



BERKS CHRISTIAN SCHOOL
*** 2022-2023 * DUAL ENROLLMENT**

COURSE NAME	Instructor	Register for Section #	# of credits	RACC COURSE NAME
Honors World Literature	E. Shirk	COM 121-1516	3	English Composition I

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

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

- 1. New students to RACC's Dual Enrollment Program need to complete a Dual Enrollment Online Application to the college. [Apply Online](http://racc.edu/DE) 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; you can skip this step.

***** If you are a new dual enrollment student and have not completed step 1, do not proceed to step 2 until you have done so.**

- 2. New and returning students (all students) need to register for courses for the current academic year or semester. Students can complete the course registration one of two ways (only pick one):**
 - Online course registration – racc.edu/DE.
 - OR**
 - Paper course registration – complete the Registration for Dual Enrollment **AND** Disclosure of Information (FERPA) forms. Students must obtain all required signatures on both forms, and return the forms to your school counseling 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 says this is a biology course;

150 says this is Biology I;

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

BIO 155-3501

BIO says this is a biology course;

155 says this is Biology II;

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 email a bill upon registration and send a bill directly to your home address. The bill is due upon receipt. If your bill is not paid in a timely manner, the student foregoes such benefits as college credit. Information about your bill can also be found in the MyRACC portal, Self-Service, Student Finance link. Payment for fall courses (15--) is due no later than November 1. If it is a spring course (35--), payment is due no later than April 1. Payment plans are available upon request; call the Cashier's Office with any questions (610.607.6235). You can also pay your bill by mailing a check to Reading Area Community College, Cashier's Office, Berks Hall Room 107, 10 S. Second Street, Reading, Pa 19603.

Section numbers 15xx=are billed in the Fall Semester
Section numbers 35xx=are billed in the Spring semester

Questions, please contact:

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