

Dual Enrollment School Authorization Form

Semester: **Spring** **Fall / Year:** _____

LC Online Dual Enrollment is available to all qualified high school juniors, seniors, and Gap Year/Year 13 students with learning and attention issues.

APPLICANT LEGAL NAME:

Student Legal Name: _____ Preferred Name: _____

Year of high school graduation (anticipated or completed): _____

Year of enrollment in college (anticipated): _____

Name of high school/school district or program: _____

City/State/Zip of high school/school district or program: _____

To ensure student success in our programs, Landmark College has developed prerequisites and academic requirements for qualified students. Please check all boxes below, sign and date to verify this student meets these requirements.

Currently a high school junior, senior or PG student (affiliated with a high school);

Enrolled in a college track and/or transition-to-college course(s);

Has learning differences due to a learning disability, ADHD, Autism, and/or executive function challenges and not primarily due to mental health and/or intellectual disabilities;

Is able to manage the responsibilities of college-level work as outlined under Course Expectations for Students at the end this form.

School Representative Signature: _____

Print Name: _____

Title: _____

Date: _____ Phone: _____ Email: _____

For questions regarding LC Online Dual Enrollment and school partnerships, please contact:

Carroll Paré

Assistant Vice President for Intersession and Online Programs

cpare@landmark.edu

Direct: (802) 387-6885

For your information only:

Course Expectations for Students

By applying to the LC Online Dual Enrollment program and signing the application, students indicate their understanding that this is an **intensive, rigorous academic** course that offers college **credits upon successful completion**.

Student agrees to:

- **Logon to the course** and course platform - Canvas, as soon as the course is open, and regularly engage in the course every week (**four to five times a week**), **monitor Canvas email**, and **communicate with the instructor and course coach**, as needed.
- Dedicate at least **9 hours per week** for readings, assignments, postings, and participation in synchronous sessions and online discussions.
- **Fully participate** in the course from the start and **immediately communicate any navigation or technical difficulties** to the instructor and/or course coach.
- Create and maintain an online learning environment which **promotes respect and integrity**.
- Produce **high quality work** that meets or exceeds course standards.
- **Complete all assignments, quizzes, and activities by the due date**; although break periods may not coincide with scheduled breaks at the student's high school, **student is responsible to immediately communicate** with the instructor or advisor if an assignment is not done.
- **Meet all Online Course system requirements** (see paragraph below)
- Acknowledge that this document serves as **an official policy for all students in the Landmark College** high school online dual enrollment program.

Online Course System Requirements:

Students will need the ability to access our online course content through a browser running on a desktop or laptop computer. Mobile phones and tablets may not be adequate or appropriate for some aspects of the course materials. All popular browsers are supported, but we recommend Chrome or Firefox if available. A web cam and headset are highly recommended, and access to YouTube, Vimeo, and other video hosting services should be unrestricted.

A productivity suite such as Microsoft Office, Microsoft Office 365, Google G-Suite, Apache Open Office, or LibreOffice is recommended or may be required for Landmark College online courses.

[View all Online-Dual Enrollment Program System Requirements here.](#)