



2023-2024 Dual Enrollment Contract

All dual enrollment students are expected to follow the guidelines below. Please initial and return this contract to your School Counselor before your dual enrollment classes begin.

Courses/Schedule

When scheduling dual enrollment classes please refer to the *2023-2024 Scheduling Guidelines (on the back of this contract)* to ensure you are properly registering for the appropriate amount of courses.

Once you have registered for classes you will need to provide your counselor with a PDF copy of your Student Detailed Schedule *each semester*.

*Valencia Students: To access your Student Detailed Schedule follow the steps below:

Valencia Atlas→Courses→Select Term→Submit→Student Detailed Schedule

I understand that I am responsible for my own transportation.

I understand I am not allowed on campus unless I have a West Orange High School class during that period.

_____ Student Initials

Grades

I understand that the grade I receive on my college level classes will go on both my high school and college transcripts.

I understand that this will impact both my high school and college GPAs.

I understand it is important to take my courses seriously and will give them my time and attention.

I understand that any grade I earn through a dual enrollment course could have a negative effect on my academic standing, financial aid, Bright Futures and future college admissions.

_____ Student Initials

Communication

I understand it is my responsibility to communicate directly with my West Orange High School Counselor regarding any changes to my dual enrollment schedule.

I will check my West Orange High School student email and Canvas regularly for any updates and school information.

I understand that I will need to communicate any issues or concerns with my dual enrollment courses with the Dual Enrollment office.

_____ Student Initials



Scheduling Guidelines 2023-2024



*** It is recommended that students are enrolled in a full schedule for college admissions purposes***

Shortened Schedule and Dual Enrollment

- A shortened schedule is not permitted for extracurricular activities.
- All students will be scheduled into 7 periods unless they are a Dual Enrollment student or a senior that meets the requirements (listed on the Early Release/Late Arrival Form) for a shortened schedule (see track chart below).
- Students must have their own transportation and leave campus during their off-campus periods.
- If a Dual Enrollment student is not enrolled in courses for spring semester, they will be placed into semester classes at West Orange High School.
- If starting Dual Enrollment in the spring, West Orange High School schedule may not be able to be rearranged.
- Lab classes will not be provided for dual enrolled students.

Scheduling Options		
Track 1: Full Time WOHS Student	Track 2: Part Time Dual Enrollment Student	Track 3: Full Time Dual Enrollment Student
Student takes 7 classes per semester at West Orange HS *senior privilege can be applied if eligible	Student takes 4 classes at West Orange HS per semester and 3 classes or less at their college per semester	Student takes 4 classes at their college per semester (West Orange HS classes can be taken in addition)

Online Courses

Any student wanting to take a course online can do so in addition to the 7 courses scheduled on campus. Lab classes will not be provided for students to work on FLVS/OCVS/Dual Enrollment courses.

Warrior 2 Warrior and Executive Intern

Warrior 2 Warrior and Executive Intern is for credit only and does not award community service hours.

Dropping Courses

- After the add/drop period, students will not be permitted to change a class without administrative approval. If a student wants to drop a rigorous course the *Request to Drop a Rigorous Course* form must be completed.
- West Orange classes will not be dropped in order to be replaced with an online course.

Student Name: _____

Student Signature: _____

I have reviewed and communicated the information in this contact with my student.

Parent/Guardian Signature