

**CHECKLIST FOR SUCCESS  
CONCURRENT (DUAL) ENROLLMENT**

**Purpose:** To provide educational opportunities for high school students on the Community College Campus. Below are the minimum requirements for students interested in pursuing these options.

Student must initial the following and sign at the bottom to ensure an understanding of eligibility and requirements.

**Eligibility:**

- \_\_\_ Student is at least 16 years of age.
- \_\_\_ The student is enrolled in at least three (3) high school courses, or ½ day for block schedule, and the student is earning appropriate marks to fulfill graduation requirements.
- \_\_\_ Student must meet prerequisites for all Durham Tech courses (COMPASS test may be required).
- \_\_\_ Student has, or will, receive written recommendation from the High School or Home School principal and the President of the College, or the college designee, and will submit the form at registration.
- \_\_\_ Official Durham Tech Authorization form must be submitted to the Registration Office at registration.
- \_\_\_ Student must register during late registration at the College.  
\*For late registration dates and times, please refer to a current course schedule.

**General Requirements & Understandings:**

- \_\_\_ Students should expect to spend an *average* of five (5) hours per week outside of class on assignments and study pertaining to the class at Durham Tech. The best way to accomplish this is to plan this time in advance.
- \_\_\_ 90% attendance is required for success in college-level courses, and there are no excused absences.
- \_\_\_ An instructor cannot withdraw a student from class. In order to receive a “W,” students must submit a drop form to the registration office by the official drop date. Failure to do so will result in an “F” for the course.
- \_\_\_ Courses at the collegiate-level are *participatory* and will require many of the following: active discussion, presentations, group activities, and rigorous student involvement.
- \_\_\_ Students are responsible for being prepared for all classes by having completed assignments, raising appropriate questions, and communicating with the instructor on a regular basis.

**I have read and understand all the terms of this agreement and will strive for success.**

**Student’s Full Name (printed)** \_\_\_\_\_

**Student’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_