

## HIGH SCHOOL AUTHORIZATION

High school students must submit this **completed** form to Admissions and Records **each semester** before registering for credit/unit classes (one form is sufficient for the summer and fall semester in the same year). New students must also submit an Application for Admission. **This form requires the signature of the student, parent or legal guardian, and one of the following designated high school officials: principal, vice principal, counselor, or district superintendent for home schooled students. Parents of home school students may sign in lieu of a high school official if a copy of a Nevada Receipt of Notice of Intent to Homeschool is attached; submission of the Notice of Intent form is required only once.**

Students below the junior level of high school must have a minimum 3.0 GPA and be identified as academically talented by the designated high school official, and will be reviewed on a case by case basis for approval in enrollment in credit courses by the Director of Admissions and Records. The student and his/her parents must meet with a WNC counselor. The recommendation of the WNC counselor, test scores, courses taken, grades, and the academic requirements, required laboratory components and recommendation of the instructor or Division Chair of the course(s) requested for enrollment will be taken into consideration.

**NOTE: Students applying for the Jump Start program must submit a Jump Start application in lieu of this form.**

Students below the 9<sup>th</sup> grade level may enroll only in Community Education College for Kids courses.

**\*\*Type or print clearly in ink. Do not use pencil. Forms that are not legible or do not have all signatures will not be processed.\*\***

WNC Student ID or Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Birth date: \_\_\_\_\_

Request enrollment in semester:       Spring       Summer and/or Fall      Year: \_\_\_\_\_

High School Name: \_\_\_\_\_ Anticipated **Graduation month and year:** \_\_\_\_\_

Grade level:  Senior     Junior     \*Sophomore     \*Freshman \*Sophomores & Freshmen must obtain approval from a WNC Counselor and A&R Director

List specific classes planned for enrollment, including course prefix and number (i.e. BUS 109).

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**Student:** I understand that my signature verifies that I have reviewed and understand WNC policies, dates and deadlines and understand my responsibilities as a college student. My signature also gives permission for WNC and my high school to disclose, each to the other, for the purpose of dual enrollment, all information in my educational records, including but not limited college placement test results, class schedule information, attendance, grades, and transcripts necessary or desirable for participation in dual enrollment between my high school and WNC.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent or Legal Guardian:** When a student attends a post-secondary institution, the Family Educational Rights Privacy Act (FERPA) transfers privacy rights from the parent to the student regardless of their age. Student information about class enrollment and/or progress, grades, fees, etc. will not be released to parents unless the student authorizes the parent as a Third Party in his/her myWNC student center and the parent provides WNC staff with the student ID number and passphrase created by the student. Most information is not provided over the phone. The student is responsible for transportation to and from class and for payment of tuition. Academic freedom is permitted in post-secondary institutions and as such, topic and ideas of a controversial or sensitive nature may be discussed. Your signature verifies you are a parent or legal guardian of the above student and aware the student plans to enroll at WNC, and you understand college policies, costs and student responsibilities.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Designated high school official:** Your signature below verifies the above student is currently registered and in good academic standing at your high school or approved home school program. You give approval for the above student to enroll in college classes at WNC.

High school freshman and sophomores only, current G.P.A. required: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**For high school freshman and sophomores:** Age of student: \_\_\_\_\_ Students under the age of 14 on the first day of the applicable semester must submit an official high school transcript to verify freshman or above level.

**WNC Counselor:**

Has minimum 3.0 G.P.A.     Recommend approval     Recommend denial    Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Director of Admissions and Records:**

Approved     Denied    Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For office use only    **\*\*\*Students below the junior level cannot be processed without approval of Director of Admissions & Records.\*\*\*\***

Date processed \_\_\_\_\_ Semester: \_\_\_\_\_ Initials: \_\_\_\_\_

Revised: 5/3/2018