Traditional Dual Enrollment & Partner High School Dual Enrollment Program
Academic Year 2017-2018

Submit this completed application to admissions@massbay.edu, fax to 781-239-2508 or Office Of Admissions,
MassBay Community College 50 Oakland Street, Wellesley Hills MA 02481

Traditional Dual Enrollment at Massachusetts Bay Community College (MassBay) allows qualified high school and
home school students to enroll in college courses. Participating students may receive college and (with permission
from their local school or district) high school credits for their course work. As a Dual Enrollment student, one may
register for a full-time or part-time schedule.

Partner High School Dual Enrollment is a special dual enrollment program offered using Commonwealth Dual
Enrollment Program (CDEP) funding for participating high schools and is free for those students who qualify and
participate. For 2016-2017 the partner schools were Natick High School, Keefe Technical High School, and
Framingham High School. If you attend one of these partner schools the college courses are predetermined in
consultation with the High School and offered in a cohort delivery method.

REQUIREMENTS:
1. Candidate must be a Massachusetts resident.
2. Candidate must be a currently enrolled in grade 9 - 12 in a Massachusetts public secondary school
or non-public school, including home school.
3. Candidate must submit the Dual Enrollment Application and Agreement.
4. Candidate must have at least a 2.5 cumulative GPA on a 4-point scale.
5. Candidate must take MassBay placement tests and place into college level math and/or English courses (100-level
math class and EN 101 or higher for English). **Partner High School Dual Enrollment students, please check
with your guidance counselor: not all Partner courses require placement testing.**
6. Candidate must enroll in college-level courses (with course numbers 100 or higher).

ENROLLMENT PROCESS OVERVIEW:
1. Complete and submit MassBay dual enrollment application and agreement by the published deadline
2. Take placement testing at MassBay (required for all Traditional Dual Enrollment students)
3. Make an appointment to meet with Dual Enrollment Coordinator at MassBay
   - Review test scores
   - Select classes (students must meet appropriate course pre-requisites)
   - Register for class(es)
4. Pay Tuition and Fees (**Partner High School Dual Enrollment will be covered by CDEP funding**)
5. Purchase text books
6. Begin Classes (see the College’s academic calendar for start dates)
7. Maintain at least a 2.0 GPA at MassBay.
8. Submit grades to your high school at the end of the semester.

COST:
The tuition and fees rate for qualifying Massachusetts residents who participate in the Traditional Dual
Enrollment Program will be charged the instate tuition rate of $197 per credit (tuition = $24 in-state rate, all
college fee = $151, technology fee =$22). To qualify for in-state tuition, students must a) meet state-
established US citizenship requirements, b) have lived in Massachusetts for six months or longer and c) be able
to provide two documents from a state-proscribed list establishing intent to remain a Massachusetts resident.

Important Note:
Students with medically-documented disabilities are eligible for reasonable accommodations in placement testing
and in coursework. Disability support services are available through the College’s Disability Resources Office located
in the MassBay Academic Achievement Center. It is important to note that academic accommodations available at the
college level differ from those available at the high school level. For additional information regarding the services
available call 781-239-2234 or email aac@massbay.edu.
Academic Year 2017-2018 Dual Enrollment Application

Please check the semester you wish to start:

_______ Fall _______ Spring _________ Summer

Please check which program you are interested in:

___ I am applying for the Traditional Dual Enrollment Program at MassBay Community College.

___ I am applying for the Partner High School Dual Enrollment Program at the following High School:

   ___ Natick High School  ___ Framingham High School  ___ Keefe Technical High School

Student’s Biographical Information:

Name: First _______________________ Middle ___________ Last __________________________

Social Security Number (optional): ________________________________

REQUIRED State Assigned Student Identifier (SASID): ________________ obtain this number from the most recent public school attended

Address: ___________________________________ City: ______________ State: _______ Zip __________

E-mail Address: ___________________________ Home Phone: __________________________

Cell Phone: _______________________________ Date of Birth: __________________________ Gender: ______

Emergency Contact Person: ___________________________ Relationship to Student: __________________________

Emergency Contact Person Phone Number: ________________________________

Country of Birth: _______________________________ Country of Citizenship: _______________________________

___ I am a U.S. Citizen ___ I am a Permanent Resident (USCIS #) _______________ Other: __________________________

Are you of Hispanic or Latino origin? ___ Yes ___ No

Regardless of your answer to the prior question, please select one or more of the following that best describes you:

___ African American/Black ___ American Indian or Alaskan Native ___ Asian

___ Native Hawaiian/Pacific Islander ___ White/Caucasian

Is English your first language? ___ Yes ___ No If no, list your Primary Language __________________________

Did your parents graduate from college? Mother: ___ Yes ___ No ___ Unsure Father: ___ Yes ___ No ___ Unsure

Additional Information:

Current High School: ___________________________ City: __________________________

I intend to graduate in __________________________ (month) __________________________ (year)

After high school graduation, I might be interested in studying one of the following in college:

___ Business ___ Math or Science ___ Engineering or Technology ___ Health Sciences

___ Liberal Arts ___ Undecided ___ Other: ________________________________
**Dual Enrollment Contract**

**Student Section:**

I understand the requirements for the Dual Enrollment Agreement. I understand that the Dual Enrollment Agreement is not an application to a degree or certificate program. If I am accepted as a Dual Enrollment student, I agree to adhere to the Student Regulations of the college. It is my responsibility to speak with professors as needed if I have questions or need assistance in a class. I understand that each semester I take classes at MassBay, I must make an appointment with the Office of Admissions to select and register in person for classes. I must also maintain a MassBay GPA of 2.0 or higher to continue taking classes at MassBay.

I hereby certify that all information stated on this application is complete and accurate, and I understand the falsification or omission of information may result in disqualification or dismissal. I understand this application for admissions will not be complete until all requirements are submitted.

Signature of Applicant: ___________________________ Date: ______________

Signature of Parent or Guardian: ___________________________ Date: ______________

(If applicant is under 18)
If student is under the age of 16, an additional consent form will need to be completed and signed.

**Parent or Guardian Section:**

I hereby grant permission for my child to apply to the Dual Enrollment Program at MassBay Community College. Should my child be accepted, I grant permission to enroll in courses at the college. As a participant in the Dual Enrollment Program, my child’s academic records, and placement testing results, will be released to his/her high school for inclusion in his/her records.

Parent/Guardian Name: ___________________________

E-mail: ___________________________ Phone: ___________________________

Parent/Guardian Signature: ___________________________ Date: ______________

**High School Official Section:**

I certify that the student named above is a student in good standing at ____________________________ high school with a cumulative grade point average of C or higher and may take courses in the MassBay Dual Enrollment Program to satisfy High School graduation requirements.

High School Official Name: ____________________________

High School Official Title: ____________________________

E-mail: ___________________________ Phone: ___________________________

High School Official Signature: ___________________________ Date: ______________

The College adheres to the FERPA (Family Educational Rights and Privacy Act of 1974) which sets forth requirements regarding the privacy of student records. Check our website at www.massbay.edu/registrar for details. A brief summary of FERPA is captured in the following two statements: 1) College students must be permitted to inspect their own educational records. 2) School officials may not disclose personally identifiable information about students, or permit inspection of their records without written permission unless such action is covered by exceptions permitted by the Act.