

For guidelines as to the specific use of this form, see reverse side.

Beatrice Lincoln Milford

Please type or print

Last Name _____ First _____ MI _____

Address _____

City _____ State _____ Zip _____

Phone Number: _____ SSN _____

The following course(s) by title are requested:

Beginning date:

1. _____

2. _____

3. _____

Authorization

STUDENT: I grant permission for Southeast Community College to release information relative to my progress at Southeast Community College to my high school student records office and to my parents/guardians.

Student
Signature _____ Date _____

PARENT/GUARDIAN: I have read and understand the guidelines on the back of this form. I give permission for my student to participate in college courses through Southeast Community College. I understand I am responsible for all tuition and fees less any scholarships or payments made by the high school or other third parties.

Parent/guardian
Signature _____ Date _____

High School

(Student's name) _____ is currently in the _____ grade of High School. The requested course work will not interfere with this student's regular high school program. This student has demonstrated the ability to benefit from college level courses and met all prerequisites. Approval is granted.

This student is 16 years of age or older: Yes No*

High School _____ Date of Approval _____

Principal/
Counselor (PRINT) _____ Signature _____

Southeast Community College

*Students under 16 years of age will not be accepted for admission into programs of study. Students under 16 may enroll in credit classes with special permission from the college Dean of Student Services.

Dean of
Student Services _____ Date _____

Signature of Dean of Student Services is required for students under 16 years of age to register.

General information:

- 1) Enrollment of high school students at Southeast Community College is limited to students age 16 or older who have demonstrated the ability to be successful in college level courses. Depending on conditions and/or situations, exceptions to the minimum age requirement may be granted. Requests are subject to approval by the Dean of Student Services before registration.
- 2) Classes taken for college credit will be recorded on a permanent college transcript.
- 3) The student is expected to continue high school which includes regular attendance and maintaining satisfactory academic progress.
- 4) Regular tuition and fees will be charged. Parents are responsible for all tuition and fees less any scholarships or payments made by the high schools or other third parties. PAYMENT DEADLINE for tuition and fees is on or before the first day of the courses.
- 5) Students enrolled must abide by all Southeast Community College rules and regulations including drop deadlines for tuition refunds.
- 6) Failing college classes has consequences and may cause a student to be ineligible for Federal Financial Aid after graduation.
- 7) Students may be responsible for the cost of textbooks. Please check with your high school.
- 8) This form must be completed and signed by the student, parent/guardian, and high school representative prior to registration.
- 9) If payment is not received, Southeast Community College reserves the right to withdraw the student or place a hold on the student's account which will affect the ability to register for future classes and/or to receive official college transcripts.

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación - La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, ascendencia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu. (January 2009)