

# Northern Lehigh High School

## Dual Enrollment 2012-2013

Dear Parent/Guardian:

During the 2012-2013 school year, we will be offering dual enrollment courses through Lehigh Carbon Community College. While scheduling for courses, your child showed an interest in taking one or more of the courses being offered. Dual enrollment allows our students the opportunity to take a college course either at the high school, online, or at Lehigh Carbon Community College, where college credit may be earned and possibly transfer to the college/university they choose to attend. Although there is a cost involved when taking dual enrollment courses (tuition, books, and fees), it would be advantageous to the student because tuition costs are given at a reduced rate. **All costs must be paid in full at the time of registration by the student and/or parent/guardian. *\*\*IMPORTANT: TUITION COST HAS INCREASED BY \$30.00/COURSE.***

Students taking courses taught by our faculty will receive a credit toward graduation and the grade will be reflected in their GPA and class rank as an honors level course. However, if a student chooses to take a dual enrollment course not taught by a Northern Lehigh faculty member (i.e. College English and Intro. to Psychology) or takes courses at an area college (i.e. Penn State, Lehigh, DeSales, or Moravian) or LCCC, students will receive credit toward graduation, but these classes will not be reflected in their GPA or class rank.

The pages that follow this letter will explain the registration and payment process for taking dual enrollment courses. Please follow all the directions carefully to ensure that the student will be registered for the courses. **Please refer to the Northern Lehigh High School Guidance page to see a complete list of the dual enrollment guidelines.** If you have any questions about the dual enrollment program please speak with the guidance counselor who is in charge of your student's education.

Sincerely,  
Northern Lehigh Guidance Department

# NLHS Dual Enrollment

## Guidelines

In a partnership with Lehigh Carbon Community College, Pennsylvania State University, and Northwestern Lehigh School District, Northern Lehigh School District offers dual enrollment opportunities for our high school students that allow them to take college courses for high school and college credit. For students taking dual enrollment courses on any of the aforementioned campuses, students must adhere to the following guidelines regarding NLSLSD's Dual Enrollment Program.

### Enrollment

- Prerequisites for the course(s) and all appropriate college/university forms need to be completed by assigned due dates.
- Tuition, textbooks, and other applicable fees are the responsibility of the student and/or parent/guardian.
- **Due to accountability purposes, application forms will not be accepted without full payment.** For online courses, the Online Parental Form must be signed and submitted for the student to enroll in an online course.
- Transportation to courses **not** held on Northern Lehigh's campus is the responsibility of the student and/or parent/guardian.
- For students interested in enrolling in a dual enrollment English or Math course, an entrance exam may need to be taken as per that college/university's policies and procedures. Students who do not meet the needed score on this exam will not be permitted to enroll in that subject area course. All entrance exam scores are determined by the college/university requiring the exam, not NLSLSD.
- Online courses are currently being offered to NLHS junior and senior students. Online dual enrollment courses will only be scheduled in lieu of study halls. Due to these criteria, students attending LCTI may be unable to enroll in an online/virtual dual enrollment course, as their present schedule may not possess a study hall.
- Students who choose to take one course off NLSLSD campus will be required to take two courses at Northern Lehigh per semester. Students choosing to take two or more college courses will be required to take at least one class at Northern Lehigh per semester.
- Students attending Lehigh Career and Technical Institute who are interested in enrolling in a dual enrollment course may do so at either NLHS or LCTI as their schedule permits. Students interested in enrolling in a dual enrollment course while at LCTI's campus, will need to consult with a LCTI Guidance Counselor regarding this process. NLSLSD will accept and record grades received from dual enrollment courses taken while at LCTI's campus, but will not be responsible for the application or payment process. This must be handled through LCTI.
- To receive the reduced rate given by LCCC for dual enrollment courses, students need to enroll in one of the courses set forth in an agreement between Northern Lehigh School District and Lehigh Carbon Community College. Any course taken not in the agreement will result in the student being charged the current LCCC rate for a full time student.
- **\*\* It is the responsibility of the student and/or parent/guardian to consult with the college or university that the student may be attending to determine if dual enrollment credit earned will transfer. The acceptance of college credit earned through NLSLSD's dual enrollment program is at the discretion of that college or university. NLSLSD will not be held responsible if dual enrollment credits earned are not transferable.**

**Grading/Credits**

- Any dual enrollment course worth less than 3.0 credits will not be awarded high school credit. It will be listed on the student’s transcript, unless otherwise noted by the student and parent/guardian. This does not include a required lab component.
- **Starting with the Class of 2013, any dual enrollment course worth 3.0 credits or more will receive 1.0 high school credit but will not be calculated in the student’s Grade Point Average and Class Ranking.**
- **All** grades received, whether letter or numerical, will be entered as a numerical grade on the student’s NLSD transcript. Any letter grade received will be converted into the following NLSD numerical grading scale and receive the appropriate GPA equivalent. For numerical grades received, those grades will be entered as they are on the student’s NLSD transcript and receive the appropriate GPA equivalent. For example, if a student receives a letter grade of an A, this grade will be converted to a numerical grade of a 95 with a GPA equivalent of a 4.00. If a student receives a numerical grade of an 88, this numerical grade will be recorded as it is with a GPA equivalent of a 3.33.

<u>Letter grade</u>	<u>Numerical grade</u>	<u>GPA Equivalent</u>
A	95	4.00
A-	91	3.66
B+	88	3.33
B	85	3.00
B-	81	2.66
C+	78	2.33
C	75	2.00
C-	71	1.66
D+	68	1.33
D	65	1.00
D-	61	.66
F	59	0.00

\* Any student enrolled in a non-remedial college Math or English course (i.e. LCCC Mat 105 or higher or ENG 105 or higher) will be permitted to have those courses counted toward their Math or English required credits for NLSD. All other courses will be considered as electives toward a student’s graduation requirement set forth by the NLSD Board of Education.

\* Any dual enrollment course(s) taken outside the designated school day/school calendar (i.e. evening classes, summer courses) will not be awarded high school credit by NLSD. Course(s) will not be calculated toward a student’s GPA or Class Rank, nor will it be listed on a student’s Northern Lehigh Transcript.

# Dual Enrollment Registration Rules

## Registration for dual enrollment taught at Northern Lehigh

1. Complete the **entire** LCCC Application for High School Students as well as the online registration. Be sure that there is a parent/guardian signature, student signature, and social security number on the application.
2. All courses you would like to take during the 2012-2013 school year that will be taught at the high school should be on one single registration card. Please refer to the course list for proper subject and course number. Note: You **do not** have to fill in the CRN#, AU, day, or time on the registration card or check whether you are taking the course during the fall or spring semester.
3. Along with the registration card a full payment for all courses will need to be turned in. You can pay for the courses by cash, check (made payable to LCCC), or money order. The price of the course can be found on the course list sheet. **We will not accept any registration cards without full payment.**
4. After all the above steps are complete, please return the registration card and payment to your child's guidance counselor.

**\*\*\*Once your child's schedule is complete and we know which semester she/he will be taking the LCCC course(s), we will forward the registration and payment to LCCC. Please note that your check may not clear until the beginning of the 2012-2013 school year. Please plan accordingly.**

## Registration for online dual enrollment courses

1. You will need to complete a separate LCCC Application for High School Students if you are planning on taking any online course.
2. Complete the entire LCCC application. Be sure that there is a parent/guardian signature, student signature, and social security number on the application.
3. All online courses that you are interested in taking during the 2012-2013 school year should be on one single registration card. Please refer to the course list for proper subject and course number. Note: You **do not** have to fill in the CRN#, AU, day, or time on the application or check whether you are taking the course during the fall or spring semester.
4. Read and sign the online permission slip.
5. Along with the registration card and permission slip a full payment for all courses will need to be turned in. You can pay for the courses by cash, check (made payable to LCCC), or money order. The price of the course can be found on the course list sheet. **We will not accept any registration cards without full payment.**
6. After all the above steps are complete, please return the registration card, permission slip and payment to your child's guidance counselor to be sent to LCCC.

**\*\*\*Online courses have a limited amount of seats available. Therefore, we can not guarantee enrollment into the course. LCCC will notify us if the student was unable to be in the course, at which time the student can register for a different course or take a study hall during that time period. Payment will be returned if a study hall is chosen.**

**\*\*\* Please note that when you register on LCCC website you will receive an L#. This is the child's identification number with LCCC. It is very important that they write this number down and place in a secure location. Students will need this number to access account information online (i.e. grades)**

**\*\*\*ALL APPLICATIONS AND PAYMENTS ARE DUE ON OR BEFORE  
FRIDAY, MAY 25, 2012.**

## 2012-2013 Dual Enrollment Course List

### Dual Enrollment Courses taught at Northern Lehigh

SUBJ	COURSE #	COURSE NAME	CR. HRS.	COST
ENG	105	COLLEGE ENGLISH I	3.0	\$165.00
PSY	140	INTRODUCTION TO PSYCHOLOGY	3.0	\$165.00
HIS	123	US TO RECONSTRUCTION	3.0	\$90.00
ART	115	PAINTING I	3.0	\$90.00
MAT	190	CALCULUS AND ANALYTIC GEOMETRY	3.0	\$90.00

### Dual Enrollment Online Courses

SUBJ	COURSE #	COURSE NAME	CR. HRS.	COST
ACC	160	PRINCIPLES OF ACCOUNTING I	3.0	\$165.00
ACC	161	PRINCIPLES OF ACCOUNTING II	3.0	\$165.00
AST	201	INTRODUCTION TO ASTRONOMY	3.0	\$165.00
BUS	221	PRINCIPLES OF MARKETING	3.0	\$165.00
ENG	106	COLLEGE ENGLISH II	3.0	\$165.00
GEO	110	CULTURAL GEOGRAPHY	3.0	\$165.00
GEO	115	WORLD REGIONAL GEOGRAPHY	3.0	\$165.00
HIS	130	WESTERN CIVILIZATION I	3.0	\$165.00
HIS	131	WESTERN CIVILIZATION II	3.0	\$165.00
PSC	130	INTRODUCTION TO POLITICAL SCIENCE	3.0	\$165.00
PSC	230	AMERICAN FEDERAL GOVERNMENT	3.0	\$165.00
PSC	231	STATE AND LOCAL GOVERNMENT	3.0	\$165.00
REL	201	COMPARATIVE RELIGION	3.0	\$165.00
PHI	201	INTRODUCTION TO PHILOSOPHY	3.0	\$165.00
MUS	101	INTRODUCTION TO MUSIC	3.0	\$165.00
MUS	107	AMERICAN POPULAR MUSIC	3.0	\$165.00

**IMPORTANT: The following courses will not be calculated in the students GPA or Class Rank. They will, however, receive a credit toward graduation. The courses affected by this policy change are:**

**College English 105  
Introduction to Psychology  
ALL online courses listed**

**The following courses are taught by Northern Lehigh faculty and will be calculated in GPA and class rank as an honors level course. Students will also receive a credit toward graduation.**

**US to Reconstruction  
Painting I  
Calculus and Analytic Geometry**

**\*\*The courses offered above have been agreed upon by Northern Lehigh High School and Lehigh Carbon Community College. These courses will be offered at a reduced rate to NLHS students. If a student chooses to enroll in an LCCC course not listed here, they will be charged the current LCCC rate which will be considerably higher.**