**APPENDIX A**

**Penn State York Dual Enrollment Program**

**Student Responsibility Agreement and**

**Release of Student Information Consent Form**

**Student Checklist: First Week of Classes**

* Pay your tuition and fees through the Bursar’s office.
	+ Register your vehicle online (if applicable) and obtain your free parking pass at the business and security office: **parking.york.psu.edu**.
* Obtain a Penn State ID + card.
* Purchase your textbooks.
	+ Sign up for PSUAlert online (psualert.psu.edu) so that you are notified of any campus closures, and other emergency related information.

**Important Reminders for Program Success**

* Attend every class.
* Consult your academic calendar for breaks and holiday closings.
	+ Contact your course instructor if you will be absent (consult the course syllabus for attendance policy and instructor’s contact information).
* Check your Penn State email **OFTEN.**
* Contact the Nittany Success Center (717-771-4026) if you are having difficulty in your classes.
* You can request an official transcript online at registrar.psu.edu.

**Future Program Participation**

If you would like to take dual enrollment classes during future semesters, you **must schedule those classes through the admissions office.**  **If you register for a class without meeting with an admissions counselor prior to semester start or fail to earn a grade of C or better in previously completed dual enrollment courses, you may be dismissed from the program.**



I agree to allow the parent/guardian below to access my student records pertaining to the Penn State York Dual Enrollment Program, including, but not limited to, tuition and billing information, status, grades, and class schedule.  I also agree to have my semester grades release to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ high school guidance department.

I understand my student responsibilities in the Penn State York Dual Enrollment Program as outlined in this handbook, as well as the requirements for future semester participation.



Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Admissions Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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