



TULPEHOCKEN HIGH SCHOOL
*** 2019-2020 * DUAL ENROLLMENT**

COURSE NAME GRADE OFFERED	Instructor	Register for Section #	# of credits	RACC COURSE NAME
RACC English 12 (12)	C. Delehanty	COM 121-1504 ENG 125-3504	3 3	English Composition I Intro to Literature

Section numbers 15xx=courses are taken and *billed* in the Fall Semester;
Section numbers 35xx=courses are taken and *billed* in the Spring semester

Please contact:

Jodi A. Corbett
Director of Academic Partnerships/
Special Assistant to the President
jcorbett@racc.edu 610-607-6219

Start earning transferrable college credits - in your high school classrooms - through Reading Area Community College's dual enrollment program. Cost \$99 a credit.

How do you enroll in your high school's dual enrollment program? Follow these four steps.

1. Digital Form:

Apply - online at RACC's Dual Enrollment website: racc.edu/DE

Don't skip this step if you are brand new to the Dual Enrollment program! You need to apply to the college so RACC can create a student record and register you for your courses. If you took dual enrollment courses in a previous year, you already have a record; thus, you can skip this step.

2. Paper Forms:

Detach - the *Registration for Dual Enrollment/Disclosure of Information (FERPA)* waiver forms from the folder. Complete the *Registration for Dual Enrollment* by using the RACC Section numbers listed on the other side of this document. (See Note Below)

3. Complete - the *Disclosure of Information (FERPA)* waiver form on the reverse side of the Registration for Dual Enrollment form.

4. Obtain - all required signatures on both forms, and return the forms to your guidance office. *Your school counselor and your parent/guardian will need to sign the course registration form and you will need to sign both the FERPA waiver and course registration forms.*

NOTE: RACC Dual Enrollment section numbers designate several things;

For example: BIO 150-1501

BIO 155-3501

BIO says this is a biology course;

BIO says this is a biology course;

150 says this is Biology I;

155 says this is Biology II;

1501 says this is a fall course attached to a specific teacher.

3501 says this is a spring course attached to a specific teacher.

It is important that you use the correct section number.

How do you pay your bill?

RACC will send a bill directly to your home address by November 1 and is due upon receipt.

You can pay your bill or set up a payment plan by calling the Cashier's Office, ph: 610-607-6235 or 1-800-626-1665, ext. 6235 or by mailing a check to Reading Area Community College, Cashier's Office, BERKS HALL ROOM 107, 10 SOUTH SECOND ST. READING, PA 19603.

Questions about Dual Enrollment?

Jodi Corbett, Director of Academic Partnerships/Special Assistant to the President, at 610-607-6219, or email, jcorbett@racc.edu