



DUAL CREDIT ENROLLMENT APPROVAL FORM

Students are responsible for the completion and submission of this form to the Enrollment Services Office before the student can enroll in college courses.

We the student and parent/guardian, certify that all the information furnished in this form is true to the best of our knowledge. We understand that any misrepresentation of the facts may result in the immediate cancellation of the student application and/or registration.

Students will be required in notifying SJC Enrollment Services of any changes to the high school they are attending and/or other personal information. San Juan College will provide enrollment verification to the student's high school on an electronic file. **San Juan College will promptly notify high school administrators via e-mail student withdraws/drop/add transactions, final grades, Accuplacer scores and other related documents.**

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STUDENT INFORMATION

Printed Name _____ Date of Birth _____

SJC ID Number _____ STARS ID Number _____

High School Name _____ Grade _____ Expected Graduation Date _____
Month & Year

Student's Signature _____ Date _____

Counselor's Signature _____ Date _____

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PARENT/LEGAL GUARDIAN INFORMATION

Students who are minors must obtain parental/legal guardian approval prior to enrolling in the Dual Credit program.

A parental/legal guardian signature is required for students under the age of 18

As the parent/legal guardian of this Dual Credit student, I confirm that he/she meets the eligibility requirements for the Dual Credit Program and acknowledge the enrollment conditions of this program.

I understand that he/she will be in a college environment and is responsible for being aware and adhering to all SJC policies and student guidelines. **I have read and understand FERPA release information that is outlined on the opposite side of this form.**

Print Name _____

Relationship _____
(Parent/Legal Guardian)

Signature _____ Date _____

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Please submit this form directly to the Enrollment Service's office .



CONSENT TO DISCLOSE STUDENT EDUCATION RECORDS

If any person other than you needs or will need access to your education records maintained by San Juan College, complete this form and return it to the Enrollment Services Office. Other College officials may take this form directly from the student and forward to the Enrollment Services Office. This form will remain active throughout the student's time at San Juan College until rescinded at the request of the student.

According to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), all rights of access to the student's educational records transfer from parent to student when the student is enrolled in a postsecondary institution. *In order for the student to receive credit, transcripts will be shared among the secondary and postsecondary institutions and the higher education department.* All data submitted to secondary and postsecondary institutions or the NMHED will be used and maintained in accordance with all federal and state statutes, regulations, and policies.

By signing the Dual Credit Enrollment Approval Form, I, the student, authorize the postsecondary institution listed above, to release all information concerning my academic records to my high school, the NMPED, and the NMHED. I understand that information may be released orally, electronically, or on paper. I have the right to inspect any written records released pursuant to this consent and understand that I may revoke this consent at any time.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA defines the requirements for access to and release of student education records. Student education records are defined as records that are directly related to a student and are maintained by an educational institution. San Juan College has designated certain parts of a student's education record as "Directory Information," (see below) which may be disclosed to third parties without the student's written permission. Student education records include, but are not limited to, course grades, billing records, and disciplinary records.

In general, education records that are not designated Directory Information may be disclosed only to the student unless the student provides written consent to disclose those records to other persons. However, disclosure of non-directory information may be made to (1) an individual who claims the student as a dependent on the individual's federal income tax return, as defined in Section 152 of the Internal Revenue Code, (2) to parents or legal guardians of a student who is under 21 years of age and has been disciplined by the college for any alcohol or drug policy violations, and (3) to parents or legal guardians of a student who is in a health and safety crisis.

PLEASE PRINT LEGIBLY

I, _____ Student ID Number _____,

hereby give my permission to San Juan College to release my education records to the following person(s). **This release shall remain in effect until I submit a separate written request to the Enrollment Services Office to change or rescind it.**

NAME	RELATIONSHIP TO STUDENT
1. _____	_____
2. _____	_____
3. _____	_____

Student Signature: _____ Date: _____

Registrar's Office Use Only: Processed by: _____ Date: _____

Directory Information as Defined by San Juan College:

- Student's Name
- Address & Telephone
- Numbers San Juan College
- Email Address
- Date and Place of Birth
- Program of Study
- Dates of Attendance
- Degree Information (includes degree, date conferred, honors, awards, scholarships, and academic awards)
- Enrollment Status
- Participation in Recognized College Activities
- Most Recent School Attended