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 course(s) 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 provide 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.

With this letter comes a list of dual credit classes that are being offered this year. 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
AWC Dual Enrollment Process

**FIRST TIME** dual enrollment student

1. A first time dual enrollment student will need to complete and submit the AWC online Admissions Application at [https://www.azwestern.edu/](https://www.azwestern.edu/). 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.

2. Completion of the Dual Enrollment Registration Form with signatures

3. Completion of the Release of Information to Arizona Western College with signatures (one must be completed for a parent if student is a minor)

4. Proof of PROP 300. Student must provide a copy of ONE of the following:
   a) AZ driver’s license
   b) U.S. Passport
   c) U.S. Birth Certificate AND high school transcript
   d) Certificate of US Citizenship
   e) Certificate of Naturalization

   NOTE: Proposition 300 *does not prevent* anyone from enrolling at Arizona Western College. You can turn in Proposition 3000 paperwork early by sending the items to AWC Records @ Records@azwestern.edu. Proposition 300 *does require* that students who are not citizens or legal residents pay out-of-state tuition.

   **If you do not have one of these documents, contact the Admissions and Registration Office to discuss alternative options.**

5. Bring payment method, Registration, Release and Prop 300 forms to high school campus on the day of event (see CTE counselor for specifics). If you cannot attend the event please bring materials to one of the eleven AWC campuses before the start of the 12 week semester.

**CURRENT** AWC or dual enrollment student

1. Provide current AWC ID number

2. Completion of the Dual Enrollment Registration Form with signatures

3. Completion of the Release of Information to Arizona Western College with signatures (if not already on file)

4. Bring payment method, Registration, Release and Prop 300 forms to high school campus on the day of event (see CTE counselor for specifics). If you cannot attend the event please bring materials to one of the eleven AWC campuses before the start of the 12 week semester.
**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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Phone Numbers</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Apply</td>
<td>3C / Other Locations / Online\nOr call (928) 344-7550</td>
<td>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 #.</td>
<td></td>
</tr>
<tr>
<td>2. Testing (Dependent on Course)</td>
<td>3C / Other Locations / Testing Services\nOr call (928) 344-7641</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>3. Registration &amp; Release Paperwork</td>
<td>3C / Other Locations / Dual Enrollment\nOr call (928) 344-7742</td>
<td>Eligible students will receive paperwork and course information for DC course. Complete your paperwork as early as possible.</td>
<td></td>
</tr>
<tr>
<td>4. Prop 300</td>
<td>3C / Other Locations / Admissions\nOr call (928) 344-7550 &amp; email <a href="mailto:Records@azwestern.edu">Records@azwestern.edu</a></td>
<td>New students need to prove citizenship to start classes and to register for classes.</td>
<td></td>
</tr>
<tr>
<td>5. Payment &amp; Registration Event</td>
<td>3C / Other Locations / Online\nOr call (928) 344-7700 &amp; 7550</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
Additional information on these topics can be found in the AWC Catalog. The One Stop Shop is located on the 2nd floor of the College Community Center (3C). Colors correspond to the One Stop Shop map below. We recommend the steps be completed in this order.
Dual Enrollment Registration Form

Student Information: (please print)

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) Antelope HS   Cibola HS   Gila Ridge HS   Kofa HS   Parker HS
San Luis HS   STEDY   Vista HS   Yuma HS   Yuma Catholic HS

Course Section # | Course Title | Credit Hrs. | Instructor Signature
--- | --- | --- | ---
--- | --- | --- | ---
--- | --- | --- | ---
--- | --- | --- | ---

Total Credits: ________________________ 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: ___________

Registrar Signature: ____________________________ Date: ___________

Sponsored Billing (tuition paid for by a third party)

Sponsor: Migrant   Other: ________________________
Prop 300 Provided:

Yes   No   Partial – Need: ________________________

Payment Method:

Cash: ________ Check #: ________ Amount: ________

Credit/Debit Card (to be done online or at AWC)

This box to be filled in by high school or college official

Parent/Guardian/Adult Student 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: ___________

Parent/Guardian Email: ____________________________ Home or Cell Phone Number: ____________________________
## Dual Credit Student Information Release Form

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

### Student Information (please print)

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>AWC ID#:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name Last:</th>
<th>First:</th>
<th>M.I.</th>
</tr>
</thead>
</table>

- [ ] My information on file is correct.
- [ ] I am updating my information.

<table>
<thead>
<tr>
<th>Address (P.O. Box)</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AWC Email Address</th>
<th>Cell</th>
</tr>
</thead>
</table>

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.

### Third Party Designee (please print)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Last 4 Digits of SSN</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Current Address</th>
<th>Phone #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Relation to Student</th>
<th>Comments/Notes</th>
</tr>
</thead>
</table>

### 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

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

### For Office Use Only

Processed by _____________________________ Net ID __________________ Date _____________________
Student Name: _________________________________________ AWC ID #: _____________________

AGE: _______ Birthday: _____/_____ / _____   Email: _____________________ / _____ @toro.azwestern.edu (optional)

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 to 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: ___________________