**SPECIAL ADMISSION OF HIGH SCHOOL STUDENTS**

**ALL High School Students taking courses independently outside of the programmed High School day and at a Germanna facility must:** (Also called “Independent Dual Enrollment”)

- Submit all required documentation listed below to a counselor in Student Services at Germanna prior to admission. Following counselor assessment and approval, high school students will be eligible for admission to the College, receive academic advising, and register for classes. Prospective students may be required to meet with the Dean of Student Development prior to admission.
- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting in-state tuition rate).
- Demonstrate specific skills by taking Germanna’s placement tests or submitting ACT or SAT scores. All students who take the placement tests are required to complete all parts, including English and mathematics.
- Provide documentation of attainment of eleventh grade level or above with a High School transcript. (See further explanation for Home School below).
- Provide a completed High School Student Permission to Enroll form signed by a high school counselor, or the homeschool teacher or principal each semester.
- Meet with a College counselor prior to each subsequent semester for assessment of progress, course approval and registration.

**Home School—High School Students taking Independent Dual Enrollment courses must also:**

- Provide documentation of attainment of eleventh grade level or above. Use of the Stanford 10, Iowa Achievement Test or California Achievement Test is preferred, however other documentation will be considered.
- Provide a current copy of a letter from your school board indicating notification from authorizing parent or guardian’s intent to home school. Students who are religious exempt need to provide this only once. All others must provide this documentation each school year.

**High School Students taking courses through Program of Dual Enrollment (college classes taken at their high school must):**

- Discuss Dual Enrollment opportunities with your high school counselor, and obtain permission to enroll in Dual Enrollment courses. (See the Dual Enrollment web page at Germanna’s [www.germanna.edu](http://www.germanna.edu) website.)
- Complete a GCC Application for Admission and application for Virginia Domicile (for students requesting in-state tuition rate) by your high school’s deadline.
- Take the complete placement test (English and mathematics portions) at your high school, or submit qualifying ACT or SAT scores for review to your high school counselor, by the high school’s deadline.
- **Register for classes at your high school by the high school deadline.** Submit the GCC registration form to your high school counselor.
- Pay any applicable tuition to your high school by the high school’s deadline. Check with your high school counselor for current tuition rates and due dates for your high school.

The College reserves the right to evaluate special cases and to refuse admission to an applicant when such action is in the best interest of the College and/or the applicant. The College also reserves the right to limit the number and type of courses a student may take if they do not possess a high school diploma or equivalent. High school/home school students are not permitted to enroll in developmental studies courses at the College, as this level of instruction should be available in the high school or home school program. Because Germanna strives to maintain a mature academic environment, high school/home school students admitted under the special provisions will be subject to all rules, policies, procedures, and standards of conduct described in the Germanna Community College Catalog & Student Handbook. High school students must be in good academic and behavioral standing in high school in order to be considered for admission to the College.
HIGH SCHOOL/HOME SCHOOL STUDENT

Permission to Enroll

Part A: To be completed and signed each semester by the student’s high school counselor, principal or home school teacher.

Germanna Student ID: ___________________________                              High School: ____________________________________

____________________________________________________________________________________

Last Name                  First Name                                 Middle Initial

Please list the student’s current high school course load:

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<th>High School courses</th>
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Are you planning to finish an Associate Degree or Certificate prior to completing high school? YES or NO

Additional Comments (optional): ______________________________________________________________________
___________________________________________________________________________________________________

By signing below, I verify that this student has successfully completed all the requirements for the sophomore year at the high school level and is in good academic and behavioral standing at our school.

Authorized by: _______________________________________________         Date: ________________________
High School Counselor/Principal or Home School Teacher

Note: In order to take courses at Germanna, High School Students must demonstrate academic proficiency by providing satisfactory SAT, ACT or by achieving satisfactory scores on Germanna placement tests.

The above student has been assessed with ________ VPT Placement tests _________SAT _________ACT

Part B: To be completed and signed each semester by a Germanna Community College Counselor.

Semester: _________FALL_________SPRING_________SUMMER           Year: ___________

The student has been granted permission to register for the following course(s):

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<th>Course(s)</th>
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Total Credits Approved

Authorized by:____________________________________________                       Date:_______________________________

Germanna Community College