



DUAL ENROLLMENT PROGRAM

Program Participation Acknowledgement

As a Dual Enrollment student, I understand that I am held to the same standards as regular/traditional college students unless otherwise restricted by federal, state, or local requirements. I understand that I am required to communicate any issues to the appropriate people (Building Level Liaison, Professional School Counselor, Dual Enrollment Office, instructors, parents, etc.). As a Dual Enrollment student, I am expected to be prepared for the academic rigor and challenge of college-level work. As a college student, I also understand I am expected to take responsibility for my education, which will require me to listen, ask appropriate questions, and do the work necessary to be successful in my classes. As a Dual Enrollment student, I am expected to address any course issues with my instructor and it is my responsibility to notify the instructor of absences caused by illness, emergencies, etc. I also understand I must abide by attendance policies, academic integrity, and discipline policies of Coppin State University. Finally, the only excused (approved) absences are those approved by your course instructor. High school holidays, activities, and sports are not excused absences.

I have read and understand the following:

- Responsible for knowing which courses I am registered for through my Eaglelinks account when the courses begin/end, the location of courses and logging into their Blackboard account, and what delivery mode the course is being offered.
- Ensuring that my coursework and assignments are quality work and submitted on time,
- Organize my work and commitments, including developing a folder and notebook for each class. Keep a planner with important due dates.
- Check your Coppin State University email account regularly.
- Be prepared – always read my textbook, and materials and complete my assignments BEFORE class.
- Read my syllabus – the syllabus will provide me with valuable information about what the course is about, what will be taught, grading, instructor information, and how to be successful in the course.
- I also need to listen, ask questions, take notes, and participate in class discussions.
- **Make sure that complete my daily check-in for mandatory attendance with Dual Enrollment Ambassadors. Attendance is crucial for academic success and maintaining participation in the program.**
- Keeping my parent, Professional School Counselor, and/or Building Liaison informed on how my dual enrollment classes are going,
- I understand how the grade earned in my dual enrollment classes impacts my school and my efforts are a reflection and representation of my participating school,
- **Logging into your Eaglelink account regularly to check for updates and review pertinent emails, and**
- I realize that I must spend the appropriate time reading, reviewing notes, studying, and preparing to be successful in my college courses.
- I have checked the academic calendar to be sure I understand withdrawal dates and to make sure there are no conflicts (spring break, winter break, summer vacation, etc.).

I hereby certify that I understand the requirements above.

Print Name: _____

Date: _____

Signature of Student: _____

I hereby certify that as a Professional School Counselor and/or Building Liaison, I have reviewed the above with the students and they understand what is needed to satisfy continued participation in the dual enrollment program.

Print Name: _____

Date: _____

Signature of Professional School Counselor/ Dual Enrollment Building Liaison: _____