



Dear Parents/Guardians;

I would like to take this opportunity to explain a little about the AWC dual credit class(es) being offered at your student's high school as well as the benefit of these courses to your child.

Dual Enrollment is the bridge between your student's high school and college education. This program is designed so that the college course is taught by a college accredited high school teacher to teach your child with the same rigor and relevance of a college course within the traditional high school environment and schedule.

The dual credit program provides many positive results. First of all, the student receives credits for college and high school without having to physically attend the college. The dual credit classes taken at the high school are like any other class and at the end of the year when the student has passed he/she will receive a high school credit and in addition college credits from Arizona Western College. Another benefit would be that by completing classes in high school, students will not have to attend college as long and will be able to graduate from college sooner. There are instances of students graduating high school with their Diploma and college with an Associate's Degree at the same time.

Dual credit opportunities are growing and more courses are being developed every year at your student's high school. To take dual credit classes there is a tuition fee in order to participate in the program. To encourage student participation, AWC has created a special tuition rate for high school students who want to take these courses with the college. The fee is currently \$25.00 per credit for dual credit courses with an average college course being three credit hours.

A list of dual credit classes that are being offered this year can be found at [www.azwestern.edu/enrollment/dual-enrollment](http://www.azwestern.edu/enrollment/dual-enrollment). If you or your child want to participate in the program, please visit your counselor or teacher to fill out the necessary forms.

If you have questions or need more information, please feel free to call me at 928-344-7742.

Respectfully,

Tiffany Tipton-Pavey

**Arizona Western College**

*ECE/DC Program Manager*

928.344.7742

[tiffany.tipton-pavey@azwestern.edu](mailto:tiffany.tipton-pavey@azwestern.edu)



## Dual Enrollment Process

1. **FIRST TIME Dual Enrollment Students** will need to complete and submit the AWC online Admissions Application at <https://azwestern.elluciancrmrecruit.com/Admissions/Pages/Welcome.aspx>. Upon successful enrollment to AWC, the student will receive an email from AWC with his/her AWC ID number. If additional information is needed, the student will receive an email regarding what information is needed. Please call/email AWC Registration and Admission if you do not receive this email at 928-344-7550 / [admissions@azwestern.edu](mailto:admissions@azwestern.edu)
2. If required for your Dual Credit Course, sign up and take the Accuplacer NextGen English and/or Math Test.
3. Complete Dual Enrollment Registration Form with signatures (Page 5), Release of Information (Page 6) & DC Student Agreement (Page 7) with signatures (one must be completed for a parent if student is a minor)
4. Provide proof of citizenship w/ PROP 300. Student must provide a copy of ONE of the following:
  - a) Driver's License, Permit, or Identification Card from any US state
  - b) U.S. Passport
  - c) Foreign Passport w/ I551 or Visa Status
  - d) U.S. Birth Certificate AND high school transcript
  - e) Certificate of US Citizenship
  - f) Certificate of Naturalization
  - g) Permanent Residency Card with Photo

*NOTE: Proposition 300 does not prevent anyone from enrolling at Arizona Western College. You can turn in Proposition 300 paperwork early by sending the items to AWC Records @ [Records@azwestern.edu](mailto:Records@azwestern.edu). Students who are unable or fail to provide proof of US Citizenship, Permanent Residency or lawful immigration status will be subject to a higher tuition cost beginning with the first credit regardless of domicile.*

*\*\*If you do not have one of these documents, contact the Admissions and Registration Office to discuss alternative options or visit <https://www.azwestern.edu/enrollment/register/citizenship>.*

5. Bring Payment Method, Registration & Release Forms and Prop 300 to high school campus on the day of event (see your high school counselor or DC Teacher for specifics). If you cannot attend the event please bring materials to one of the AWC campuses before the start of the 12-week semester. Payment can be received online @ <https://colss-prod.ec.azwestern.edu/Student/> or over the phone @ 928-317-7666.



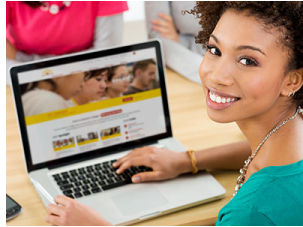
## Dual Credit Checklist:

### Simple Steps to Enrollment - New Student

Complete these simple steps early and enjoy a smooth beginning that carries you through the rest of the semester and on towards graduation.

Completed on:

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#### 1. Apply

Online at [www.azwestern.edu](http://www.azwestern.edu)

Or call (928) 344-7550

Your first step is simple. Just create your admissions account and complete our brief online application. Your enrollment verification can take 1-3 business days. Please make sure that you receive an AWC ID #.

Completed on:

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#### 2. Testing (Dependent on Course)

[www.azwestern.edu/enrollment/testing-services](http://www.azwestern.edu/enrollment/testing-services)

Or call (928) 344-7641

The Accuplacer placement test will help determine what courses you are eligible begin with. ACT or SAT scores can also be accepted in place of the Accuplacer.

Completed on:

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#### 3. Registration & Release Paperwork

[www.azwestern.edu/dual-enrollment](http://www.azwestern.edu/dual-enrollment)

Or call (928) 344-7742\*

Eligible students will receive paperwork and course information for DC course. Complete your paperwork as early as possible.

Completed on:

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#### 4. Prop 300

[www.azwestern.edu/enrollment/admissions](http://www.azwestern.edu/enrollment/admissions)

Or call (928) 344-7550\* & email [Records@azwestern.edu](mailto:Records@azwestern.edu)

New students need to prove citizenship to start classes and to register for classes.

Completed on:

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#### 5. Payment & Registration Event

[www.azwestern.edu/paying-for-college](http://www.azwestern.edu/paying-for-college)

Or call (928) 344-7550 & (928) 317-7666

Register on your assigned date to make sure you are enrolled in the correct classes with proper documentation. Make sure your classes are paid for by the deadline in order to hold your spot in your classes.

\*Other locations: **San Luis** (928) 314-9449 | **Parker** (928) 669-2214 | **Somerton** (928) 314-9464 | **Wellton** (928) 785-4175



## Locations



**ARIZONA WESTERN COLLEGE**



(928) 317-6000 / (888) 293-0392  
2020 S. Avenue 8E  
Yuma, AZ 85365

Regular Hours\*

Mon-Thurs: 7:00am - 5:00pm  
*(Student-facing services, 3C Yuma Campus)*  
Mon-Thurs: 7:00am - 7:00pm  
Fri-Sun: Closed



**SAN LUIS LEARNING CENTER**



(928) 314-9449  
1340 N 8th Avenue  
San Luis, AZ 85349

Regular Hours\*

Mon-Thurs: 8:00am - 7:00pm  
Friday: 9:00am - 1:00pm  
Sat-Sun: Closed



**PARKER LEARNING CENTER**



(928) 669-2214  
1109 Geronimo Ave  
Parker, AZ 85344

Regular Hours\*

Mon-Thurs: 8:00am - 6:00pm  
Fri-Sun: Closed



**SOMERTON CENTER**



(928) 314-9464  
1011 N. Somerton Avenue  
Somerton, AZ 85350

Regular Hours\*

Mon-Thurs: 8:00am - 7:00pm  
Friday: 9:00am - 1:00pm  
Sat-Sun: Closed



**WELLTON LEARNING CENTER**



(928) 785-4175  
28851 County 12th Street  
Wellton, AZ 85356

Regular Hours\*

Mon-Thurs: 7:00am - 5:00pm  
Fri-Sun: Closed





# Dual Enrollment Registration Form

Student Information: *(please print)*

SEMESTER :      FALL /      SPRING

Date of Birth: \_\_\_\_\_ SSN / AWC ID Number: \_\_\_\_\_ Grade Level: 9 10 11 12

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone - Home: (    ) -    Cell: (    ) -   

Location(s): (Check all that apply)

<input type="checkbox"/> Antelope HS	<input type="checkbox"/> Cibola HS	<input type="checkbox"/> Gila Ridge HS	<input type="checkbox"/> HPA	<input type="checkbox"/> Kofa HS
<input type="checkbox"/> Parker HS	<input type="checkbox"/> San Luis HS	<input type="checkbox"/> STEDY	<input type="checkbox"/> Vista HS	<input type="checkbox"/> Yuma HS
<input type="checkbox"/> Yuma Catholic HS				

Course Section #	Course Title	Credit Hrs.	Instructor Signature
<b>Total Credits:</b>			Total Cost:

**Dual Enrollment Tuition Schedule - Arizona Resident: \$25 per credit / Out of State: \$30 per credit**

I have reviewed the information on this form, and certify that the student is eligible to participate in dual enrollment.

HS Counselor Printed Name: \_\_\_\_\_ Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Student – Please Read and Sign Here:**

*I agree to the exchange of academic information between the participating institutions, including but not limited to college grade reports, transcripts, and any other pertinent documents. I give permission to release Arizona Western College student information to my parents and/or legal guardian in accordance with Federal Law. I understand that if I would like to give my parent/guardian access to my student records, the Student Information Release (FERPA) Form must be completed and returned to the AWC Admissions and Registration Office. I agree to notify the AWC Admissions and Registration Office regarding changes in enrollment, including dropping, adding, or changing classes. As a student 18+ years old, I understand that I will be held responsible for any balance on the students account.*

Student Printed Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian of Students 17 and Younger Please Read and Sign Here:**

*As a parent or legal guardian, I give permission for the above mentioned student to enroll in the course(s) listed above. I agree to pay tuition and fees. Failure to pay may result in the above-named student being deregistered from classes without notification. I understand that the above-named student will be establishing a college academic record and will be required to report such enrollment to future colleges or universities. He/she will be subject to the course requirements, grading standards and attendance requirements established by the instructor in the course syllabus. As the parent or legal guardian of the above mentioned student, I understand that if sponsored billing does not cover all charges, I will be held responsible for any balance on the students account. I further understand that the above-named student will be subject to all of the requirements, policies, regulations, and deadlines defined in the College Catalog and Schedule of Classes.*

Parent/Guardian Printed Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only**

Processed by: \_\_\_\_\_ Net ID: \_\_\_\_\_ Date: \_\_\_\_\_



# Dual Credit Student Information Release Form

**The Dual Credit Student Information Release Form (FERPA) only needs to be filled out ONE time per student.**

**Admission & Registration | P.O. Box 929 | Yuma, AZ 85366-0929 | (928) 344-7550 | FAX (928) 344-7543**

## Student Information (please print)

Date of Birth: \_\_\_\_\_ AWC ID#: \_\_\_\_\_

Name Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I. \_\_\_\_\_

My information on file is correct.  I am updating my information.

Address Street (P.O. Box) \_\_\_\_\_ Phone # Home \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work \_\_\_\_\_

AWC Email Address \_\_\_\_\_ Cell \_\_\_\_\_

In compliance with the federal **Family Educational Rights and Privacy Act of 1974 (FERPA)**, Arizona Western College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees, financial aid, and other student record information. This restriction applies; but is not limited, to your parents, your spouse, or a sponsor. You may, at your discretion, grant AWC permission to release information about your student records to a third party by submitting a completed Student Information Release Form. You must complete a separate form for each third party to whom you grant access. The specified information will be made available only if requested by the authorized third party. AWC does not automatically send information to a third party. Access to this information does not give permission to others to alter to the student's record. Changes to the student record must be made at the request of the student. Submit your completed form to the Admissions & Registration Office. Please note that your authorization to release information has **no expiration date**; however, you may revoke the authorization at any time by sending a written request to the same office.

## Parent/Guardian/Third Party Designee:

Name _____	Date of Birth _____
Current Address _____	Phone # _____
Relation to Student _____	Comments/Notes _____

## Directory Information

Provisions of FERPA allow the institution to define directory information, that is, information that is public. Your name, current enrollment status, certificates and/or degrees earned, and/or awards received at Arizona Western College are considered public information. Any AWC employee may provide this directory information about students in response to all inquiries in this regard, whether the request is in person, by phone, or in writing.

The following directory information items may appear in college directories and publications and may be released, at the discretion of the College Registrar in the course of College business: address, telephone number(s), date of birth, student e-mail address, dates of attendance, city of residence, major field of study, awards, honors, past and present participation in officially recognized sports or activities, physical characteristics of athletes, including height and weight, and student images including but not limited to photographs and other media.

## Certification

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Processed by \_\_\_\_\_ Net ID \_\_\_\_\_ Date \_\_\_\_\_



## Student Dual Enrollment Agreement Form

**The Dual Enrollment Agreement Form (or Underage Form) only needs to be filled out ONE time per student.**

Admission & Registration | P.O. Box 929 | Yuma, AZ 85366-0929 | (928) 344-7550 | FAX (928) 344-7543

Student Name: \_\_\_\_\_ AWC ID #: \_\_\_\_\_

AGE: \_\_\_\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email: \_\_\_\_\_

Students may be admitted/registered for course(s) on an individual basis with the approval of a college official (academic advisor) for each semester if the student meets the established requirements of the course(s) for which the student enrolls and the college official determines that the student's admission is in the best interest of the student. The college learning environment is an environment of adult interaction where students will be exposed to concepts, lectures and materials that are designed for adults and adult audiences. At the college, there is unrestricted Internet access. Prior to enrollment, an active consultation between student, parent/legal guardian and a college official must take place.

In order to register for a course(s) this form must be signed and on file with the AWC Advising Office.

**In addition the student is aware:**

- \_\_\_\_\_ They must meet admission criteria and complete the college placement test to indicate the student is at appropriate college level for the course(s). They may not be admitted to all AWC courses and the college may limit the number of semester credit hours per semester.
- \_\_\_\_\_ Admissions under this agreement is NOT guaranteed admission to a specific certificate or degree program.
- \_\_\_\_\_ All grades earned will affect a student's overall permanent college GPA; and credits and grades earned will be part of the student's college transcript and may impact a student's financial aid in the future.

**Parents and Students need to also be aware that Arizona Western College:**

- \_\_\_\_\_ Is an institution of higher education, and as such, is an adult learning environment.
- \_\_\_\_\_ Expects mature, adult-like behavior of all students and does not tolerate inappropriate behavior.
- \_\_\_\_\_ Expects that all students will assume responsibility for their actions and for their success.
- \_\_\_\_\_ Makes no special allowances or accommodations to students because of their age.
- \_\_\_\_\_ Does not grant parental access to a student's educational record without written consent of student.
- \_\_\_\_\_ Holds all students accountable to the same high academic and disciplinary standards.
- \_\_\_\_\_ Does not provide follow-up on nonattendance; students are expected to attend all class times.
- \_\_\_\_\_ Expects all students to take personal responsibility and seek assistance for any special needs, such as disability services, tutoring and communicating with the instructor if there are any questions or concerns.
- \_\_\_\_\_ Takes no responsibility for underage students and cannot guarantee supervision or safeguard outside of the classroom before and after class.

As parent I agree to be responsible for cost of tuition, books, supplies and all other fees. I understand the information above and grant consent for the above student permission to enroll in Arizona Western College courses.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_