

DUAL ENROLLMENT REGISTRATION RECORD

PLEASE PRINT
LEGIBLY

GCSC ID NUMBER *

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*First time dual enrolled students can obtain a GCSC ID # by completing the Dual Enrollment online application at:

<https://www.gulfcoast.edu/admissions/dual-enrollment/index.html>

Last Name		First Name		Middle or Maiden
Mailing Address (NOT EMAIL)		City	County	State Zip

Write Ending Date in Appropriate Semester.		Home Phone No. or Cell No. (circle one)			Date of Birth		
Fall Semester	20 _____	()					
Spring Semester	20 _____						
Summer A	20 _____	Course Number (POS 2041)	CRN	Period/ Time	Credit Hours	Name of High School	Name of Instructor
Summer B	20 _____						
Summer C	20 _____						
<input type="checkbox"/> Returning Student							
Citizenship _____							
<input type="checkbox"/> Female <input type="checkbox"/> Male							
Unweighted GPA _____							

Ethnic Origin (Check One) <input type="checkbox"/> Black, Non-Hispanic (B) <input type="checkbox"/> Asian Pacific (A) <input type="checkbox"/> Hispanic (H) <input type="checkbox"/> American Indian/Alaskan Native (I) <input type="checkbox"/> White, Non-Hispanic (W) <input type="checkbox"/> Other (X)	<u>Beginning Date of This Course:</u>	<u>Expected Graduation Date From High School:</u>
	<u>Ending Date of This Course:</u>	<u>What is the Current High School Grade You Are in?</u>

♦ ♦ Withdrawals are not recommended by Gulf Coast State College. Withdrawals may affect financial aid status and may be viewed negatively by universities. (SEE BACK OF FORM FOR DETAILED WITHDRAWAL POLICY)

○ STUDENT CERTIFICATION:

I understand that I am applying for dual enrollment admission to Gulf Coast State College and that the above information is accurate and complete.

I understand that dual enrollment courses are Gulf Coast State College credit courses which appear on an official college transcript.

Signature _____ Date _____

○ PARENT OR LEGAL GUARDIAN CERTIFICATION:

I have read and agree with the above statement.

Signature _____ Date _____

My signature gives permission to share my educational records with my instructors, counselor and parent(s)/guardian(s) to ensure success.

Signature of Applicant: _____

**WITHDRAWAL POLICY
GRADE FORGIVENESS POLICY
REPEATS POLICY**

I. WITHDRAWALS

- ▣ Students planning to transfer to a state university should be reminded that preference may be given to students with few or no withdrawals.
- ▣ While withdrawals are not calculated in grade point averages, they may influence admission decisions, particularly in competitive programs.
- ▣ Students will be permitted a **MAXIMUM** of two withdrawals per course.
- ▣ Dual enrolled students must comply with the add/drop/withdrawal/attendance policies and deadlines of Gulf Coast State College.
- ▣ All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission, scholarship and/or financial aid eligibility

II. GRADE FORGIVENESS

- ▣ Students are allowed to repeat courses **ONLY** where "W", "D" or "F" grades were earned in order to improve their grade.
- ▣ Students **ARE NOT ALLOWED** to repeat courses where a grade of "B" OR "C" was earned.
- ▣ The last grade earned is counted as the final grade.

III. REPEATS

- ▣ Dual enrolled students may repeat a course one time in which they earned grades of "W", "D", or "F" if given permission from the high school. Third and subsequent attempts must be paid for by the student, after completion of high school graduation, and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition.

How to Complete the GCSC Dual Enrollment “Yellow Form”.

Go to www.gulfcoast.edu

1. Click on the Search button (top right corner of screen)
2. Click on Course Search
3. Select a Term from the drop-down menu
4. Type in a subject in the Subject Box and click on the Search button
5. Look for a Web-Based course listed under “Meeting Times” Make sure you do not select a class that is on campus
6. On the “Yellow Form” write in the Course Number for the class you want to take. Make sure to add the three letters in all caps before the course number. For example: ENC1101 for English Composition I
7. Fill in the CRN number, Credit Hours, and Instructor on the “Yellow Form” using the information provided on the website
8. For the Period/Time listed on the “Yellow Form”, put WEB
9. For the Name of High School on the “Yellow Form”, put PSJHS
10. To find the beginning date and ending date of the course, click on the course name (Example: English Composition I). A box will pop up. Select the Instructor/Meeting Times from the left menu. A new popup box will appear with the class start date and end date. Write these dates on the “Yellow Form” where indicated
11. Fill in all areas of the “Yellow Form”
12. Student and Parent/Guardian must sign the “Yellow Form”
13. Return the “Yellow Form” to the PSJHS Guidance Office.

YELLOW FORM MUST BE COMPLETED IN BLUE OR BLACK INK ONLY!