

FHSD/SCC Early College Program

APPLICATION DIRECTIONS

Step 1 – Identify which Lane you will pursue from the grid below. Discuss your interest with your parent and school counselor.

Early College Lane	Description	Application Steps
<p style="text-align: center;"><u>LANE 1</u> 42+ TRANSFERABLE CREDIT HOURS (Open to juniors & seniors)</p>	<p>Students in Lane 1 will complete 42+ credit hours that will be fully transferable to any Missouri public college or university. Most private institutions in Missouri and neighboring states also accept these credit hours, but students and families will need to confirm this with their destination school. Students who complete the "Core 42" will be considered as having completed all lower-division general education requirements at any Missouri public college or university. Students shall receive full credit, including any pre-requisites or requirements in the major, for all Missouri Transfer (MOTR) courses that transfer. The receiving Missouri public institution cannot require the student to take any additional lower-division general education courses. A student may, however, have to take additional lower-division courses to fulfill major, minor, program, or institutional requirements. It is strongly recommended that students enter Lane 1 at the start of their junior year. Students may enter Lane 1 at the start of their senior year, but do so with the understanding that they will not complete the full 42+ credit hours.</p>	<ol style="list-style-type: none"> 1. Discuss your interest with your parent or guardian and school counselor 2. Complete the Lanes 1 & 2 Application for Admission (p. 14) 3. Complete the online SCC Application at www.stchas.edu/admissions/apply 4. Complete the Release of Information and Acknowledgement of Student/Parent Responsibilities (p. 16) 6. Complete the SCC Application for Dual Enrollment (p. 18) 7. Meet with your SCC enrollment representative
<p style="text-align: center;"><u>LANE 2</u> ASSOCIATE'S DEGREE (Open to juniors)</p>	<p>Students in Lane 2 will have an opportunity to earn an Associate's Degree from Saint Charles Community College and will be able to transfer to any Missouri public university having completed all lower-division general education requirements. Most private institutions in Missouri and neighboring states also accept these credit hours, but students and families will need to confirm this with their destination school. Students shall receive full credit, including any prerequisites or requirements in their major, for all Missouri Transfer (MOTR) courses transferred. The receiving institution cannot require the student to take additional lower-division general education courses. A student may, however, have to take additional lower-division courses to fulfill major, minor, program, or other requirements at the receiving institution. Only students entering their junior year may enter Lane 2.</p>	<ol style="list-style-type: none"> 1. Discuss your interest with your parent or guardian and school counselor 2. Complete the Lanes 1 & 2 Application for Admission (p. 14) 3. Complete the online SCC Application at www.stchas.edu/admissions/apply 4. Complete the Release of Information and Acknowledgement of Student/Parent Responsibilities (p. 16) 6. Complete the SCC Application for Dual Enrollment (p. 18) 7. Meet with your SCC enrollment representative
<p style="text-align: center;"><u>LANE 3</u> A LA CARTE COURSES (Open to all grades)</p>	<p>Students in Lane 3 will take individual classes at Saint Charles Community College. For each MOTR course completed, the receiving Missouri public institution shall award full transfer credit, including any prerequisites or requirements for a major or minor. Most private institutions in Missouri and neighboring states also accept these credit hours, but students and families will need to confirm this with their destination school. Students may enter Lane 3 at any time in their high school career.</p>	<ol style="list-style-type: none"> 1. Discuss your interest with your parent or guardian and school counselor 2. Complete the Lane 3 Dual Enrollment Application (p. 15) 3. Complete the online SCC Application at www.stchas.edu/admissions/apply 4. Complete the Release of Information and Acknowledgement of Student/Parent Responsibilities (p. 16) 6. Complete the SCC Application for Dual Enrollment (p. 18)

Step 2 – Complete and submit all required application documents included in this packet.

Step 3 – Complete the online SCC application at <https://www.stchas.edu/admissions/apply>

Step 4 – If you plan to take a remedial class or a class without a MOTR number, then complete and submit a Dual Credit Petition (Page 19) with your application.

Step 5 – If you qualify for the National School Lunch Program (Free or Reduced Lunch), then Complete and submit a Financial Assistance Application (Page 20).

Step 6 – Meet with your school counselor and SCC enrollment representative to build your schedule.



Today's Date: _____ Date
School Year: _____ School Year When ECP Attendance Will Begin
School: _____ FHSD High School

Student Name: _____

Last Name	First Name	Middle Initial
-----------	------------	----------------

Address	City/State/ZIP	Phone Number
---------	----------------	--------------

Date of Birth	FHSD Student ID #	Class Of	FHSD Email Address
---------------	-------------------	----------	--------------------

Lane 2
(Associate's Degree)

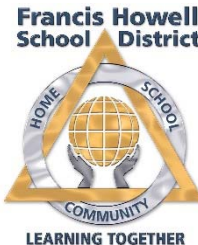
Do you have a job? (Check One) ____ Yes ____ No If yes, how many hrs/wk? _____	School Activities: <table border="1"> <thead> <tr> <th><u>Activity</u></th> <th><u>Yrs of Participation</u></th> <th><u># Hrs. /Week</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			<u>Activity</u>	<u>Yrs of Participation</u>	<u># Hrs. /Week</u>										Community Activities: <table border="1"> <thead> <tr> <th><u>Activity</u></th> <th><u>Yrs of Participation</u></th> <th><u># Hrs. /Week</u></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			<u>Activity</u>	<u>Yrs of Participation</u>	<u># Hrs. /Week</u>									
	<u>Activity</u>	<u>Yrs of Participation</u>	<u># Hrs. /Week</u>																											
<u>Activity</u>	<u>Yrs of Participation</u>	<u># Hrs. /Week</u>																												
Why are you interested in the Early College Program? (Attach additional pages if necessary) <div> </div>																														
What is your plan to manage the increased difficulty and workload associated with taking college courses as a high school student? (Attach additional pages if necessary) <div> </div>																														

Note: All applicants must also complete an online application to Saint Charles Community College at <https://www.stchas.edu/admissions/apply>

Cumulative GPA: <i>2.50 GPA is required to enter the ECP</i>		Grade When ECP Attendance Will Begin (Circle One):	Junior Senior	Cumulative Attendance Rate:		Cumulative Days of ISAP/OSS:	
Lane 1 (42+ Hours) Applications				Lane 2 (Associate's Degree) Applications			
Completed Algebra 2? (Check One)	_____ Completed _____ Taking concurrently at high school site _____ Taking another way: _____			Completed Algebra 2? (Circle One)	_____ Completed _____ Taking another way: _____ _____		
Completed Personal Finance? (Check One)	_____ Completed _____ Taking concurrently at high school site _____ Taking another way: _____			Completed Personal Finance? (Circle One)	_____ Completed _____ Taking during summer school _____ Taking another way: _____		

SCHOOL OFFICIAL	SIGNATURE	RECOMMENDED	NOT RECOMMENDED	DATE
Activities Director (If participating):				
School Counselor:				
Principal:				

_____ Approved _____ Declined Signature: _____ Date: _____
FHSD Director of Secondary Education



FRANCIS HOWELL SCHOOL DISTRICT

EARLY COLLEGE PROGRAM - LANE 3 DUAL ENROLLMENT APPLICATION

Student Name: _____ School: _____

Grade: _____ Student ID: _____ Date: _____

DIRECTIONS: Read all of the Guidelines listed below. Complete Parts 1 and 2 at the bottom of the page. Part 2 requires signatures from the high school Department Chair, Activities Director (if applicable), School Counselor, and Principal. Submit the final form, including any authorization/approval forms from the college or university, to your Counselor.

GUIDELINES:

- Only non-remedial college courses will be considered for high school credit. Students may petition the district to accept other courses for credit using the FHSD Dual Credit Petition. FHSD cannot guarantee that such courses will be accepted for FHSD credit or that they will meet graduation requirements.
- Courses approved for high school credit will be transcribed with the grade awarded by the crediting institution. Grades for non-remedial courses will be calculated into the student's GPA. SCC dual enrollment courses will be awarded an honors point if the course is 200 level or higher. Courses at other institutions will be awarded an honors point if they are at a level that corresponds to a second-year college student.
- The student must provide documentation verifying enrollment in an authorized course at an accredited post-secondary institution.
- The student must meet all admission requirements outlined in the Early College Program handbook. A 2.50 GPA is required for admission.
- Upon completion of the course, a copy of the college transcript with the course grade must be submitted to the high school counselor for final approval.
- A three credit-hour college course will equal 0.5 unit of high school credit. A five credit-hour college course will equal 1.0 units of high school credit. At SCC, 4.0 credit-hour science courses that are paired with a lab section will equal 1.0 units of high school credit.
- Unless otherwise approved, students must be enroll in at least four credit-bearing high school courses to be eligible for off-campus dual enrollment in two a la carte college courses. Likewise, students must enroll in at least five credit bearing courses at the high school to be eligible for off-campus dual enrollment in one a la carte college course.
- Students who meet the Missouri State High School Activities Association (MSHSAA) athletic eligibility requirements may participate in athletics. MSHSAA will allow 3 hours of college credit to be substituted for one hour of high school attendance. 6 hours of college credit can be substituted for 2 hours of high school attendance. One 5 credit hour college class can also be substituted for 2 hours of high school attendance. Students in Lane 3 must be enrolled in 6 credit-bearing classes to be eligible for participation in extra-curricular activities. For students in Lane 3, college hours earned during a semester count up to a maximum of 1.0 unit of high school credit toward MSHSAA eligibility. Students must also pass 6 classes from the semester and carry a 1.50 GPA in order to participate. This includes college courses. It is the responsibility of the student to verify his/her eligibility and to determine if taking dual enrollment courses threatens their MSHSAA eligibility.
- Students are responsible for all applications, tuition, books, and fees at the participating college or university. While basic bus service is available, unique scheduling needs cannot be accommodated. Students and families are ultimately responsible for transportation. Students participating in the Federal Free or Reduced Lunch program may apply for financial assistance.
- Students must provide verification of enrollment from the college prior to the first day of each semester. A copy of the registration statement will suffice.
- Students must remain enrolled in the dual enrollment course for the entire semester. If a student drops, is dismissed from, withdraws from, or fails to attend a dual enrollment course, then they will return to a traditional 7-hour schedule at their high school. If this occurs, it may not be possible to earn credits in the classes that replace the dual enrollment course(s). Unless otherwise approved, courses dropped after established windows will appear as an "F" on the high school transcript.
- Students at FHSD high schools must complete 24 credits in order to graduate. If dual enrollment courses are intended to be part of those 24 credits and the student drops, is dismissed from, withdraws from, or fails to attend a dual enrollment class, then the student could potentially be at risk of having their diploma withheld until such time as they have completed 24 credits.
- Students will provide verification of course completion including the grade earned for the dual enrollment course.
- It is the student's responsibility to confirm that courses will transfer to other colleges or universities.

Student Signature: _____ Date: _____ Parent Signature: _____ Date: _____

My signature on this form grants permission to St. Charles Community College to share grades, attendance information, & transcripts to my high school.

PART 1 - DUAL ENROLLMENT COURSE REQUEST

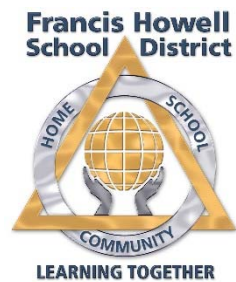
Course Name:		
College or University:		
Signature (Student):	Signature (Parent/Guardian)	Date:
Street Address:	City, State, ZIP	Phone

PART 2 - SCHOOL RECOMMENDATION

SCHOOL OFFICIAL	SIGNATURE	RECOMMENDED	NOT RECOMMENDED	DATE
Activities Director (If Participating in Activities):				
School Counselor:				
Principal:				

Submit (1) this signed form and (2) any signed authorization/approval forms from the college or university to the Director of Secondary Education.

_____ Approved _____ Declined Signature: _____ Date: _____
 FHSD Director of Secondary Education

FHSD/SCC Early College Program**RELEASE OF INFORMATION & STUDENT/PARENT RESPONSIBILITIES**

Student Name: _____ Student ID: _____

School: _____ Date: _____

Expectations and Responsibilities of Student Participants and Families:

As a student and parent/guardian of this student, we agree to the following expectations for participation in the Early College Program (Student Initials / Parent Initials):

_____/_____
Student Parent **Academic Expectations** – I will complete all coursework, maintain satisfactory academic progress by earning a grade of “C” or better in every ECP course, uphold high standards of academic integrity, and maintain a high attendance rate.

_____/_____
Student Parent **Transportation & Attendance Expectations** – I understand that bus transportation is available, but that it will not be possible to accommodate all transportation needs. Therefore, students are ultimately responsible for their own transportation. I understand that he/she will report to classes on time with regular attendance as scheduled by the college/university and their FHSD home site. I understand that my student must maintain a 90% attendance rate in order to continue participating in the Early College Program.

_____/_____
Student Parent **Behavioral Expectations** – I understand that my student is required to adhere to the college/university and FHSD Code of Student Conduct at all times. I understand that disciplinary infractions may result in removal from the Early College Program.

_____/_____
Student Parent **Financial Expectations** – I understand that I am responsible to pay for all tuition, books, and fees associated with participation in the Early College Program. I will follow all payment guidelines and timelines established by the college/university. I understand that it is my responsibility to purchase all textbooks and materials for ECP courses. I understand that financial assistance is available for students participating in the Federal Free or Reduced Lunch program.

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Consent to Release Student Information

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and to facilitate an open working relationship among students, parents, FHSD, administrators, counselors, faculty, and staff associated with the Early College Program, the college/university will release student educational records as specified below:

I/we give permission for the following educational records to be released and shared between FHSD and the college/university:

_____/_____
Student Parent All academic & transcript records (transcripts, enrollment, schedule, assessment data)

_____/_____
Student Parent Instructor & classroom records (attendance, progress reports, final grades)

_____/_____
Student Parent Any IEP, 504 Plan, or education-related medical documents

_____/_____
Student Parent In order for FHSD staff to monitor course progress, I/we agree to provide all course-related login and password information to requesting FHSD administrators, counselors, and staff

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

My signature on this form grants permission to St. Charles Community College to share grades, attendance information, & transcripts to my high school.

SCHOOL COUNSELOR - Submit all application materials to the FHSD Director of Secondary Education

Dual Enrollment Program

Earn college credit while still in high school.



If you're a junior or senior in high school and want the challenge of college-level academic studies, consider the dual enrollment program at St. Charles Community College.

You may qualify for the dual enrollment program if you are a high school junior or if you will enter the junior level at the time of dual enrollment, and have at least a 2.5 cumulative GPA from the preceding semester. **(May vary by school district.)**

Investigate the opportunities for pursuing challenging academic studies above and beyond the high school curriculum. Talk with your parents/guardians and your high school counselor to see if you can expand your educational background by taking college-level courses.

Please note: A Dual Enrollment application must be submitted every semester. Students participating in the Dual Enrollment Program are not eligible for financial assistance; however, failure to successfully complete courses through the Dual Enrollment Program may impact future financial assistance eligibility.

How to apply:

1. Complete the online application at stchas.edu/apply and complete the back of this form, answering all questions.
2. See your high school counselor or principal for approval and completion of the section of the form under "Dual Enrollment Approval."
3. Students enrolling through the dual enrollment program are allowed to register for a maximum of 6 hours of credit per semester. Enrollment in developmental courses or physical education courses is not allowed.
4. Have your parents/guardians sign for approval to enroll.
5. Mail or bring the completed form to:
Enrollment Services
Administration Building Room 1204
St. Charles Community College
4601 Mid Rivers Mall Drive
Cottleville, MO 63376-2865
6. Students without previous college credit who plan to take 6 credit hours or more are required to take the Academic Skills Assessment or submit ACT scores before enrolling. Please call **636-922-8629** for assessment hours.
7. Students who have never taken classes at SCC are required to see a college counselor before registering for classes. For an appointment, call **636-922-8241** and identify yourself as a dual enrollment student.
8. Course Schedules are available online at stchas.edu. Click on "Quick Links" at the top of the page, then select "Course Schedule & Description". The schedule can be found by clicking the credit schedule button at the top.

Application for Dual Enrollment at St. Charles Community College

(A dual enrollment application must be submitted every semester.)

- Full legal name: _____
Last First Middle
- SCC student number: _____
- Anticipated date of graduation from high school: _____
Month/Year
- High school attending: _____
School name City/State
- Application submitted for: Fall Term, August 20 _____ Spring Term, January 20 _____ Summer Term, June 20 _____

Dual Enrollment Approval

High School Official Completes (if home-schooled, parent should sign verifying GPA):

I recommend the above named student for admission to St. Charles Community College while attending high school, and believe, in my opinion, that the student will benefit from dual enrollment. By my signature, I am certifying that the student has at least a 2.5 cumulative GPA (may vary by school district).

Signature _____

Date _____

Parent or Guardian Completes:

I understand the conditions under which the above named student is enrolling at St. Charles Community College and grant permission for enrollment in courses that contain college-level content.

Signature _____

Date _____

Student Completes:

I give my permission for St. Charles Community College to send transcript and attendance information to my high school.

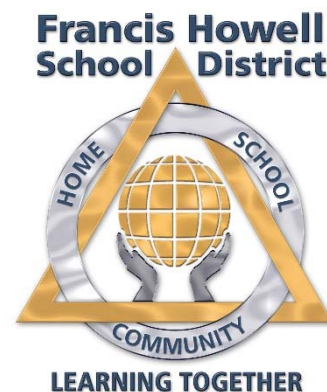
Signature _____

Date _____

COURSE ABBR. & COURSE #	SECTION #	COURSE TITLE	CREDITS	ADD	DROP	AUDIT	(OPTIONAL) MEETING DAYS & TIMES
ENG 101	99	English Comp I ***EXAMPLE ONLY***	3	✓		AUDIT	
						AUDIT	
						AUDIT	
						AUDIT	
						AUDIT	
						AUDIT	
						AUDIT	
						AUDIT	
						AUDIT	

FHSD Dual Credit Petition

Student Name: _____			_____
Last Name			Middle Initial
_____			_____
Address			Phone Number
_____			_____
City/State/ZIP			_____
_____			_____
Date of Birth	FHSD Student ID #	Class Of	FHSD Email Address
_____	_____	_____	_____
Date	School Year	Fall / Spring	FHSD High School
_____	_____	_____	_____



FHSD/SCC Early College Program Petitions

Students participating in Lanes 1, 2, and 3 of the Early College Program will receive high school credit for MOTR-numbered dual enrollment courses offered at SCC. Only non-remedial courses will be eligible for dual enrollment credit. All MOTR-numbered Lane 1 (42+ Transferable Credit Hours), Lane 2 (Associate's Degree), and Lane 3 (A La Carte) courses completed at SCC will be included on participating students' high school transcripts, satisfy cum laude credit requirements, and will be calculated into the participating student's GPA. ***Students may use this form to petition the district to accept other SCC courses for credit. FHSD cannot guarantee that such courses will be accepted for FHSD credit or that they will meet graduation requirements.***

Other Colleges & Universities – Dual Credit Petitions

Students taking college courses through other colleges and universities will receive high school credit for MOTR-numbered non-remedial courses. Non-remedial courses taken through institutions outside of the State of Missouri will be accepted for high school credit. Such courses will be included on participating students' high school transcripts, satisfy cum laude credit requirements, and will be calculated into the participating student's GPA. Courses will be awarded an honors point if they are at a level that corresponds to a second-year college student. ***Students may use this form to petition the district to accept other courses for credit. FHSD cannot guarantee that such courses will be accepted for FHSD credit or that they will meet graduation requirements.***

PETITION INFORMATION - DUAL CREDIT COURSE

Course Name:		
College or University:		
Signature (Student):	Signature (Parent/Guardian)	Date:
Street Address:	City, State, ZIP	Phone

Student Signature: _____ Date: _____ Parent Signature: _____ Date: _____
My signature on this form grants permission to St. Charles Community College to share grades, attendance information, & transcripts to my high school.

SCHOOL RECOMMENDATION

SCHOOL OFFICIAL	SIGNATURE	RECOMMENDED	NOT RECOMMENDED	DATE
Activities Director (If Participating in Activities):				
School Counselor:				
Principal:				

Submit (1) this signed form and (2) any signed authorization/approval forms from the college or university to the Director of Secondary Education.

_____ Approved _____ Declined Signature: _____ Date: _____
 FHSD Director of Secondary Education

Francis Howell School District

Early College Program

Financial Assistance Application



Starting in the Fall of 2020, students participating in the Early College Program partnership with Saint Charles Community College will be able to apply for financial assistance. To be considered for financial assistance, students must meet all criteria for enrollment in the Early College Program:

EARLY COLLEGE PROGRAM ACCEPTANCE CRITERIA

1. Cumulative GPA of 2.50 or higher (SCC minimum requirement)
2. For Lanes 1 & 2 – Rising Junior or Senior standing
3. For Lane 3 – Currently enrolled in high school
4. Completion of Algebra II before or during participation in Lanes 1 or 2 of the Early College Program
5. Completion of Personal Finance before or during participation in Lanes 1 or 2 of the Early College Program
6. Completed SCC Academic Skills Assessment before course registration
7. Completed online Application to SCC and completed application to the FHSD Early College Program
8. Documented success in rigorous courses
9. Record of good citizenship & behavior
10. 90% attendance

In addition, the Francis Howell School District will pay for tuition, books, and fees for all Early College Program students who meet the guidelines for the National School Lunch program (free or reduced lunches). Income levels are listed in the table below.

ELIGIBILITY CRITERIA FOR FREE AND REDUCED PRICE MEALS (EFFECTIVE JULY 1, 2019)

Household Size	Maximum Household Income Eligible for Free Meals			Maximum Household Income Eligible for Reduced Price Meals		
	<u>Annually</u>	<u>Monthly</u>	<u>Weekly</u>	<u>Annually</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$16,237	\$1,354	\$313	\$23,107	\$1,926	\$445
2	21,983	1,832	423	31,284	2,607	602
3	27,729	2,311	534	39,461	3,289	759
4	33,475	2,790	644	47,638	3,970	917
5	39,221	3,269	755	55,815	4,652	1,074
6	44,967	3,748	865	63,992	5,333	1,231
7	50,713	4,227	976	72,169	6,015	1,388
8	56,459	4,705	1,086	80,346	6,696	1,546
Each add'l member	+5,746	+479	+111	+ 8,177	+682	+158

The below listed student meets the guidelines for the National Lunch Program (free or reduced lunches) and therefore is eligible to receive financial assistance to pay for up to 21.0 credit hours each semester, or the equivalent of 7.0 high school credits. Financial assistance will not be available for courses that go beyond 7.0 high school credits.

Student Name: _____

Last Name First Name Middle Initial Phone Number

Address City/State/ZIP Date of Birth FHSD Student ID # Class Of

FHSD Email Address Date School Year Fall / Spring FHSD High School

Student Signature: _____ Date: _____ Parent Signature: _____ Date: _____

My signature on this form grants permission to St. Charles Community College to share grades, attendance information, & transcripts to my high school.

Contact Information

If you have any questions about the Early College Program, please contact the following people

Francis Howell Central High School	Michelle Breuer – College & Career Counselor michelle.breuer@fhdschools.org 636-851-4668
Francis Howell High School	Kim Potts – School Counselor kimbelle.potts@fhdschools.org 636-851-4789
Francis Howell North High School	Brooke Prestidge – College & Career Counselor brooke.prestidge@fhdschools.org 636-851-4959
Francis Howell District Office	Dr. Lucas Lammers – Director of Secondary Education lucas.lammers@fhdschools.org 636-851-4012 Katie Vargas – College & Career Specialist katie.vargs@fhdschools.org 636-851-6433
Saint Charles Community College	Kathy Brockgreitens – Assistant Vice President for College Transitions and Support Systems kbrockgreitens@stchas.edu 636-922-8229