

HAYWOOD COMMUNITY COLLEGE	STUDENT SERVICES HIGH SCHOOL STUDENT ENROLLMENT	Procedure 5.1.1.2
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I. Enrollment of High School Students (non-degree seeking)

The College provides seamless opportunities for high school students to get a head start with their college education by enrolling in eligible pathways through Career and College Promise (“CCP”). Enrollment in identified courses is available to students enrolled in public and private schools (including home schools) through articulation agreements between the school system and the College and approved by the North Carolina Community College System Office. Students may secure additional information about enrolling in these programs at the College website:

<https://www.haywood.edu/instruction/high-school-programs/>

II. CCP Overview

CCP provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas and associate degrees that lead to college transfer or provide entry-level job skills. The College offers the following CCP pathways aligned with the K-12 curriculum, career and college ready standards adopted by the State Board of Education:

- A. Core 44 College Transfer Pathway, leading to a college transfer certificate requiring the successful completion of thirty (30) semester hours of college transfer courses, including English and mathematics, for qualified junior and senior high school students;
- B. Career and Technical Education Pathway, leading to a certificate or diploma aligned with one or more high school Tech Prep Career Clusters;
- C. Cooperative Innovative High School Pathway.

Tuition is waived for CCP students; however, all CCP students taking classes on-site at the College or online through the College, except for those in Cooperative Innovative High School Programs, must purchase their own textbooks and supplies required for their classes. CCP students must obtain a student ID and parking pass in the bookstore.

III. CCP Pathways

A. College Transfer Pathways (CTP) requires the completion of a transfer pathway approved by the State Board of Community Colleges including transfer courses in English and mathematics.

- 1. Programs
 - 32-41 SHC Associate in Arts Pathway (P1012C)

35-43 SHC Associate in Science Pathway (P1042C)

2. Eligibility

The Career and College Promise Pathway requires the completion of a transfer pathway approved by the State Board of Community Colleges including transfer courses in English and mathematics and ACA 122 College Transfer Success.

To be eligible for enrollment, a high school student must meet the following criteria:

- a. Be a high school junior or senior;
 - b. Have a weighted GPA of 3.0 on high school courses; and
 - c. Demonstrate college readiness on an assessment or placement test
- *A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.

A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:

- a. Have a cumulative weighted GPA of 3.5;
- b. Have completed two years of high school English with a grade of 'C' or higher;
- c. Have completed high school Algebra II or Math III (or a higher level math class) with a grade of 'C' or higher;
- d. Obtain the written approval of the high school principal or his/her designee; and,
- e. Obtain the written approval of the community college president or his/her designee.

Students who meet all the requirements listed above may:

- a. enroll in English and/or mathematics courses in a college transfer pathway as provisional students without placement or other testing.
- b. provisional students who successfully complete ENG 111 with a 'C' or higher can enroll in ENG 112.
- c. provisional students in the Associate in Science pathway who successfully complete MAT 171 with a "C" or higher can enroll in MAT 172.
- d. register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway.
- e. Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional.
- f. In order to no longer be considered provisional, the student must successfully complete the first mathematics and English course in the pathway with a grade of 'C' or higher.

4. To maintain eligibility for continued enrollment, a student must
 - a. Continue to make progress toward high school graduation, and
 - b. Maintain a 2.0 GPA in college coursework after completing two courses.
 - c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

3. Changing Programs

A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Science or Engineering. The AA/AS/AE may not be awarded prior to high school graduation verification. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

4. Student Application Process

A high school student meeting the criteria described above must complete the following requirements to enroll in a College Transfer Pathway:

- a. Submit the CCP Admission form (CCP Application and CCP Approval).
- b. Submit appropriate test scores showing college readiness. Refer to the Placement Test section of the catalog for approved tests and CUT scores (see below).
- c. Home school students must submit a high school transcript and a copy of their NC registration card. Home school transcripts must include the name and address of the school, principal's name, student's name, SSN, date of birth, curriculum and courses taken each year with grades, cumulative grade point average, diploma awarded with graduation date, notarized seal and official signature.
- d. Forms and CCP information are available online at <https://www.haywood.edu/instruction/high-school-programs/>

5. College Readiness Benchmarks on Approved Diagnostic Assessment Tests

Test	PLAN	PSAT (2014 and earlier)	PSAT (2015 and future)	SAT (Pre-March 2016)	SAT (March 2016 and future)	Pre-ACT	ACT	NCDAP (HCC)
English	15	45	26	500	480	18	18	151+ Reading, Editing & Essay
Reading	18	47	26	500		22	22	
Mathematics	19	47	24.5	500	530	22	22	7+ on DMA 010 thru 060

*To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with a 22 ACT reading assessment score to demonstrate college readiness.

**PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

***The Reading and English part of the NC DAP is an integrated assessment of reading and English skills; meeting the composite cut score for placement into ENG 111 is one way to demonstrate college readiness in order to participate in the College Transfer Pathway.

B. Career Technical Education Pathway

1. Programs

There are multiple programs under the Career Technical Education Pathway:

Accounting-Income Tax Preparation (C25100CP)
Automotive Systems Technology (C60160CP)
Automotive Systems Technology-Intermediate (C60160IM)
Building Construction Technology (C35140CB)
Business Administration-Business Exploration (C25120BE)
Collision Repair and Refinishing Technology-Introduction (C60130IN)
Collision Repair and Refinishing Technology-Special Finishes (C60130SP)
Collision Repair and Refinishing Technology-Welding (C60130WE)
Computer-Integrated Machining (C50210CP)
Criminal Justice Technology I and II (C55180II)
Criminal Justice Technology III and IV (C55180IV)
Early Childhood Preschool (C55860CP)
Electrical Systems Technology (C35130CP)
Electronics Engineering Technology (C40200CP)
Engineering Design (C40200CD)
Forest Management Technology (C150200CP)
Information Technology-Basic (C25550CB)
Medical Office Administration (C25310CP)
Welding-Basic (C50420CP)

See the program of study associated with each pathway for more information on each Career Technical Education Pathway.

2. Eligibility

The Career and College Promise Career Technical Education Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.

To be eligible for enrollment, a high school student must meet the following criteria:

- a. Be a high school junior or senior;
- b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
- c. Have received career pathway information outlining program requirements for completion of the certificate or diploma.

High school counselors should consider students' PLAN scores in making pathway recommendations. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.

3. Changing Programs

A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.

A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

4. Student Application Process

A high school student meeting the criteria described above must complete the following requirements to enroll in a Career and Technical Education Pathway:

- a. Submit the Career and College Promise Admission form (CCP Application and CCP Approval).
- b. Home school students must submit a high school transcript and a copy of their NC registration card. Home school transcripts must include the name and address of the school, principal's name, student's name, SSN, date of birth, curriculum and courses taken each year with grades, cumulative grade point average, diploma awarded with graduation date, notarized seal and official signature.
- c. Application forms and additional CCP information are available online <https://www.haywood.edu/instruction/high-school-programs>

C. Cooperative Innovative High School Programs

1. Haywood Early College High School

Haywood Early College High School ("Early College") is an autonomous public high school located on the College. The Early College enrolls students in grades 9 through 13.

The Early College is designed for motivated students who desire to enter both high school and college as a rising freshman in a non-traditional high school setting. Students have the opportunity to earn both their high school diploma and Associates degree. Students begin taking college courses as soon as ninth grade with the goal of students graduating with both their high school diploma and an Associate in Arts degree in five years. Early College students are eligible to take additional courses through waivers/exemptions

approved by the College, Haywood County Schools, the NC State Board of Education and the North Carolina Community College System Office. This opportunity for students is made possible through an articulation agreement between the College and Haywood County Schools. For more information about the Early College, visit <http://hec.haywood.k12.nc.us/>

2. Enrollment

To enroll, students must complete an application provided by Haywood County Schools. Applications are available at the Haywood County Schools Central Office or the Early College Principal's office.

3. Selection

Haywood County Public Schools select students for the Early College according to the guidelines and criteria given by Haywood County Schools.

IV. Home School Students

Home-schooled students are considered for admissions on the same basis as North Carolina public school students. Documentation must also be provided to show that the home school is registered with the appropriate state agency. An official transcript from the home school must include the following criteria:

1. Name of the home school and address;
2. Name of the principal;
3. Name of the student;
4. Student's social security number (optional) and birth date;
5. Curriculum and courses taken each year with grades and a grade point average;
6. Cumulative grade point average for total progress;
7. Diploma awarded with graduation date; and
8. Notarized seal and official signature.

V. Exclusive College Programs for Minors

Unless they are participating in a CCP Pathway, the College cannot offer enrollment options for students who are under the age of sixteen (16), unless they have earned a high school diploma.

Adopted: 9-28-2017

Legal Reference: N.C. Session Law 2011-145, § 7.1A(a)-(l); Article 15, Part 9, Chapter 115C of the N.C.G.S. – Cooperative Innovative High School Programs; 1D SBCCC 200.95