Please advise your students to READ the Student Responsibilities listed on each registration form.

All Juniors and Seniors NOT ENROLLING in this dual-credit course MUST complete the Not Enrolling Acknowledgement located at the bottom of the registration form (only printed name and signature are required). This policy is being implemented as parents call indicating that their child submitted a registration form for a course, but the student was not enrolled as we did not receive a form. You must submit a registration form for every Junior or Senior in your class.

**IMPORTANT DATES**

**10/16/17**  **Mid-Term Enrollment Verification Date**

Please drop any student not pursing this course, or who is receiving a grade of "D" or "F", not later than one day before the Mid-Term Enrollment Verification date using an Instructor Initiated Withdrawl Form. This will ensure that this course will not show up on a student's JJC transcript. You should only have students pursing this course with a grade of "A", "B", or "C" enrolled in this course by the mid-term enrollment

**11/25/17**  **Last Day to Drop (to receive a grade of "W")**

Please drop any student who is receiving a grade of "D" or "F" before the Last Day to Drop using an Instructor Initiated Withdrawl Form. Ideally, these students would only be students who were receiving a grade of "A", "B", or "C" at the mid-term date who are now likely to receive a grade of "D" or "F". Dropping a student before the Last Day to Drop will ensure the student receives a "W" grade, not a failing grade.

**12/20-12/27**  **Final Exam Grading Period**
Student must have applied for and obtained a JJC ID number before completing this registration form; return completed form to your instructor. For additional information on dual credit, visit → www.jjc.edu/dual-credit

Please LEGIBLY print in black or blue ink (Do NOT use pencil)

<table>
<thead>
<tr>
<th>JJC Student ID #</th>
<th>Circle current year:</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JJC Course</th>
<th>JJC Course Name</th>
<th>School Course Name</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 103 RCD1</td>
<td>History of the US to 1865</td>
<td>Advanced US History</td>
<td>3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Days:</th>
<th>08/16-12/20</th>
<th>MTWRF</th>
</tr>
</thead>
</table>

Pre-Requisites: No Prerequisites

Student Responsibilities

- This JJC dual-credit course is separate from the high school or career center course. I understand that if I drop the high school / career center course, move out of district, or attend another school, that I must drop the JJC course by calling (815) 280-6927 or risk a failing grade being posted to my JJC transcript.
- I need to drop this JJC dual-credit course by the last day to drop indicated above if I am not going to earn a grade of "A", "B", or "C" by calling (815) 280-6927.
- I understand that I am ineligible to enroll in this course if I have received a grade of "D" or "F" in a previous JJC course.
- I understand that providing false or incomplete information on this registration form may make me ineligible to enroll in this course.

I have read and understand the Student Responsibilities: X Signature__________________________

Juniors and Seniors Not Enrolling Acknowledgement

If you are a Junior or Senior and NOT enrolling in this course, please LEGIBLY print and sign your name below to indicate you are NOT pursing this dual credit course (you do NOT have to provide any demographic information above):

Printed Name: ___________________________ X Signature__________________________
Enrollment Summary Sheet

To: Office of Dual Credit  Fax #: 815-280-6930  Phone #: 815-280-6927

From: ___________________________  Date: ___________________________

Reed-Custer High School  John Welsh  H.S./Career Center Course Title: ADVANCED US HISTORY

08/16-12/20  12:50P-01:35P  HIST 103 RCD1

| # of Freshman and Sophomore in this class (all are ineligible to register--do NOT submit registration forms) |
| # of Juniors and Seniors ENROLLING (A) |
| # of Juniors and Seniors NOT ENROLLING (B) |
| # of Juniors and Seniors in this class (C)  This total should = (A) + (B) |
| # of ENROLLING Junior and Senior FORMS SUBMITTED (if total does not = (A) above, please explain ________ in Comments section) |
| # of NOT ENROLLING Junior and Senior FORMS SUBMITTED (bottom acknowledgement section must be completed); (if total does not = (B) above, please explain in ________ Comments section) |

Please complete these steps before submitting packet: [Check]

Current H.S. class roster MUST be included:
- Cross off any Freshman and Sophomore students
- Indicate "NE" next to Juniors and Seniors "N"ot "E"nrolling

Alphabetized registration forms
- Place Not Enrolling forms behind Enrolling forms

Cancel Class (No Enrollment) [ ]

Comments Section

- [ ]

Please send your registration forms, AS A GROUP BY COURSE, to the Office of Dual Credit when all are completed.
Email to: officeofdualcredit@jjc.edu or fax to (815) 280-6930

You may check the status of each course by viewing the course roster via eResources