

2018-2019 Dual Enrollment Application Process with SEU - **Deadline May 1, 2018**

1. **Meet Participation Requirements:**

- 3.0 unweighted cumulative GPA for high school, 10th-12th grade
- Obtain eligible college-ready test scores through the ACT or SAT by the assessment score deadline of May 1st
- Must maintain minimum 3.0 GPA in high school and minimum 2.0 GPA each term
- Must be 16 years of age as of September 1st and have met prerequisite classes, if applicable.

2. **Apply for Admission:**

- Circle Christian School Enrollment and/or Re-Enrollment forms must be completed and submitted to the Circle office.

3. **Submit eligible assessment scores:**

- Official scores must be submitted to Circle by May 1st, no exceptions. Circle's private school code is **101-306**. Dual Enrollment score requirements are:
 - PreACT and ACT Scores: 20 Composite
Minimum English or Reading: 20 Minimum Math: 20
 - PSAT and SAT Scores: 980 Composite
Minimum Reading/Writing: 480 Minimum Math: 500
Precalculus - Meet composite scores above PLUS SAT: 540 Math or ACT: 23 Math
- Complete, sign, and submit to Circle office the following two forms:
Permission Form for Release of Test Scores on College/Employment Applications AND
Permission Form for Release of SAT/ACT Scores on Transcript.
These forms are found on the Circle Website at My Circle > Documents and Forms:
<http://circlechristianschool.org/forms/>

4. **Receive Approval from Circle's Guidance Counselor:**

- Complete the Dual Enrollment Application on next page, turn in to Circle to receive approval signature from the Guidance Counselor.

5. **Complete the SEU portion of the Dual Enrollment application:**

- Once approved by Circle's Guidance Counselor, complete the SEU portion of the DE process:
 1. Go to www.seu.edu
 2. Scroll to the bottom of the page, under second column, and click Dual Enrollment
 3. Click Apply Now
 4. At the top of the application, select Circle Christian from the drop down list.
 5. Complete the application including the social security number
 6. Submit

SEU's Admissions Department will process the applications and assign an SEU ID#. Each student will receive a Welcome to SEU email providing their ID#, username, and email address.

- ### 6. **Once approved by SEU, complete the FERPA Authentication Release Form** found on the Circle Website at My Circle > Documents and Forms: <http://circlechristianschool.org/forms/> This form needs to be completed, signed and notarized. Drop off at the Circle Guidance Department, no later than May 1st.

- ### 7. **Once FERPA is completed and turned in to the guidance office, order required textbooks.**



2018-2019 Dual Enrollment Application with SEU - **DEADLINE May 1st**

Student Information:

Full Legal Name _____

Address _____

City, State, Zip _____ County _____

Student Email _____ Phone number _____

Social Security Number _____ Birth Date: _____ Graduation Year _____

Have you taken AP or Dual Enrollment classes before? Y N If Yes, list courses _____

Parent/Guardian Information:

Parent or Guardian Name _____ Phone _____

E-mail _____ Address (if different) _____

Course Selection:

| Course Title | Credit Hours | H.S. Credit | List Courses Currently in Progress |
|--------------|--------------|-------------|------------------------------------|
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| | | | |

Student Initial:

_____ I am aware of the last day to drop a college class with a limited charge is Aug. 31st.

_____ I am aware that I am responsible for purchasing instructional materials.

_____ I am aware the FERPA Authentication Release Form must be notarized by May 1st.

CERTIFICATION I certify that to the best of my knowledge the information provided on this application form and in other admission related documents is true, accurate, complete, and is voluntarily given. My signature indicates my understanding of and agreement with the conditions under which this application is made.

Student Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Counselor Consent: Student has the 3.0 unweighted cumulative grade point average required for the program. GPA _____ Student has taken AP courses (Test scores must be provided upon enrolling if using them as prerequisites.)
 Student's test Scores Qualify: PSAT/SAT Reading _____ Math _____
PreACT/ACT Reading _____ English _____ Math _____
PERT Reading _____ Writing _____ Math _____

Counselor's Signature _____ Date _____

Student is now permitted to complete the SEU portion of the Dual Enrollment Application. Proceed to step 5.

FERPA AUTHENTICATION RELEASE FORM

Under FERPA, the Family Education Right to Privacy Act of 1974, you have the right to allow or disallow access to your educational records. Directory information can be released freely, while non-directory information such as your schedule, grades, and student life records can only be released if you provide signed permission. Read the FERPA information sheet to know your rights and to understand the difference between directory and non-directory information.

By signing this form, you are providing access to the non-directory information portion of your academic record to any caller who is authenticated, such as your parents, lenders, insurance companies, employers, etc. Callers, who cannot be authenticated by the method below, will not receive non-directory information regarding your academic record.

The method of authentication protects your privacy because it requires that the caller know three private pieces of information. If the caller cannot provide three pieces of information, Southeastern University will not release non-directory information to him/her.

The information used includes:

1. Your date of birth
2. A course you are taking in the current term
3. Your Southeastern University student ID number
4. Your social security number

If you prefer that Southeastern University not disclose non-directory information without signed permission for each request, do not sign this form. You will be required to sign a release of information each time a request is made concerning your academic record. If you prefer that Southeastern University not disclose directory or non-directory information without signed permission, do not sign this form. Request the FERPA Non-Disclosure Request Form.

PROTECT THE PRIVACY OF YOUR ACADEMIC RECORDS BY GUARDING YOUR STUDENT ID NUMBER!

Please Print: Last Name First Name MI

Student ID # Social Security #

I UNDERSTAND THAT THIS AUTHENTICATION STATUS REMAINS IN EFFECT UNTIL I GRADUATE FROM SOUTHEASTERN UNIVERSITY OR UNTIL I CHANGE THE STATUS BY A SIGNATURED DOCUMENT.

Student Signature Date

If you are returning this form by mail or by scanning into an email, you must have it acknowledged and notarized here:

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____

Notary Public's Signature Notary Name

Personally Known _____ OR Type of Identification Produced _____

Return this form to the Circle Guidance Department no later than May 1st.