

Withlacoochee Technical College
Shared and Dual Enrollment Program Application

Please Print Information

Date: Date of Birth: Current High School:

Name:

Address: City: State: ZIP:

Parent Email: Parent Cell Number:

Student Email: Student Cell Number:

Grade level at time of entry (check one): 11 12

Term of entry (check one):

August January

Attendance (check one):

Part-time Full-time

School Year Applying For (check one):

2021-2022 2022-2023

Program Applying For:

Referral Source (check one):

Counselor Friend Website Newspaper TV commercial Other

Signature of Applicant

Signature of Parent/Guardian

TO BE COMPLETED BY HIGH SCHOOL COUNSELOR

I recommend the above-named student to enroll as a Career and Technical Education Shared Enrolled Student (check one):

Yes No Date:

If no, please state reason:

Signature of Certified School Counselor

Printed Name & Phone Number of Certified School Counselor

**Withlacoochee Technical College Dual Enrollment
Expectations and Information**

Student Name:

Date:

Dual enrollment students must meet and maintain the following eligibility requirements throughout their time at Withlacoochee Technical College (WTC). Failure to do so may result in dismissal.

- Maintain an unweighted 2.0 grade point average and be on target for high school graduation.
- Have good attendance and discipline records at WTC and at home high school.
- WTC attendance policy: a minimum of 80% attendance is expected in each class. Six consecutive absences will result in automatic removal from program.
- Make adequate progress in WTC program and demonstrate effective Professional Skills as set forth below:
- Effective Professional Skills are the cornerstone to effective employment. Students are expected to demonstrate productive professional skills during all phases of enrollment.
- Attendance: Attends class for all scheduled hours assigned, arrives and leaves on time, contributes to class discussion and is actively involved in all activities.
- Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.
- Teamwork: Respects the rights of others; is a team worker; cooperative; ensures confidentiality in all classroom, clinical, and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.
- Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.
- Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.
- Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.
- Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.
- Communication: Contacts faculty to report concerns; notifies faculty of tardiness or absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.
- Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors, faculty, and peers; follows the chain of command.
- Respect: Deals appropriately with cultural and racial diversity, does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

I have reviewed and understand the Professional Skills expectations listed above.

Student Signature:

Parent Signature: