

[REDACTED]

[REDACTED]

[REDACTED] College Lemoore students under the age of 18 are responsible for their children, including but not limited to transporting them to and from class. Please be aware that classes may periodically end early, may be canceled without prior notice or may vary from the scheduled time and/or location.

**This information is important to every high school participant:**

**Registration**

- All high school students must submit an admission application to West Hills College Lemoore, visit the college website at [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]

[REDACTED]

- [REDACTED] responsibility to monitor their WHCL student email account for a notification granting the permission to enroll, students will need to contact our student services technicians at the Eagle Help Desk within that 5 day window and a technician must manually enroll [REDACTED] to the course.
- If the students do not receive an email prior to the start of the course, they are expected to attend the first day class and instructor with manage the roster/waitlist. If they are waitlisted on an online class, they should continue to watch their WHCL email for notification of enrollment by faculty.

**First Day of Attendance**

- Students must be in attendance on the first day of instruction for all enrolled and/or on campus waitlisted sections. Students must perform all first day assignments in online classes. Failure to attend or complete required assignments may result in being dropped from the course due to non-participation.

### **Prerequisite Requirements**

- When a course has prerequisite requirement, students are required to have pre-existing knowledge to be successful in the course. i.e. successful completion (a grade of C or better) is required in FLSPN 1 or a full year of high school Spanish is required to be considered for enrollment in FLSPN 2.
- The prerequisite requirement must be cleared prior to registration.
- Placement tests are required for all English and Math courses.

### **Deadlines**

- There are deadlines for all admission and registration related processes (i.e. adding, dropping, petitions, etc.) that are processed by the Eagle Help Desk.
- It is the students responsibility to read the Academic Calendar to ensure that they meet these deadlines. Deadline dates can also be found on the West Hills College Lemoore website. If you have any questions related to admissions, registration, fees, ordering transcripts, etc., please contact the Eagle Help Desk at 559-925-3317 for assistance

### **Academic Records**

- All Dual Enrollment students are subject to the Federal Family Educational Rights and Privacy Act (FERPA) guidelines. Student records can only be released to the student or under a release signed by the student to their designee. Students can request a FERPA release form at the Eagle Help Desk in the Student Union building 900.
- All grades issued in WHCL courses will become part of the students' permanent college transcript.
- It is the students responsibility to request their official transcripts for other institutions. WHCL will provide the first two official transcripts free of charge. Please visit the Eagle Help Desk to submit a transcript request, requests are processed within one business day.





**Parent Consent:** I give my consent for \_\_\_\_\_ *Student's Name* \_\_\_\_\_ to be enrolled at West Hills College Lemoore as a special part-time student. I understand that it is my son's/daughter's responsibility to submit a sealed transcript to the high school registrar to receive high school credit for WHC courses. I understand that my son's/daughter's progress will not be monitored by the high school. In the event the student should drop a course, it is the student's responsibility to notify the high school counselor immediately. I understand that my son/daughter is being considered for admission as a college student and he/she will abide by all college rules, regulations and deadlines. I understand that my son/daughter may participate in college surveys or research as approved by the district. I also understand that transportation and other costs for community college courses are the responsibility of the student. Under FERPA(Family Educational Rights and Privacy Act), the College will not release any student records, not including directory information, to anyone, including the parent, without the written consent of my student.

**HIGH SCHOOL CERTIFICATION - DUAL ENROLLMENT**

The undersigned give their consent for the petitioner to be admitted and register for the classes listed in page 1 of this document.

Administrative Approval:	Parental Approval:
_____	_____
Print Name of H.S. Principal or designee	Print Name of Parent/Guardian
_____	_____
Signature of High School Principal or Designee	Signature of Parent/Guardian
_____	_____
High School Name	Telephone Number
_____	_____
Date	Date