

Virginia Western will consider the admission of junior and senior level students enrolled in a public, private, or home-school secondary educational program.

Dual enrollment is restricted to high school juniors and seniors and home-schooled students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements, and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

Although the enrollment of high school and home-schooled juniors and seniors has the potential to enrich their academic program, it is not intended to substitute for the traditional high school or home-school experience. Federal regulations do not permit financial aid to be awarded to students who are simultaneously enrolled in a public, private, or a home-school educational program. Additionally, high school and home-schooled students are not eligible to enroll in a curriculum of study at the college until they have earned a high school diploma or GED, completed their home-school requirements, or are beyond the age of compulsory school attendance.

Steps Required for Approval

1. Student applies for admission to the college. All sections of the application must be completed, including the application for Virginia in-State Tuition Rates.
2. **High school student:** Obtains a *High School/Home-School Enrollment Approval Form* (available from Virginia Western Admissions Office, high school Guidance Department or principal), completes form and presents to principal. The principal reviews the form, designates “yes” or “no” for dual credit, and indicates approval by signing the form. Registration is limited to the courses for which approval has been granted.
3. **Home-schooled student:** Obtains a *High School/Home-School Enrollment Approval Form* (available from Virginia Western Admissions Office) and presents to home-school teacher or parent for signature. In addition, home-schooled students must provide a copy of a home-school agreement approved by the school district, or a letter declaring home-school for religious exemption. Registration is limited to the courses for which approval has been granted.
4. **Important Note:** If the parent will be registering the student for classes and picking up the schedule for the student, the student’s authorization/signature is **REQUIRED** to release the class schedule to the parent (please see other side).
5. The completed application and the *High School/Home-School Enrollment Approval Form* must be submitted to the Enrollment Center prior to registration. Registration for all high school and home-schooled students must be completed, in person, in the college Enrollment Center. Please review the VWCC Academic Calendar for information about Enrollment, Drop and Withdrawal dates. For on-line classes, please review the information about eLearning found at: <https://www.virginiawestern.edu/learning/elit/index.php>
6. Placement testing is required before enrolling in courses. For more information, please visit our website at <http://www.virginiawestern.edu/services/ltc/placement.php>.
7. High school and home-schooled students must meet with a college academic advisor prior to registration for math or English courses.

HIGH SCHOOL/HOME-SCHOOL ENROLLMENT APPROVAL FORM

VWCC Admissions Office • PO Box 14007 • Roanoke, VA 24038-4007
Phone: 540- 857-7235 / Fax: 540-857-6478

Instructions

Student must complete Part 1 and request the principal, home school teacher, or parent to complete Part 2. The completed form is then forwarded to the Virginia Western Admissions Office, Dual Enrollment Office or hand-carried by student to Virginia Western prior to enrollment in courses.

PART 1 (Student Completes)

I _____, VWCC Student ID _____, a student

at _____ High School, request approval for enrollment at Virginia Western in the courses listed in Part 2. I have completed all required Virginia Placement Testing and/or course pre-requisites noted in the course description found in the VWCC on-line course catalog.

Student's Signature _____ Date _____

If this student is Home-Schooled – a copy of the Home School Agreement or religious exemption documentation must be submitted with this approval form.

**Please see Privacy Statement, which can be obtained in the Admissions/Records Office.*

PART 2 (Principal / Home-School Teacher or Parent Completes)

Use this section to approve the student's enrollment at Virginia Western. **For high school students, the principal must indicate whether the course will be used to satisfy high school graduation requirements and/or averaged into the HS GPA. (Please circle "Yes" or "No").**

Dual Credit	COURSE	Section No.	TERM <small>Fall, Spring, Summer</small>	Day & Time	Instructor	Location
Yes or No						
Yes or No						
Yes or No						
Yes or No						
Yes or No						
Yes or No						

This student attends a public or private high school in Virginia and enrollment in the courses noted above are authorized by:

Authorized by: _____
HS Principal or Designee _____
Date

This student is home schooled and enrollment in the courses noted above are authorized by:

Authorized by: _____
Parent or Home School Teacher _____
Date