



KUTZTOWN AREA HIGH SCHOOL
*** 2020-2021 * DUAL ENROLLMENT**

COURSE NAME	Instructor	Register for Section #	# of credits	RACC COURSE NAME
Academic & Honors Chemistry I	L. Bricker	CHE 150-1512	4	Chemistry I
Honors Calculus	S. Sandler	MAT 220-1515	4	Calculus I
HS Physics	K. Mahoney	PHY 240-1508	4	Physics I

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:

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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.