



**STUDENT MEMORANDUM OF UNDERSTANDING
High School Student Enrollment**

I, (student name) _____, understand that:

It is my responsibility to ensure that all required forms and documentation are submitted in a timely way. This will include a completed application for admission, enrollment form, release of information form, transcripts and any required letters of recommendation.

It is my responsibility to schedule and complete any required placement testing.

Registration will be limited to courses approved by my high school counselor and for which I have satisfied all prerequisites or other requirements established by HACC. I understand that I may not enroll in developmental courses (0-level).

I authorize my high school and HACC to exchange any necessary information, including my full academic history and disciplinary history. I understand that my high school counselor or principal has the right to select the course area(s) for which I may enroll.

Upon completion of coursework, it is my responsibility to make arrangements for my HACC transcript to be sent to my high school.

I understand that I am enrolling in a college class that will entail rigorous academic work, which will require substantial effort and responsibility on my part.

The content of this course will be appropriate for college students. Some courses may discuss controversial cultural, religious, political, aesthetic and human sexuality issues.

College life includes clubs and activities that may require college-level life experiences. Parental permission may be required for off-campus events. The College may require chaperones for students under the age of 18 taking field trips. The chaperone would accompany and remain with the student for the entire field trip. HACC will not be responsible for providing the chaperones.

I will be graded based on HACC's department-approved standards and rigor; no late or makeup work will be accepted without prior arrangements with the instructor. Regular classroom attendance and participation are requirements, and failure to do so may affect my grade.

I am responsible to officially drop or withdraw from classes in the event that I will not finish, according to HACC's published deadlines. I understand that I must obtain the instructor's permission to officially withdraw from a class and that my instructor may drop me from the class if I do not attend.

I have read and understand the above conditions and agree to conduct myself accordingly. *

Student Signature

Parent/Guardian Signature

Date

Name of High School

HACC ID Number (If available)

High School Counselor/Homeschool Evaluator Signature

* A student will still need to fill out a Release of Information Form for parents or guardians to have access to the student's information at HACC.