WITH

WOR-WIC
COMMUNITY COLLEGE

25-26 SY

Overview

The Dual Enrollment Program allows high school students to earn college credit while still in high school, and:

- Expands the curriculum options available to students in area high schools;
- Provides college-level courses for students who meet eligibility requirements;
- Provides an opportunity for high school students to earn college credit for transfer to other colleges and Universities;
- Prepares students for entry into employment upon completion of the high school program.

High school juniors and seniors, and in some cases sophomores, who meet the standards outlined in the memorandum of understanding (MOU) that has been established with Salisbury University may enhance their schedule with college course work and experience the independence of college-level study while also earning college credit.

The Dual Enrollment Program enables high school students to:

- Register and attend college level course(s) on campus or at their high school site.

Please note that all courses are not offered at each high school. Contact the school counselor for more information.

- Engage with outstanding college professors and their peers in a collegiate classroom setting
- Graduate from high school with earned college credit
- Save money on college tuition
- Accelerate college completion
- Gain additional skills and confidence needed to succeed in college

Student Eligibility

Students must meet the following requirements:

- Overall unweighted GPA of at least 2.75
- Be a junior or senior who has earned at least 16 high school credits*
- Have demonstrated College & Career Readiness
- Complete the required application packet, including all required signatures
- Receive approval from the high school principal verifying that all the eligibility requirements outlined above have been met.
- Meet all full-time student enrollment criteria as set forth in the WCPS High School Course Catalog
- Have completed service-learning requirements.
- Abide by all WCPS school policies and Code of Student Conduct, and WWCC's Student Code of Conduct.
- Any additional requirements of the college/university, such as a specific GPA. See requirements of each institution below.
- Comply with all specified deadlines. **DEADLINES WILL BE STRICTLY ENFORCED.**

Requirements
Prior to seeking approval for dual enrollment, students must meet with a guidance counselor in their school to review all of the requisite conditions and to develop a plan of action to meet these conditions. Students meeting the eligibility requirements may take college credit (not remedial level) coursework at Salisbury University in order to further their education. Students planning to attend must present evidence they have met ALL WCPS eligibility requirements prior to being released from high school during the school day. Students must take a total of four courses each semester and may be awarded no more than the maximum number of high school credits permitted by the high school schedule for the year. Courses taken at SU must be courses that are not offered at the student's high school, unless granted an exception by the Chief Academic Officer.

Student Responsibilities for Participation
☐ Completed all service learning requirements
☐ Successfully met state testing requirements
☐ Submit evidence of admission to the college/university
☐ Complete student portions of DE Application packets with appropriate signatures.
☐ Be certified by the school counselor as meeting all of the eligibility requirements outlined above.

The College/University will send proof of registration to school counselors.

Dropping Courses / Failure of Courses
Students who wish to drop a course within the add/drop period should see their school counselor to complete the required form.

Students who drop dual enrollment courses after the add/drop period will lose their eligibility to participate in dual enrollment for one semester following the semester of enrollment.

Students who fail a dual enrollment course will lose their eligibility to participate in dual enrollment for one semester following the semester of enrollment and that grade will be reflected on both the High School Transcript and College Transcript.

Eligible Courses
For a list of courses offered on the WWCC campus, see the list included in the appendices of the current WCPS course catalog. Please see the individual requirements for each course. Certain courses are offered at WCPS high school campuses. Please contact your school counselor for the most current list of courses offered at your high school. One high school credit will be given for each course unless otherwise noted. Please see the WCPS Course Catalog for course descriptions and for information regarding Maryland Four-Year College Credit acceptance.

The list of courses in the College/University Course Catalogs may include courses NOT approved for WCPS students; use the WCPS HS Course Catalog for course selection or see brief course list included in this packet.

Payment for Dual Enrollment Courses
In accordance with the Blueprint for Maryland's Future, students meeting the above eligibility criteria will not be charged tuition or fees to participate in approved dual-enrollment programs. Students will be provided textbooks through their school media centers and digital access codes via email from the college/university.

01

Planning

Meet with your high school counselor to assess your eligibility and discuss your overall education plan to include your high school program of study and the college course(s) you wish to take.

02

Admissions Application

Submit an application for admission to WWCC. You will need your WWCC ID # for the next step!

03

Required Documents

Complete the required documents in the dual enrollment application packet and return to your school counselor. See the list below:

- **WCPS DE Request Form**
- **Dual Enrollment Certification Form**
- **Accommodations Agreement**
- **Dual Enrollment Application Report from PowerSchool**
  - *to be provided by your school counselor*

04

Approval

Upon review of your application by your school counselor and approval from the school principal, your complete application packet is sent to the Chief Academic Officer for final approval.

Application documents <u>must be submitted</u> to the Chief Academic Officer by: JUNE 15

After review, a letter will be mailed by the Chief Academic Officer to the student with approval status. Copies of your Application Packet will be forwarded to the school counselor, principal and the university or college you are taking classes through.

05

Registration

After you receive your approval letter from the Chief Academic Officer, you can register for your approved courses. Your school counselor will provide you with more specific instructions on registration.

06

Important Dates

WCPS Dates	Fall 2025	Spring 2026
Applications Open	March 15, 2025	
Applications Close	June 15, 2025	
Registration Deadline	August 15	December 1

WWCC Dates	Fall 2025	Spring 2026
Registration Opens	April 7	November 17
Classes Start	September 3	January 21
Last Day to Drop without penalty	September 10	January 28
Classes End	December 6	April 28

Worcester County Public Schools

Dual Enrollment Request Form

STUDENT INFORMATION				
Full Name				
Mailing Address				
High School(s)	PHS	SDHS	SHHS	WTHS
College/University Requesting to Attend	WWCC		SU	UMES
College ID #				
Previously Participated in DE?	yes		no	

Requested College Courses (each semester) *For SU courses, must include Class #, Section #, Days & Times*	Fall Courses			
		WCPS	Online	On-Campus
		WCPS	Online	On-Campus
		WCPS	Online	On-Campus
		WCPS	Online	On-Campus
	Spring Courses			
		WCPS	Online	On-Campus
		WCPS	Online	On-Campus
		WCPS	Online	On-Campus
		WCPS	Online	On-Campus

COUNSELORS, ATTACH DUAL ENROLLMENT APPLICATION REPORT
-FROM POWERSCHOOL-

SIGNATURES			
Student Signature		Date	
Parent Signature		Date	
School Counselor Signature		Date	
Principal		Date	
Chief Academic Officer Signature		Date	

Worcester County Public Schools

Dual Enrollment Certification Form
Wor-Wic Community College
32000 Campus Drive
Salisbury, Maryland 21804

To participate in Dual Enrollment through the high school and Wor-Wic Community College, a student must:

- have 16 high school graduation credits (sophomore with 8 credits seeking a degree),
- possess an overall unweighted grade point average of 2.75 or above,
- be enrolled in a Worcester County Public School in the college's service region, and
- be certified by an official of the high school as meeting all of the eligibility requirements outlined above.

This form must be completed and brought to Wor-Wic Community College prior to enrolling in any class. Once certified, the student will complete the process. Prerequisite requirements must be met prior to enrolling. Diagnostic testing may be required as a part of the enrollment process.

Student Name:					Date of Birth:		
Projected Year of Graduation:			Cumulative GPA:		WWCC ID #:		
❑ SDHS	❑ SHHS	❑ PHS	❑ WTHS		Sophomore	Junior	Senior
WWCC Degree you are seeking:				Student Email Address:			

COURSES APPROVED FOR THIS STUDENT TO TAKE (Please list):			
College Course(s)	**Title**	*Alternate Course Selection*	**Credits**

My signature below indicates I understand that I am registering for a college course (s) and that I give permission for Wor-Wic Community College to provide information regarding my academic records (grades, course registration, billing information, etc.) to my high school and parents. I understand that WCPSS will not pay for repeated courses, and I may not be able to continue in the program if I withdraw from the course after the WCPSS deadline.

_____

Student Signature   Date

_____

Parent Signature   Date

_____

Chief Academic Officer   Date

Worcester County Public Schools

Accommodations Agreement

Worcester County Public Schools, as a public school system, adheres to Section 504 of the Rehabilitation Act (Section 504) and the Individuals with Disabilities Education Act (IDEA). WCPSS also adheres to the Americans with Disabilities Act and amendments (ADA).

Wor-Wic, as a post-secondary institution, adheres to Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act and amendments (ADA), which guarantee "no otherwise qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination." Accommodations at the post-secondary level provide equal access, and requirements essential to a program or course cannot be waived or modified. Post-secondary accommodations are determined on an individualized basis and may not be equivalent to accommodations offered through special education within the K-12 system.

For courses taught at WCPSS sites, WCPSS will be responsible for providing the accommodations, and for courses taught at Wor-Wic sites, Wor-Wic will be responsible for providing the accommodations.

Wor-Wic provides reasonable accommodations to qualified students with disabilities to give students an equal educational opportunity to participate in Wor-Wic's programs, activities, and services. Students with disabilities enrolled in dual enrollment courses may request, and if eligible, receive appropriate academic accommodations for such courses via Wor-Wic Disability Services Office. This process will be in place for accommodation requests pertaining to both Wor-Wic placement testing and Wor-Wic courses.

WCPSS and Wor-Wic encourage students with disabilities and their guardians to contact the Wor-Wic Disability Services Office in advance of the student beginning courses at Wor-Wic to understand and, as appropriate, take advantage of the accommodations available on campus.

It is the student's responsibility to register with the Wor-Wic Disability Services Office in order to receive accommodations.

_____   _____
Student Name   Parent Name

_____   _____
Student Signature   Parent Signature

_____   _____
Date   Date

WWCC Dual Enrollment Course Offerings		Prerequisite	Grad. Requirement (GR) or Elective (E)
ACT 101	Financial Accounting		E
ART 101	Introduction to Art History		GR* or E
ASL 101	American Sign Language I		1/2 World Language: GR or E
ASL 102	American Sign Language II	ASL 101	2/2 World Language: GR or E
* BIO 101	Fundamentals of Biology	GR Met in Science	E
* BIO 202	Anatomy and Physiology I	See CC*	E
* BIO 203	Anatomy and Physiology II	See CC*	E
BMT 101	Introduction to Business		E
BMT 205	Business Law		E
* CHM 105	General Chemistry		Physical Science: GR
CMP 130	Introduction to Web Development		E
CMP 134	Approaches to Problem Solving		Tech Ed: GR or E
CMP 135	Introduction to Programming		Tech Ed: GR or E
COM 101	Intro to Public Speaking		E
ECO 151	Principles of Macroeconomics		E
ECO 201	Principles of Microeconomics		E
EDU 155	Foundations of Education		E
EMS 101	Emergency Medical Technician I		-
EMS 151	Emergency Medical Technician II	EMS 101	E
ENG 101	Fundamentals of English I		Am Lit or Brit Lit: GR
ENG 151	Fundamentals of English II	ENG 101	Am Lit or Brit Lit: GR
*ENV 101	Environmental Science		Earth & Space Science: GR
FRN 101	Fundamentals of French I		E
* GEO 101	Earth and Space Science		Earth & Space Science: GR
HIS 101	World Civilizations I	GR Met in Social Studies	E
HIS 151	World Civilizations II	GR Met in Social Studies	E
HIS 201	American History I	GR Met in Social Studies	E
MTH 102	Mathematical Applications		E
MTH 121	Precalculus 1	ALG II	MTH HS Credit
MTH 122	Precalculus 2	ALG II + MTH 121	MTH HS Credit
MTH 152	Elementary Statistics	ALG II	MTH HS Credit
MTH 201	Calculus I	MTH 122	MTH HS Credit
PHE 106	Integrated Health and Fitness	GR Met	E
PHL 101	Introduction to Philosophy		E
PHY 121	General Physics I	MTH 121	Physical Science: GR
POL 101	American Government	GR Met in Social Studies	E
PSY 101	Introduction to Psychology		E
PSY 251	Human Growth and Development	>C in PSY 101	E
PSY 252	Abnormal Psychology	>C in PSY 101	E
SOC 101	Introduction to Sociology		E
SPN 101	Fundamentals of Spanish I		E

* May not be taken as an online course. MUST be taken on campus at WWCC.

See more course information in the appendix of the WCPS High School Course Catalog.

Worcester County Public Schools

Dual Enrollment Drop/Withdrawal Certification Form
Wor-Wic Community College
32000 Campus Drive
Salisbury, Maryland 21804

To Drop or Withdrawal from a registered Dual Enrollment course, the student must bring this form, signed by their School Counselor, to the Director of Early College Initiatives prior to dropping or withdrawing from a course.
Please note:

- The Wor-Wic *Drop for Refund* date to receive a full refund for **Fall 2025 is 09/10/25** and for **Spring 2026 is 01/28/26**.
- Students that drop a course after that date may no longer be eligible to participate in the dual enrollment program and the student and parent/guardian will need to meet with their building principal before being scheduled for any additional dual enrollment courses.
- A student who withdraws from a course after the WCPSS 1st progress report is issued will receive a failing grade for that semester course on their high school transcript.
- Courses that are designated for credit toward high school graduation requirements may not be dropped without a plan for earning the credit with the School Counselor.

This form must be completed and brought to Wor-Wic Community College prior to withdrawing from any class.

Student Name :				Date of Birth :		
Projected Year of Graduation :				Cumulative GPA :		
❑ SDHS	❑ SHHS	❑ PHS	❑ WTHS	Sophomore	Junior	Senior
WWCC Degree you are seeking :				WWCC ID # :		

COURSES APPROVED FOR THIS STUDENT TO DROP (Please list):		
College Course(s)	**Title**	**Credits**

COURSES REPLACING ABOVE COURSES (Please list if course will be taken at Wor-Wic or home school)		
College Course(s)	**Title**	**Credits**

My signature indicates I understand that I am withdrawing from a college course (s) and that I understand the drop policies of both Worcester County Public School System and Wor-Wic Community College. I give permission for Wor-Wic Community College to provide information regarding my academic records (grades, course registration, billing information, etc.) to my high school and parents. I understand that if I drop a course after Wor-Wic's *Drop for Refund* date, I may no longer be eligible to participate in the dual enrollment program for the subsequent semester and will need to meet with my building principal before being scheduled for any additional dual enrollment courses.

_____   _____
Student Signature   Date

_____   _____
Parent Signature   Date

_____   _____
Chief Academic Officer   Date