EC and RACC Dual Admission Course Enrollment Guidelines

Dual Enrollment Student Guidelines

Students participate in course(s) at the host institution and in accordance with the host institutions academic calendar and important dates (http://www.etown.edu/offices/registration-records/calendar.aspx).

1. Students accepted into this program are able to enroll in course(s) at EC that are not offered at RACC, but are required for the completion of the students EC bachelor's degree. Tuition for up to two of these courses will be waived.

2. You must have the approval of both the home and host institution to enroll in the course. Students are REQUIRED to meet with their academic advisor's at RACC prior to making course selection.

3. You are responsible for ensuring that the course (s) you register for meet the requirement of your degree.

4. Acceptance into the Dual Enrollment Program conveys your approval for EC to exchange enrollment, grade, and financial information with RACC.

5. Course registration is the responsibility of the student. You must work with your RACC advisor/representative to confirm the appropriate processing of your form, and enrollment completion at the host institution.

6. Winter Term and Summer Session are not part of the DUAL Enrollment Program agreement.

7. You are responsible for contacting EC about any registration related dates and deadlines. Your enrollment into this agreement indicates you will abide by all academic policies at EC. In addition EC may apply rules and regulations it deems necessary (e.g., restrictions on classes based on seat availability).

8. You are responsible for notifying the appropriate offices of BOTH campuses if you withdraw from a course(s).

9. Once grades are finalized for a term, EC will send an official transcript to RACC at no charge to the student.   Grade information can be shared by phone between school representatives prior to the distribution of transcripts, if necessary.

10. Enrollment changes may impact your eligibility for financial aid for the current term and/or future terms, (e.g. dropping below full-time status).   Please consult your home Financial Aid Office regarding academic eligibility for financial aid, including satisfactory academic progress.

How to process your Course Registration?

1. Seek advisement form your RACC advisor/representative on the courses you wish to take.

2. Complete the Course Registration form provided by Elizabethtown College.

3. Obtain the appropriate signatures required from RACC.

4. Your RACC approved form should be faxed (717-361-1427) or emailed (regandrec@etown.edu) to obtain the remaining EC signatures required for course registration.

5. Complete and submit an EC transcript request form. **Please check the** "**Hold for Current Semester Grades**" checkbox to ensure the transcript request is not processed until grades have been posted for the semester. https://www.etown.edu/offices/registration-records/transcripts.aspx

6. Once the course is registered, EC will inform the student that the course registration process is complete.

7. **You are responsible for notifying BOTH schools should you decide to drop a class (s).** Drop/course withdrawal deadlines are published in the semester's Important Dates at Elizabethtown College. Failure to notify both institutions of your decision to drop/withdraw from a course (s) could result in a failing grade. Course Drop/Withdrawal forms should be faxed (717-361-1427) or emailed (regandrec@etown.edu) to Registration Records at Elizabethtown College.