



INSTRUCTIONS:

To enroll in Southeast Nebraska Career Academy Partnership (SENCAP) or DC Advantage's dual credit courses you must complete this application. See reverse side for more information.

FOR SCHOOL YEAR

- ☐ (2016-2017) July 1, 2016-June 30, 2017
☐ (2017-2018) July 1, 2017-June 30, 2018
☐ (2018-2019) July 1, 2018-June 30, 2019

APPLYING FOR

- ☐ SENCAP
☐ DC Advantage (skip Academy Choice)
☐ Both SENCAP and DC Advantage

ACADEMY CHOICE (SENCAP ONLY)

- | | | |
|---|--|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Business | <input type="checkbox"/> Education | <input type="checkbox"/> Manufacturing - Green Energy |
| <input type="checkbox"/> Criminal Justice | <input type="checkbox"/> Health Sciences | <input type="checkbox"/> Manufacturing - Welding |

Student Information (Please type or print neatly in black ink)

Student Name _____ Birth Date* _____
Last First Middle Initial mm/dd/yyyy

→ Student Social Security Number _____ - _____ - _____ SCC ID# _____

Mailing Address/City/State/Zip _____

Student Cell Phone# _____ Home Phone# _____

Student Email Address (REQUIRED) _____

High School _____ Graduation Year: _____

Gender: ☐ Male
☐ Female

Ethnicity (select one):
☐ Hispanic or Latino
☐ Not Hispanic or Latino

Race (select one or more):
☐ American Indian or Alaska Native
☐ Asian

☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Student: I intend to enroll in SENCAP or DC Advantage courses during the school year. I have read and understand the guidelines, honor statement and release of information. I give permission for Southeast Community College to release information regarding my progress, attendance, grades and transcript to my high school records office, parent/guardian, and SENCAP coordinator. The College requires a student's Social Security number as a condition for admission as mandated by the Internal Revenue Service. A student's Social Security number information constitutes an "educational record" under FERPA.

Student Signature _____ Date _____
mm/dd/yyyy

Parent/Guardian Information

Parent: I give my student permission to enroll in dual credit courses through SENCAP/DC Advantage during the school year. I understand I am responsible for all tuition and or fees associated with dual credit courses less any scholarship or payments made by their high school or third parties. I am aware that if my student withdraws from a course after the tuition refund date, I am still responsible for tuition and fees. I understand that my student failing dual credit courses has consequences and may cause a student to be ineligible for Federal Financial Aid after high school graduation.

PRINT Parent/Guardian Name _____ Primary Phone# _____

Parent/Guardian Signature _____ Date _____
mm/dd/yyyy

High School Permission

This student has demonstrated the ability to benefit from college-level courses and met all prerequisites. Approval is granted.

PRINT Administrator Name _____ Date _____

Administrator Signature _____

Special Permission

*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 Southeast Community College Dean of Students.

Dean Signature _____ Date _____
mm/dd/yyyy

For assistance completing this form, contact Cheryl at cparks@southeast.edu 402-228-3468 ext. 1320, or Erin at emay@southeast.edu 402-437-2859.
For billing information, contact Audrey at apriefert@southeast.edu 402-228-8222.

Make a copy of this form for your records.

OFFICE USE ONLY

Data Entry

Date

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 Students 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.

Honor Statement

Participation in SCC's SENCAP/DC Advantage program requires a high level of commitment from the College, high school, students and parents. This agreement acknowledges that students and their parents are entering into a relationship with the College built on honesty, ethical behavior, open communication and trust. All participants must adhere to the following list of guidelines:

- The student is required to attend all courses.
- The student has access to an appeal process to review extenuating circumstances of absences and tardies at the College. During an appeal process, the student will continue to attend class.
- The student is expected to follow the high school class schedule as well as the SENCAP/DC Advantage calendar. In addition, the student is expected to follow SCC's inclement weather policies.
- The student is required to arrive in the classroom on time. At the College, each program has its own standards which students are to abide by. Leaving early results in a tardy or an absence.
- The student is to behave in an ethical and professional manner at all times and represent his/her high school and SCC in a way that denotes dignity and respect.
- The student must politely accept feedback from instructors, advisors, college administrators and employers and treat each situation as a positive learning experience.
- The student is required to immediately notify instructors, the SENCAP office, and high school counselors of problems and concerns while attending the College and/or internship.
- The student is required to be drug and alcohol free while attending the College. Appropriate action will be taken in accordance with SCC policies and procedures if substance use/abuse is suspected. Internship sites may require a drug test.
- The student is required to follow the dress code of his/her specific program area, including protective clothing if necessary. Furthermore, individual classes and/or business sites may have a dress code which the student is expected to adhere to.
- Equipment provided by SENCAP must be treated with respect and returned to the College at the end of the year in good condition. Lost or damaged books and equipment will result in replacement fines to be paid by the student.

Release of Information

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974.

Information regarding FERPA can be found in the SCC catalog. Questions should be directed to the campus Registration and Records Office.

The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students. Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

Requests for student records and information must be in writing and directed to the campus Student Services Office.

When available, the student's physical address, email address and/or telephone number will be released at the discretion of the Student Services Office.

Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.

To avoid having any information released, the student must submit a written request to the campus Student Services Office within 10 classroom days, not including Saturdays, Sundays and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom-day, not including Saturdays, Sundays and holidays, written notice to the campus Student Services Office to become effective.

I give permission (or request) that Southeast Community College may use/release the following information:

Student name, Major field of study, Dates of attendance, Enrollment status, Most recent school attended, Degrees and awards received, Honors and awards received (including Dean's List and other academic honors), Participation in officially recognized co-curricular activities such as music, sports, Weight/height of athletic team members, Parking permit number and auto license number, Photographs/Video.

This information may be released to the following individuals or organizations:

High school/college/university/educational institution; Media including television, radio, newspaper, social media.

NonDiscrimination Policy

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, ethnicity, 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, etnia, 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.