

Students must complete and submit this application form to be considered for participation/enrollment in Southeast Nebraska Career Academy Partnership (SENCAP) or DC Advantage's dual-credit courses.

SENCAP CAREER ACADEMY PATHWAY

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> GIS	<input type="checkbox"/> Manufacturing - Energy
<input type="checkbox"/> Business	<input type="checkbox"/> Early Child. Education	<input type="checkbox"/> Health	<input type="checkbox"/> Manufacturing - Welding
<input type="checkbox"/> Computers	<input type="checkbox"/> Education (K-12)	<input type="checkbox"/> Horticulture	
<input type="checkbox"/> Construction		<input type="checkbox"/> Livestock	

and/or **DC ADVANTAGE**

ONLY taking General Education Learning Outcome classes, NOT Career Academy Pathway classes

BOTH

Enrolling in BOTH an Academy Pathway, and taking GELOs

Student Information (Please type or print neatly in black ink)

Student Name _____ Birth Date* _____
Last First Middle Initial mm/dd/yyyy

→ Student Social Security Number _____ SCC ID# _____

Mailing Address/City/State/Zip _____

Student Cell Phone# _____ Home Phone# _____

Student Email Address (REQUIRED) _____

High School _____ Graduation Year: _____

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
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FERPA/RELEASE OF INFORMATION: I have read and understand that my educational records at Southeast Community College are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand I am not required to authorize a Release of Information for my parent(s)/guardian(s) in order to participate in the SENCAP/DC Advantage program. I also understand I can rescind or make changes to a Release of Information at any time by contacting The Registration and Records Office at Southeast Community College.

YES, I hereby grant permission for Southeast Community College to share my SENCAP/DC Advantage educational records, including billing statements, with my parent(s)/ guardian(s) listed below:

Release of Information to: Parent/Guardian Names (s) _____

Student Signature **X** _____ Date _____
mm/dd/yyyy

Parent/Guardian Information

I grant my student permission to enroll in dual-credit courses through SENCAP/DC Advantage during the school year. I understand I am responsible for all tuition and or fees associated with dual-credit courses less any scholarship or payments made by their high school or third parties. I am aware that if my student withdraws from a course after the tuition refund date, I am still responsible for tuition and fees. I understand that my student failing dual-credit courses has consequences and may cause a student to be ineligible for Federal Financial Aid after high school graduation. I understand my student's FERPA rights.

PRINT Parent/Guardian Name _____ Primary Phone# _____

Parent/Guardian Signature **X** _____ Date _____
mm/dd/yyyy

High School Permission

This student has demonstrated the ability to benefit from college-level courses and has met all prerequisites. Approval is granted.

Counselor/Administrator Signature **X** _____ Date _____
mm/dd/yyyy

MAKE A COPY OF THIS FORM FOR YOUR RECORDS.

FERPA: Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that protects the privacy of student educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. To see the SCC policy, please visit www.southeast.edu/legalnotices and click on FERPA.

For assistance completing this form, contact the SENCAP/Dual Credit Assistant Director, Erin May, at emay@southeast.edu or 402-437-2859.

OFFICE USE ONLY
Data Entry
Date

GENERAL INFORMATION FOR APPLICATION TO SENCAP/DUAL-CREDIT

EXPECTATIONS

1. Enrollment of high school students at Southeast Community College is limited to students who have demonstrated the ability to be successful in college-level courses. Depending on conditions and/or situations, exceptions to the minimum age requirement may be granted.
2. Classes taken for college credit will be recorded on a permanent college transcript.
3. The student is expected to continue high school which includes regular attendance and maintaining satisfactory academic progress.
4. Regular tuition and fees will be charged. Parents are responsible for all tuition and fees less any scholarships or payments made by the high schools or other third parties.
5. Students enrolled must abide by all Southeast Community College rules and regulations, including drop deadlines for tuition refunds.
6. Failing college classes has consequences and may cause a student to be ineligible for Federal Financial Aid after graduation.
7. Students may be responsible for the cost of textbooks. Please check with your high school.
8. This form must be completed and signed by the student, parent/guardian, and high school representative prior to registration.
9. If payment is not received, Southeast Community College reserves the right to withdraw the student or place a hold on the student's account which will affect the ability to register for future classes and/or to receive official college transcripts.
10. Students have read the Honor Statement available in the SENCAP Guidebook and will adhere to those guidelines.

STUDENT EDUCATIONAL RECORDS:

According to FERPA, in situations where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student in order to provide educational services.

If the student is under the age of 18, the parent(s)/guardian(s) still retain their rights under FERPA at the high school, and may inspect and review any records sent by the postsecondary institution to the high school.

As a post-secondary institution, Southeast Community College does not provide information to parents or guardians without:

- a. written permission from the student and/or
- b. documentation attesting that the student is a dependent, as defined under section 152 of the Internal Revenue Code.

RELEASE OF INFORMATION TO PARENT(S)/GUARDIAN(S):

I understand that my educational records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that I am not obligated to sign a Release of Information for my parent(s)/guardian(s) in order to participate in the SENCAP/DC Advantage program and that I can rescind or make changes to this Release of Information at any time by contacting The Registration and Records Office at Southeast Community College.

(POLICY OF) PRIVACY OF EDUCATIONAL RECORDS/FERPA

(from the SCC Catalog 2/13/2019) Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

FERPA

Generally, you have the following rights: to inspect and review your educational records; to a hearing to challenge the contents of your records; and to receive copies of all or part of your educational records upon request.

All requests for student records, information, and/or questions relating to the release of records and information must be in writing and directed to the campus Registration and Records Office.

FERPA permits public disclosure of directory information without the student's consent. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory Information consisting of the items listed below may be released without the student's consent:

- Student Name
- Major Field of study
- Dates of attendance
- Enrollment status
- Most recent previous school attended
- Degrees and awards received
- Honors and awards received, including Dean's List and other academic honors
- Participation in officially recognized co-curricular activities (e.g. music, sports)
- Weight and height of athletic team members
- Parking permit number and auto license number
- Photograph/Video*

When available, your physical address, email address and/or telephone number may be released at the discretion of the Student Affairs Office.

*Use of Photographs/Video:

Photographers/videographers employed or contracted by SCC regularly take photographs/video of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/video will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/videotaped while attending a public event or who verbally agree to participate in a photo/video shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs/video in perpetuity.

To avoid having Directory Information released, you must submit a written request to the campus Registration and Records Office within 10 classroom/business days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 10-classroom day (not including Saturdays, Sundays, and holidays) written notice to the campus Registration and Records Office to become effective.