



## Nunez Community College



### Procedures for New Student Enrollment

1. The High School Dual Enrollment Coordinator will identify any student that meets the eligibility requirements to enroll in dual enrollment courses.
2. The coordinator will distribute a paper application for eligible students to complete. The paper application may be either a general education application (one-sided) or TOPS Tech Early Start (double-sided) application, depending on what type of class is being considered.
  - a. The student must complete all required sections including:
    - i. Name (Last, First, MI)
    - ii. Social Security Number
    - iii. Date of Birth
    - iv. Email address
    - v. Home Address
    - vi. Phone number
    - vii. High School Name/ Grade level
    - viii. Gender
    - ix. US citizenship
    - x. Signature
3. **In addition to completing a paper application, students must complete an online application.**
4. Once student have completed their portions of the application, the parent/ guardian must sign and date the application.
5. After the student and the parent/guardian have signed the application, the school designee must sign and date the application.
  - a. The school designee may be the teacher, dual enrollment coordinator, or an administrator. **It is important that this person review each application for completion and accuracy.**
6. If all sections are fully completed, the coordinator will attach appropriate test scores to the application and sign in the designated area.
7. The High School Dual Enrollment Coordinator will notify the Nunez Dual Enrollment Coordinator that the applications are complete and are ready to be submitted.
8. It is important for the coordinator to keep a copy of all submitted applications and test scores and to submit accurate class rosters to detail the names of students intended to take each course.