



# Dual Credit Agreement Form

San Juan College

**Statement of Eligibility for Dual Credit at SJC:** The form must be **complete** before submitting. In order to register for Dual Credit courses the form MUST be submitted prior or at the time of registration. This is a mandatory requirement.

## STUDENT INFORMATION

Printed Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SJC ID \_\_\_\_\_ NMPED STARS ID \_\_\_\_\_ HS GPA \_\_\_\_\_

High School Name \_\_\_\_\_ Grad Month/Year \_\_\_\_\_ 18 Years or Older? Yes / No

**Important: By signing this document and participating in the Dual Credit program you agree to the following:**

- I clearly understand that as a Dual Credit student I will be in the college environment and responsible for being aware of and adhering to all SJC policies outlined in the Academic Catalog as well as those outlined in the Student Handbook.
- I agree to adhere to the SJC Academic Calendar important deadlines including drop/course withdrawal dates
- I agree to review and follow the course syllabus in order to meet course deadlines, student responsibilities and academic expectations
- I understand that:
  - As a NM public, BIE, charter or private school student enrollment verification will be sent from SJC to my high school
  - I authorize my high school to notify SJC to withdraw me from courses determined by my high school representative
  - As a NM home school student I agree to provide SJC with proof of NMPED home school registration every academic year
- I understand SJC will send a notification of course withdrawal and other enrollment information to my high school
- I understand that I will be responsible for costs associated with my courses not covered under the Dual Credit Master Agreement
- I agree to notify SJC Enrollment Services of my new high school name or NM home school registration if I transfer high schools

High School Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

If under 18 years of age, you are responsible for obtaining parent/legal guardian approval to be enrolled in the program.

I understand that once my student is admitted to SJC they are subject to the federal law called the Family Educational Rights and Privacy Act (FERPA). This law means that I, the parent or legal guardian, may not have access to my student's record unless the student has provided SJC with written consent. Please review the Consent to Disclose Educational Records on the opposite of this page.

As the parent/legal guardian of this student, I confirm that he/she meets the eligibility requirements for the Dual Credit program and acknowledge the enrollment conditions of this program.

**Signature below indicates PARENT/LEGAL GUARDIAN acknowledgement to items above.**

Print Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please submit form to the SJC Enrollment Services Office or scan/email document to [dualcredit@sanjuancollege.edu](mailto:dualcredit@sanjuancollege.edu)



## CONSENT TO DISCLOSE STUDENT EDUCATION RECORDS

If any person other than you needs or will need access to your education records maintained by San Juan College, complete this form and return it to the Enrollment Services Office. Other College officials may take this form directly from the student and forward to the Enrollment Services Office.

### Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA defines the requirements for access to and release of student education records. Student education records are defined as records that are directly related to a student and are maintained by an educational institution. San Juan College has designated certain parts of a student's education record as "Directory Information," (see below) which may be disclosed to third parties without the student's written permission. Student education records include, but are not limited to, course grades, billing records, and disciplinary records.

In general, education records that are not designated Directory Information may be disclosed only to the student unless the student provides written consent to disclose those records to other persons. However, disclosure of non-directory information may be made to (1) an individual who claims the student as a dependent on the individual's federal income tax return, as defined in Section 152 of the Internal Revenue Code, (2) to parents or legal guardians of a student who is under 21 years of age and has been disciplined by the college for any alcohol or drug policy violations, and (3) to parents or legal guardians of a student who is in a health and safety crisis.

PLEASE PRINT LEGIBLY

I, \_\_\_\_\_ Student ID Number \_\_\_\_\_, hereby give my permission to San Juan College to release my education records to the following person(s). **This release shall remain in effect until I submit a separate written request to the Enrollment services Office to change or rescind it.**

NAME	RELATIONSHIP TO STUDENT
1. _____	_____
2. _____	_____
3. _____	_____

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office Use Only:

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

### Directory Information as Defined by San Juan College:

Student's Name

Address & Telephone Numbers

San Juan College Email Address

Date and Place of Birth

Program of Study

Dates of Attendance

Degree Information (includes degree, date conferred, honors, awards, scholarships, and academic awards)

Enrollment Status

Participation in Recognized College Activities

Most Recent School Attended

Updated 2/28/2018