part-time)  Currently not employed

**Please indicate the semester and year you plan to attend NSCC:**

Fall/Year \_\_\_\_\_ Spring/Year \_\_\_\_\_ Summer/Year \_\_\_\_\_

Have you previously applied for admission?  Yes \_\_\_\_\_  No

**Please indicate your primary campus:**

Main Campus/Nashville  Humphreys Co./Waverly

Southeast/Nashville  Cookeville

Dickson

**Under which classification do you wish to enroll? Check one:**

**Degree/Certificate Student:**

- First Time College Student  
(no prior college attendance)
- Re-Admit  
(previously attended NSCC)
- Transfer  
[previously attended college(s)]
- Certificate Program

**Non-Degree Student:**

- Transient  
(transferring courses back to another institution)
- Seeking College Level Courses  
\_\_\_ Math \_\_\_ English \_\_\_ Other
- Continuing Education (CED)  
(Workforce and Community Development Courses Only)
- ESL Courses Only

**Present High School Students Only:**

Applications should be submitted to the office of Extended Programs located in W 62.

- Dual Enrollment
- Joint Enrollment

**\*Dual and Joint Enrollment refer to present high schools students who are taking college level courses. Prior approval by the Office of Extended Programs is required.**

**Intended Major:** Please check degree or certificate you plan to receive from NSCC. Omit this section if you checked any box under the Non-Degree Student column. Refer to Degree insert for a list of possible degree programs and concentrations.

**Degree Student:**  Associate of Arts (AA)  Associate of Science (AS)  Associate of Science in Teaching (AST)  
 Associate of Applied Science (AAS)

\_\_\_\_\_ Degree Program

\_\_\_\_\_ Concentration (Only for AAS Degrees)

**Certificate Student:**  Technical Certificate \_\_\_\_\_

**High School Attended:** \_\_\_\_\_

High School Address: \_\_\_\_\_  
City State Zip Code County Country

Print your name as it appears on your high school transcript: \_\_\_\_\_

**High School Graduation Date:** \_\_\_\_\_

**If you are not a high school graduate, have you earned the GED equivalency diploma?**  Yes  No

Indicate date GED received: \_\_\_\_\_ **Official scores must be sent to the Office of Admissions.**

List all colleges/universities attended (including NSCC if you are re-enrolling). Official transcripts from ALL previous institutions must be sent directly to the Office of Admissions. It is the student's responsibility to obtain official transcripts.

Name and Location (Do not abbreviate college name)	Dates Attended (month/year)	Degree(s) Received	Name under which transcript issued





## RELEASE OF STUDENT PERSONAL INFORMATION

Dear Parents/Guardians/Spouses:

The members of the Nashville State Community College community are preparing for the beginning of the academic year. We are all eager to welcome our students to campus to help them study hard and enjoy the college experience.

Families are important to the success of students through their support and encouragement. I am writing to urge you to discuss with the NSCC student in your family issue of importance regarding the NSCC's ability to share information about students with their families or others with a special relationship to them.

A federal law, The Family Educational Rights and Privacy Act of 1974 as amended (FERPA), requires that we at NSCC protect the privacy of students' educational records. We do our best to comply with the requirements of FERPA.

The enclosed summary of FERPA requirements describes the circumstances under which NSCC would be allowed to release information from students' educational records. We believe an informed decision in this matter requires accurate information and open discussion between you and the NSCC student in your family.

Please read the summary carefully and discuss its contents with your student to reach agreement about what information NSCC is allowed to release, and to whom. Please do not hesitate to call me at (615) 353-3367 for clarification or additional information.

Lance Woodard, Registrar

## NASHVILLE STATE COMMUNITY COLLEGE AND FERPA

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) is a federal law which designed to protect the privacy of and limit access to the educational records of students. This means that institutions generally must withhold such information from parents and others who believe their relationship with student entitles them to have the information, sometimes even on occasions when the student prefers the information be released. As a result, we sometimes encounter frustrated parents, guardians, or spouses who question why they cannot have information about student's grades, financial obligations, or standing with NSCC.

**Education records generally covered by federal privacy laws include grades, housing information, medical treatment (including hospitalization), enrollment and attendance information, financial status, results of disciplinary proceedings, etc.**

Please understand that if we have not been given permission by the student to release information to someone, we generally **CANNOT** release the information under the provisions of FERPA. We are able to release information **IF** we have proof of the student's status as a dependent under the Internal Revenue Service Code for the period covered. However, tax returns on file with NSCC cover the preceding year; often the proof is out of date and may no longer be applicable.

We are able to release information **IF** we have on file a signed release form. FERPA forbids **requiring** students to give us such permission. In other words, we cannot, nor do we wish to, coerce or mandate the students sign away their privacy rights. We do want to be able to honor a student's wishes to release information to people they designate.

A Student Request to Share Information form is attached to this summary. When the form is initialed, signed, and returned to the Records Office, we will be able to disclose information and respond to inquiries from the designated individuals. The signed release designations at any time. This authorization will remain in effect until revised or rescinded by the student.

Please discuss this important issue before a situation arises when our release of information must be determined by the law rather than the wishes of the student. Thank you for helping us respond appropriately to students' wishes as we meet our legal obligations.

**STUDENT REQUEST TO SHARE INFORMATION  
NASHVILLE STATE COMMUNITY COLLEGE**

Student's Name: \_\_\_\_\_

STU ID# or SSN: \_\_\_\_\_

I was claimed as a dependent on my parent's most recent tax return.

Yes \_\_\_\_\_ No \_\_\_\_\_

I know that the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), protects the privacy of my student educational records and limits access to the information contained in those records.

I have indicated below the individual(s) who may have information from my educational records:

(1) Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Address & Telephone \_\_\_\_\_

\_\_\_\_\_

1) If they ask, I want the above named individual(s) to be informed about (initial all that apply):

\_\_\_\_\_ my grades and academic standing

\_\_\_\_\_ my enrollment and attendance records

\_\_\_\_\_ my financial standing with NSCC

\_\_\_\_\_ results of disciplinary proceedings which I was a party

2) \_\_\_\_\_ Please inform the above named individual(s) if NSCC becomes aware of my being hospitalized or treated for any emergency of life-threatening medical or psychological condition.

3) \_\_\_\_\_ Please inform the above named individual(s) if someone at NSCC becomes concerned about me (missing classes, disruptive or erratic behavior, etc). Usually, the Director of Student Development or the Dean Student Services will contact the above named individual(s).

4) \_\_\_\_\_ I have listed below other information the above name individual(s) may obtain: \_\_\_\_\_

\_\_\_\_\_

5) \_\_\_\_\_ Please have the Director of Student Development or the Dean of Student Services inform the above named individual(s) if either of them believes it is in my best interest to do so. I understand that circumstances may make it necessary for some other NSCC official to act on their behalf.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Return to: NSCC Director of High School Programs  
Nashville State Community College  
120 White Bridge Road  
Nashville, TN 37209