



### Attendance

Students must check in daily for all classes with the Dual Credit Coordinator. Students who do not check in will be marked absent. Juniors are required to remain at the high school for all dual credit classes for the first semester. Second semester, with permission, they may enroll in classes offered interactively at the GBC Battle Mountain campus. They must be at the high school on the days their class is not in session. They will not be allowed to take online classes off campus during the regular school day. Seniors are allowed to take interactive classes off campus, but must

### Dropping a Class

Students wishing to drop a class must meet with the principal or GBC coordinator prior to withdrawing. Any failed or dropped classes will be made up at BMHS if it is one of the required 5 or 6 classes. Students dropping a class after the fourth week of class will be enrolled in Alternative Ed. All classes must be formally withdrawn from at the GBC campus or through MyGBC. GBC policy states that classes must be withdrawn from before 60% of the course has elapsed or students will be assigned a failing grade. **Failure to withdraw from a class will result in an \_\_\_\_\_ and high school transcripts.**

### Books

BMHS will provide the required books for dual credit classes and can be checked out from the library. Books remain the property of the high school and students will be held responsible for any damaged or lost books. Students that return books with damage will be charged 10% of the cost of the book. Student who do not return books or return books that are so damaged they are not considered usable, will not be able to check out books for other classes until the book is returned or paid for. Books will not be checked out to students who have not turned in or paid for books from the previous semester. BMHS will not provide software or suggested materials.

. Students must submit a book request form to the BMHS Dual Credit Coordinator in order to have their books ordered. Book requests are due a minimum of two weeks prior to the start of class or immediately upon registration if less than two weeks from the start of class and will not be ordered without a completed form. Books will not be order after the first week of class. Students in classes requiring access codes will need to purchase their own access codes and submit the receipts to the Dual Credit Coordinator or Librarian within 30 days of purchase in order to be reimbursed. Students need to report any changes in enrollment or book needs immediately in order to ensure the correct books are ordered. There is no guarantee that books requested less than one week before the start of class will be here before classes begin. Book lists can be found at [gbcnv.edu](http://gbcnv.edu). Students will need to know the class name and section number, ex: Class name ENG 101 and section number 1010.

**Please sign and date below**

I understand that the opportunity to enroll in dual credit classes is a privilege, not a right and all enrollment must be approved. I have received a copy of the Dual Credit Contract and agree to adhere to its guidelines. Failure to follow the guidelines may result in ineligibility to enroll in dual credit classes for future semesters.

I understand that attendance is my responsibility, both at the high school and in my college classes and that I am required to check in each day.

I understand that in order to be counted as dual credit, college classes must be listed on my high school schedule. The grade received in any GBC class taken to fulfill BMHS enrollment requirements will be posted on my high school transcript.

I understand that if I do not provide a transcript to the high school by the end of the high school semester **OFFICIAL** transcript is provided.

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Printed Student Name

**P**

**P**

I give permission for my child, \_\_\_\_\_, to leave the school grounds during the 2015-2016 school years for Dual Credit classes. Some of the activities that may require students to leave campus are:

- Tutoring sessions
- Advising/registration
- Proctored exams
- To turn in assignments