

Congratulations on making the decision to start your college journey early! The following information is designed to support your success as a college student. Please read this document with your parent or guardian and sign below.

Students participating in Dual Enrollment & Concurrent courses are considered Berkshire Community College (BCC) students and have access to college resources, facilities, and campus activities. We encourage you to be involved on campus as much as possible.

Students should access schedule, advisor, final grades, and other account information through the [MyBCC](#) portal which houses Self-Service, Moodle, and Email. BCC Student Email is the main form of communication and students should check their email accounts regularly for important college information.

The Family Educational Rights and Privacy Act (FERPA) authorizes BCC to release information regarding grades, attendance, and academic progress only to the enrolled student and their high school. Students may sign a release of information to include updates to other individuals.

College courses may include content that is controversial or out of people's comfort zones. Students may wish to speak with their guardian, school counselor, course instructor, or advisor about course content if they feel uncomfortable about readings, assignments, discussions, etc.

College has a different [academic calendar](#) than local high schools. Dual Enrollment students are expected to attend class and turn in assignments when BCC courses run, even if high school is on break or is closed for the day.

Students are responsible for the cost of books and course supplies. BCC's library does have a reserve copy of each textbook for in-library use. For the 2023-24 Academic Year, tuition is no cost for Dual Enrollment courses, up to 15 credits/semester. Any student whose GPA at BCC falls below a 2.0 during any one semester may be ineligible to continue in the Early College program and may forfeit Dual Enrollment funding the following semester.

College students are responsible for initiating contact with their instructors and advocating for themselves when necessary. BCC offers a variety of campus resources to support all students in achieving their academic goals. While utilizing these supports is a student-led decision, students are encouraged to contact Early College staff if they need assistance communicating with instructors or accessing support and resources.

All BCC students are expected to follow the [Student Code of Conduct](#) as set forth in BCC's Student Policy Guide.

Students wishing to add, drop, or withdraw from a course will need to complete the appropriate forms. Emailing an instructor or advisor alone is not sufficient. Paperwork must be submitted by the deadlines listed on the [academic calendar](#). The Early College Academic Advisor can assist with this process. Students and families are advised to verify with their school counselor what effect a withdrawal or failing grade will have on their high school graduation standing.

Withdrawing from courses and/or low-grade performance (less than a C) may affect a student's ability to access financial aid through BCC in the future as outlined in [BCC's Satisfactory Academic Progress Policy](#). Additionally, low-grade performance may result in academic probation or suspension and may require the completion of an academic success plan to continue with BCC courses.

Students with disabilities should set up a meeting with the [Disability Resource Center \(DRC\)](#) to submit appropriate documentation and request course accommodations. To do so, please complete the [Application for Disability Services](#). Once you complete this online form, a DRC staff person will be in touch with you. This process can take up to 6 weeks to complete.

We applaud your decision to study at BCC. The entire faculty and staff are here to support you. Please do not hesitate to reach out with questions or concerns, whether they be personal or academic. We hope you have a wonderful college experience.

I have read, understand, and agree to the Berkshire Community College Dual Enrollment Statement of Understanding listed above.

Student Signature _____ Date _____

I have read, understand, and agree to the Berkshire Community College Dual Enrollment Statement of Understanding listed above.

Parent/Guardian Signature _____ Date _____

Berkshire County High School Students have the opportunity to enroll in BCC credit courses. Students may take any college course for which they meet the pre-requisites. Please note the transferability of credit to another institution is determined by the receiving institution.

Please choose which early college program you are applying for:

☐ CONCURRENT: High School Course approved for BCC college credit.

☐ DUAL ENROLLMENT: High School students enroll in college course. Students are responsible for fees, books, and transportation (cost of tuition may be applicable).

If printed, please complete this form in blue or black ink only.

Please check off each section below to complete this form:

☐ STUDENT INFORMATION

Full Legal Name (First/Middle/Last) _____

Preferred Name _____

Address (Street/City/State/Zip Code) _____

Email _____ Phone _____

Social Security Number _____ - _____ - _____ High School _____

Date of Birth _____ Gender ☐ Female ☐ Male
MONTH/DAY/YEAR

Has either of your parents/guardians graduated with a Bachelor's degree at a college or university? ☐ Yes ☐ No

What is the first language you learned to speak? _____ Are you Hispanic/Latino (optional)? ☐ Yes ☐ No

Please select (optional): ☐ American Indian/Alaskan Native ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Pacific Islander ☐ White

☐ REQUIRED SIGNATURES

A parent/guardian signature is required if the student applicant is under 18 years of age. Your signature indicates permission for the student to participate in the program, and for BCC to release enrollment information (including official transcripts) to the high school. **By signing below, you agree to abide by the rules and regulations of BCC and accept the courses indicated.**

I certify that the information on this application is complete and accurate to the best of my knowledge.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

☐ SCHOOL COUNSELOR

Please complete the following. Your responses will not affect the student's enrollment. Your signature certifies that the named student is currently enrolled, is a student in good standing, and/or you approve of their course selection.

Under FERPA §99.34(b) Berkshire Community College may share dual-enrolled student information with the High School without consent.

SASID# _____ Graduation Year _____

This student currently maintains a GPA of 2.7 or higher. ☐ Yes ☐ No: If no, please provide their GPA: _____

This course will be accepted for high school credit. ☐ Yes ☐ No

Signature _____ Date _____

Print Name _____



☐ **COURSES FOR _____ SEMESTER**

List the BCC course(s) below that you wish to take, including day, time and location ([Course Catalog - Ellucian Student Application \(berkshirecc.edu\)](#)).
Contact an academic advisor at earlycollege@berkshirecc.edu to schedule a registration appointment.

Course 1

Course/Section (ex. ENG 101 02) _____

Course Name _____

Day/Time _____ Faculty _____

Course 2

Course/Section _____

Course Name _____

Day/Time _____ Faculty _____

Course 3

Course/Section _____

Course Name _____

Day/Time _____ Faculty _____

Course 4

Course/Section _____

Course Name _____

Day/Time _____ Faculty _____

Course 5

Course/Section _____

Course Name _____

Day/Time _____ Faculty _____

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Name (First/Middle/Last) _____

Address (Street/City/State/Zip Code) _____

Email _____

Social Security Number _____ Phone _____

Date of Birth _____ High School _____
MONTH/DAY/YEAR

Are you a U.S. Citizen? ☐ Yes ☐ No — If not, please complete the following:

Are you a Permanent Resident? ☐ Yes. Alien registration number _____ ☐ No

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status: _____

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PLEASE CHECK THE IN-STATE OR REDUCED TUITION ELIGIBILITY CATEGORY THAT APPLIES TO YOU:

Are you under 18 years old? ☐ Yes. Please provide parent/guardian residency documentation. ☐ No

☐ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

As proof of my intent to remain in Massachusetts, I **POSSESS AT LEAST 2 OF THE FOLLOWING DOCUMENTS**, which I shall present to the institution upon request. These documents* are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary. Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

- | | | |
|---|--|--|
| <input type="checkbox"/> Valid driver's license | <input type="checkbox"/> Voter registration* | <input type="checkbox"/> Military home of record* |
| <input type="checkbox"/> Utility bills* | <input type="checkbox"/> State/federal tax returns* | <input type="checkbox"/> Record of parents' residency for un-emancipated person* |
| <input type="checkbox"/> Employment pay stub* | <input type="checkbox"/> MA high school diploma | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Valid car registration | <input type="checkbox"/> Signed lease or rent receipt* | |

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☐ I am an eligible (ME/NH/VT/RI/CT) participant in the New England Board of Higher Education's Regional Student Program.

☐ I am a permanent legal resident of the state of New York.

☐ I am a member of the armed forces (or spouse or un-emancipated child) on active duty in Massachusetts.

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CERTIFICATION OF INFORMATION

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____
(REQUIRED IF APPLICANT IS UNDER 18 YEARS OLD.)

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FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

☐ IS eligible for the in-state tuition rate.

☐ IS NOT eligible for the in-state tuition rate.

☐ I am unable to make a determination at this time. The following additional information has been requested from the applicant:

Authorized Signature _____ Date _____