

WENTWORTH

MILITARY ACADEMY & COLLEGE

August 18, 2016

Dear Counselor,

The next steps for preparing and finalizing Dual Credit enrollment with Wentworth College includes:

- a. The Articulation Agreement Form signed
- b. Form B- list of course names, course number and instructor names
If you have already returned them to me...simply disregard.

Teachers Requirements

- a. Course Syllabus – email me anytime. Thanks.
- b. FERPA Review and Quiz- please feel free to email or mail me your quiz
- c. Learning Outcomes- please review the Learning Outcomes and take a brief quiz. You can scan and email or mail me your results.

Counselors

- a. Rosters- Now that classes are in session, please develop roster of students for each DC Course. Please email the list of potential students for each course. The rosters help me organize and prepare for my visit.

Teachers and their Class

- b. Admission to College- Students that plan to enroll in a DC course will need to apply to Admissions to the College. This process can be completed by the teacher during a classroom setting. The duration of time to complete this is less than ten minutes.
 - Visit the Wentworth website www.wma.edu
 - Click on College
 - Click on Dual Enrollment
 - Click on Dual Enrollment Application (password is wma1880)
 - Fill in the information (students do not have to list Social Security Number)
 - If a student took DC classes with us last year, they do NOT need to re-enroll.
- c. Policy and Procedure Sheet- Please send a copy home with the students. We try diligently to have a parent signature on the sheet.
- d. Payment- remind students the cost is \$80 per credit hour, so a 3 credit hour course is \$240. We ask for half or full payment at the time of my visit for enrollment.


For the Enrollment in the Class

- a. I will coordinate a date and time for a visit to your school. Advance time is helpful for teachers to encourage students to enroll for Dual Credit. The advance time also allows students to plan for payment and a signed policy sheet.
- b. My visit to your class will be less than one class period of time.
- c. We do not need computers to enroll.
- d. As a class, we will fill out an old school enrollment form, review the policy and procedure form, and then I will individually briefly meet with each student to sign the form and collect payment.
- e. The process will be as brief as possible in order to complete it within one class period.
- f. That concludes the visit.

Please email or call with any questions.

Thanks,
Robert

Dr. Robert Cordell

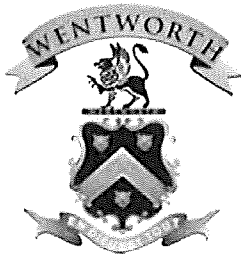


WENTWORTH
MILITARY ACADEMY & COLLEGE

Dr. Robert Cordell
Dual Enrollment Coordinator/Assessment Coordinator

Office: (660) 259-6043 | Fax: (660) 259-2018 | rcordell@wma.edu
Groendyke Hall | 1880 Washington Avenue | Lexington, MO 64067

WWW.WMA.EDU



WENTWORTH College

Policies and Procedures for Dual Enrolled Students 2016-17

Steps to Enrollment

Students must enroll through their school's dual enrollment coordinator and complete the information below at the time of enrollment:

1. Complete an Application for Admission on-line
2. Obtain Parental/guardian signature on Policies and Procedures Form
3. Complete Enrollment Registration Form during the enrollment appointment

Grades

The grading scale for a dual credit course will be in accordance to the local high school grading policy. The approved high school dual enrollment instructor will give a grade based upon the student's performance.

The grading system of Wentworth College is on a 4.0 scale as follows:

- A = 90-100 (4.000 quality points)
- B = 80-89 (3.000 quality points)
- C = 70-79 (2.000 quality points)
- D = 60-69 (1.000 quality point)
- F = 59 and below (0.000 quality points)
- W = Withdrawal (not counted in calculating GPA)

Payment and Tuition

Tuition is \$80 per credit hour for dual credit classes. No other fees apply. Students will pay at least 50% of the total tuition when enrolling. The remaining balance will be billed directly to the student (sent to the home address) and payment is due by **October 14** for the Fall and **March 15** for Spring enrollments. Payment is accepted by check or money order, and/or credit card (Visa, MasterCard, Discover, AMEX). All payments need to be made payable to *Wentworth College*. Non-payment, returned check, or rejected credit card transaction will result in immediate hold on the student account. A \$50.00 re-instatement fee may be required to remove the hold status from the account. No other classes, college grades, or transcripts will be available until account is paid in full, including the reinstatement fee. If an account is more than 90 days past due, Wentworth will forward that account to our collections agency, adding an additional 30% processing fee and that student's account will be placed on hold until the full amount is paid. No student will be permitted to re-enroll for any Wentworth program with a balance due on their account.

Drop and Student Refund Policy

If a dual credit course needs to be dropped for college credit, it is the student's responsibility to initiate the drop through their local high school dual enrollment instructor/coordinator or directly with Wentworth College. To Drop a course and for a student to receive a 100% tuition refund and to have the course removed from the student's official transcript, Wentworth College must be notified by **October 4, 2016 for the Fall** and **March 1, 2017 for Spring** enrollments. For a course to be officially dropped, a Change of Status (Drop) Form must be completed and signed. After the drop period ends a student can withdraw from a course, but no tuition refund will be given, and the student is financially obligated for the remaining balance. In this case the student will receive a "W" on their official transcript. A "W" does not affect grade point average.

Attendance & Student Conduct Policy

Student attendance and conduct is governed by the policy of the local high school. Any consequences affecting a student's grade for violation of the student attendance or conduct policy will be left to the local high school's discretion. Wentworth College will concur with any policy decision regarding attendance and student conduct affecting a student's grade.

FERPA

Wentworth College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA. Copies of the full policy implementing FERPA may be obtained from the Office of the Registrar.

I have read and understand the above policies and procedures:

Student Signature	Printed Name	Date
-------------------	--------------	------

Parent/Guardian Signature	Printed Name	Date
---------------------------	--------------	------

Wentworth College Official	Date
----------------------------	------

Dr. Robert Cordell
Dual Enrollment Coordinator

(660)259-6043
rcordell@wma.edu

1880 Washington Ave
Lexington, MO 64067