



GATEWAY PROGRAM

HUSKINS AND CONCURRENT ENROLLMENT APPLICATION FOR ADMISSION

High school students should submit this one-time application to your high school counseling department. (Home school students: please submit your application directly to the counseling office at CFCC.) CFCC will keep all approved applications containing parent, principal, and student signatures on file until the student graduates from high school. Students who wish to attend CFCC after high school graduation must submit a regular CFCC application for admission.

Preferred Enrollment Type: (Select One)		Application Date:	
<input type="checkbox"/> Concurrent Enrollment Program	<input type="checkbox"/> Huskins Program		
Student Information:			
Last Name (Jr., Sr., III)	First	Middle	*Social Security Number
Street Address		City	County
Home Phone	Cell Phone	E-Mail	Date of Birth
		Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
Current High School		Current Grade	Projected Graduation Date
Ethnicity: (Please select one) <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Non-Hispanic/Latino <i>Hispanic/Latino: Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin or culture, regardless of race.</i>		High School Track (check one) <input type="checkbox"/> TP Technical Prep <input type="checkbox"/> CAP Career Prep <input type="checkbox"/> CTP College Technical Prep <input type="checkbox"/> CP College Prep <input type="checkbox"/> TUP Technical University Prep <input type="checkbox"/> GP General Prep <input type="checkbox"/> VP Vocational Prep <input type="checkbox"/> OP Occupational Prep <input type="checkbox"/> OT Other Tracks <input type="checkbox"/> UN Unknown	
Race: (Please select one or more) <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White		Educational Goals (check one) <input type="checkbox"/> Enhance Present Skills <input type="checkbox"/> Degree, Diploma or Certificate <input type="checkbox"/> Goal Unknown <input type="checkbox"/> Personal Enrichment <input type="checkbox"/> Transfer Credit to College	
		Employment Status (check one) <input type="checkbox"/> UN Unemployed, not seeking employment <input type="checkbox"/> US Unemployed, seeking employment <input type="checkbox"/> E1 Employed 1-10 hours/ week <input type="checkbox"/> E2 Employed 11-20 hours/week <input type="checkbox"/> E3 Employed 21-39 hours/week <input type="checkbox"/> E4 Employed 40 or more hours/week	
Highest educational level completed by your mother (check one) <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/> 13 Adult High School Diploma <input type="checkbox"/> 14 Post High School Vocational <input type="checkbox"/> 15 Associate's Degree <input type="checkbox"/> 16 Bachelor's Degree <input type="checkbox"/> 17 Master's Degree or Higher			
Highest educational level completed by your father (check one) <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED <input type="checkbox"/> 13 Adult High School Diploma <input type="checkbox"/> 14 Post High School Vocational <input type="checkbox"/> 15 Associate's Degree <input type="checkbox"/> 16 Bachelor's Degree <input type="checkbox"/> 17 Master's Degree or Higher			
Emergency Contact Information:			
Name and Address:		Relationship:	Phone

*Your social security number is not required, but requested solely to identify student records within our information processing system. It serves to ensure that the College will maintain data about such as name, address, grades, etc., in an accurate manner.

Family Educational Rights and Privacy Act (FERPA)

Cape Fear Community College is committed to continuous improvement; therefore, the College uses information about students to enhance programs. I understand that information about me, including my social security number, may be used for record keeping and research data analysis. **The College will use this information for program improvement of the institution, but it will not be used to personally identify me.** Cape Fear Community College may disclose directory information to the general public unless the student notifies the Office of the Director of Enrollment Management before the last day to add classes as indicated in the Academic Calendar. Under the provisions of the **Family Educational Rights and Privacy Act (FERPA)**, the student has the right to withhold disclosure of such directory information by completing this signed request, which will remain valid until a written request to rescind is received by the Office of the Director of Enrollment Management.

Under FERPA, Cape Fear Community College instructors may not disclose academic or student information to a student's parent unless the student has authorized CFCC to do so. **Select only one (if applicable):**

- I hereby request that CFCC withhold disclosure of any directory information.
- I hereby request that CFCC disclose to my parents any academic information.

I give CFCC permission to release information concerning my enrollment in CFCC courses to my high school. I understand that the State of North Carolina requires that all high school students complete and obtain the appropriate signatures prior to enrollment. To enroll in any CFCC class, I must submit a registration card signed by the high school principal or designee. To drop or withdraw from a CFCC class, I must submit a drop/add form or a withdrawal form to the appropriate college officials.

Students who participate in this program must be ready for the responsibilities involved in taking college-level classes. High schools will recommend students for this program based on their academic performance and demonstrated maturity level.

I have read and understand the attached CFCC policies and procedures.

Signature of Student

Date

The parent or legal guardian authorizes high school to enroll student in CFCC classes. The designated high school counselor will work with students to select appropriate college classes. During each registration and enrollment period, the principal or designee must certify on the CFCC Gateway Registration Card that the student is making appropriate and satisfactory progress toward graduation. The principal or designee must also certify that concurrent enrollment students are enrolled in a minimum of two (2) block courses or are enrolled at least one half of the school day. High schools will retain a completed copy of each registration card for reporting purposes on the Public School Annual Report.

Approval:

Parent or Legal Guardian

Date

High School Principal or Designee

Date

CFCC President or Designee

Date

THIS FORM IS AN APPLICATION FOR ADMISSION, NOT A GUARANTEE OF ADMISSION. ADMISSION TO ANY AND ALL EDUCATIONAL PROGRAMS OFFERED BY CAPE FEAR COMMUNITY COLLEGE IS MADE WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, PHYSICAL/LEARNING DISABILITIES OR OTHER IRRELEVANT FACTORS.

CAPE FEAR COMMUNITY COLLEGE
411 NORTH FRONT STREET • WILMINGTON, NC 28401
(910) 362-7115 • TTY (910) 362-7098 • FAX 362-7152 • <http://www.cfcc.edu/gateway>
Affirmative Action/Equal Opportunity College

Welcome to Cape Fear Community College

Please read these important policies and procedures. Keep this sheet for your records.

Huskins Classes are college-level classes offered primarily to qualified high school students. Classes are offered on high school and CFCC campuses.

Concurrent Enrollment allows qualified high school students to enroll in CFCC courses found in the regular CFCC schedule of classes.

Students interested in the Learn and Earn Online program at CFCC should use the online application. For information, go to <http://cfcc.edu/gateway/LEO.html>.

Class Selections:

Students are limited to course selections in science, technology, engineering, math, or career-technical disciplines. Other disciplines may be available to concurrent enrollment students if they are offered as self-supporting classes that do not receive state funding. Not all CFCC classes are transferable to four-year colleges. See the *CFCC Catalog and Student Handbook* for additional information. Students may not enroll in developmental or cooperative education classes under this program.

A list of disciplines available to Huskins and Concurrent Enrollment students can be found online: <http://cfcc.edu/gateway/concurrentregistration.html>

Program Costs:

Tuition is waived for fall and spring semesters. Students are responsible for applicable course fees for classes that meet at CFCC or online. Huskins courses are not offered during summer sessions. Students who wish to enroll in summer classes may do so through Concurrent Enrollment with high school approval. Summer tuition is the responsibility of the student. Students are ultimately responsible for required textbooks and supplies. (Some high schools may offer financial help toward book purchases.)

Student Eligibility:

To enroll in a CFCC class, you must be approved by your high school principal or designee, and you must meet course prerequisites or corequisites. Prerequisites and corequisites can be found in the

course descriptions in the *CFCC Catalog and Student Handbook*.

Age and Grade Requirements:

Huskins students enrolling in a CFCC class that meets at a high school must be at least 16 years old or at least a high school junior.

Huskins and Concurrent Enrollment students enrolling in a class that meets at CFCC must be at least 16 years old.

Registration Procedures:

This document is an application for admission, not a registration form. For each new enrollment period, students will submit a registration card to officially enroll in a CFCC class. The high school principal or designee must sign this card and certify that the student is making progress towards graduation. Students are not registered for class until the approved registration card is processed by CFCC. *Qualified students will be enrolled in classes on a space-available basis.*

Registration Process for Concurrent Enrollment and Huskins Students Enrolling in a Class that Meets at CFCC:

Turn in your approved registration card at special credit/ concurrent enrollment registration on Final Schedule Adjustment Day at CFCC. Registration dates, times, and locations are published online: <http://www.cfcc.edu/gateway>.

Make sure your card is approved by your high school before you report to registration. All fees and charges associated with your class are due at the time of registration.

Registration Process for Huskins Students Enrolling in a CFCC Class that Meets at a High School:

Turn in your approved registration card to a CFCC official during the first class meeting. Make sure your card is approved by your high school before you report to the first class.

Important Policies for High School Students Enrolling in College Classes

Students enrolling in CFCC classes must abide by all CFCC policies and guidelines.

Placement Testing: Acceptable CFCC placement or ACT/SAT scores (submitted on official high school transcript required or directly from the testing agency) can be used to satisfy course prerequisites. Testing is offered on high school and CFCC campuses. Please check with your high school counselor or our Career and Testing Services 362-7043 (Wilmington Campus) or 362-7527 (North Campus) for further information. There is no charge for testing; however, students may test only twice a year.

Course Withdrawal: Students desiring to withdraw from Huskins/Concurrent classes must use the following steps.

1. Contact **both** the CFCC instructor and high school Huskins/Concurrent counselor.
2. Complete a CFCC withdrawal form. The forms are available from the CFCC instructor or the Admissions Office located in the Galehouse Building at the Wilmington CFCC campus or in the McKeithan Center at the North Campus.
3. Obtain the CFCC instructor's and high school counselor's signatures on the withdrawal card.
4. Ensure that the form is turned into the CFCC Admissions Office.

Students who withdraw from a course within the first 30% of the semester will receive a grade of "W" that is not computed in a student's grade point average. Students who withdraw from a course after this period must receive a "WP" (Withdraw Passing) or "WF" (Withdraw Failing) as determined by the instructor. A "WP" will not be computed in the GPA whereas a "WF" will be computed as a failing grade. See our Academic Calendar in our *CFCC Catalog and Student Handbook* for withdrawal dates. Students who withdraw after the twelfth week of classes must obtain permission in writing from their instructors and department chairs. Permission will be granted only for extenuating circumstances. **Students who stop attending a CFCC**

class without officially withdrawing will receive a grade of "F."

Future Financial Aid Eligibility: All classes taken in this program become a part of a **student's permanent college record**. Any unsuccessfully completed class negatively impacts a student's future eligibility for financial aid.

Rights of Parents: Once a student turns 18 or enters a postsecondary institution such as Cape Fear Community College, the parent will be denied access to a student's academic record unless the student gives written consent. Parents do have the right to review the academic records of their child if they prove that they are claiming the child as an income tax deduction. High schools and CFCC may exchange information on students enrolled in the Gateway Program. If the student is under 18, the parents may inspect and review records sent by the college to the high school. Students can give written consent by checking the request on this application.

Class Attendance: The attendance policy for CFCC states that students must attend at least 80% of the hours in a course to receive credit for a course. **However, CFCC instructors may have attendance policies that are more restrictive than the college policy. There are no excused absences.** Students who do not meet the minimum attendance requirements will be given an "F." Students should be familiar with the withdrawal policies of the College in order to prevent failing a class due to lack of attendance.

Disability Services: Support services are available for all students who have **documented special needs**. Special needs include learning disabilities, deafness, visual impairments, emotional disabilities, and physical disabilities. If you have a disability that would require an accommodation, contact the Disabilities Services Coordinator at 910-362-7158

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