



## REQUEST FOR HIGH SCHOOL DUAL ENROLLMENT

**Student Section:**

1. Submit the online application for admission (select "High School Dual Enrollment" as your status of application).
2. Request an unofficial copy of your high school transcript and ACT/SAT scores (if applicable) to be sent directly to the Columbia College Admissions Office at **1001 Rogers Street, Columbia, MO 65216** or email them to **admissions@ccis.edu**.
3. Complete and submit this authorization form to the Columbia College Admissions Office.

I, \_\_\_\_\_, request admission to Columbia College.  
 First M.I. Last (please print)

I intend to take courses in the following format/venue:  
 Evening  
 Online  
 Day Courses (only available at specific locations)

Anticipated Course(s) in which I would like to enroll:

\_\_\_\_\_

Student understands that, if approved, I will be enrolled as a dual enrollment student. I understand that I will be required to meet any pre-requisites for courses that I wish to take and that I will need to show proof of meeting those pre-requisites prior to enrolling. I will follow and abide by all Columbia College policies as a student of the institution. I also understand that by signing below I am giving permission for the parent or guardian who signs below to have access to my educational record at Columbia College during the time for which I am enrolled as a dual enrollment student.

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

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***This section to be completed by High School Official: Principal or School Counselor.***

On the basis of high school record, test data, and maturity, I recommend the above named student for the Columbia College Dual Enrollment Program.

I certify this student (please check one):

- Is a 9<sup>th</sup> grader who has a cumulative high school GPA of a 3.0 or higher and an ACT/SAT score at the 90<sup>th</sup> percentile.
- Is a 10<sup>th</sup> grader who has a cumulative high school GPA of a 3.0 or higher.
- Is an 11<sup>th</sup> or 12<sup>th</sup> grader who has a cumulative high school GPA of 2.5 or higher.

\_\_\_\_\_  
 Principal or School Counselor

(Additional enrollment section to be completed on back of form.)

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***This section to be completed by Parent or Guardian.***

By signing below, parent or guardian understands and acknowledges that in consideration for participating in the dual enrollment program, the student will be taking college level classes that contain college level content, which in some circumstances may include adult content and/or discussion. Additionally, if the student attends class on-ground, the student is expected to proceed directly to class and attend class under the supervision of the instructor, but shall not otherwise be unsupervised while on campus. The student is also expected to abide by all Columbia College policies while enrolled as a dual enrollment student.

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Parent or Guardian