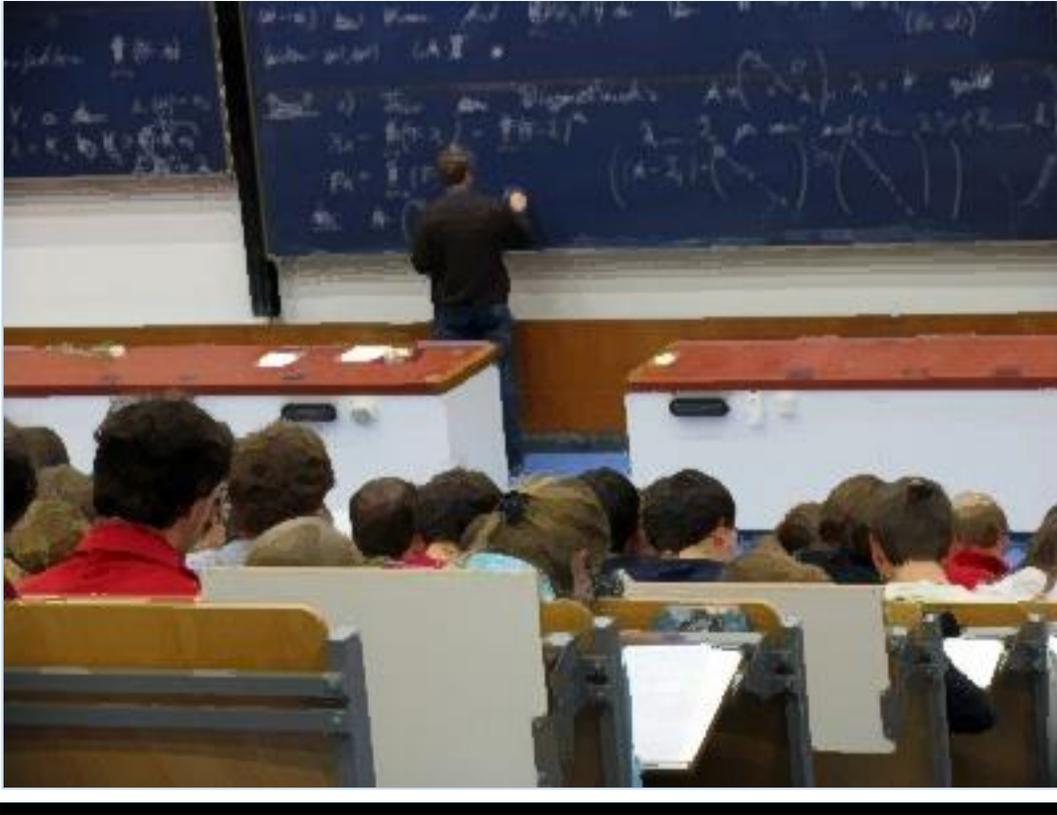




Dartmouth College HANOVER • NEW HAMPSHIRE • 03755-3529
Office of the Dean of the College, 6003 Parkhurst Hall, Tel. (603) 646-2980



DARTMOUTH COLLEGE
SPECIAL COMMUNITY STUDENT PROGRAM
Fall 2014

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ENROLLMENT AND REGISTRATION DATES FOR FALL 2014

It is time to think about FALL term registration and enrollment for the Special Community Student Program at Dartmouth College.

- Deadline for returning completed applications: **August 15, 2014**
- Classes begin: **September 15, 2014.**

This material is a guide to help you understand the process for registering for a course at Dartmouth College. Please read all the material carefully, and fill out the five page application located at the end of this document. If you have questions, please call Ed Leavitt at 603-646-2980 and/or email: Edwin.R.Leavitt@Dartmouth.edu

A reminder of some of the high school program policies:

- **Seniors are eligible to enroll in one course per term during the fall, winter, and spring terms. Juniors are eligible to enroll in one course per term during the winter and spring terms only. *High school students are eligible to enroll in four courses (maximum).***
- **Students must maintain a grade of C- or better in each course in order to be allowed to register again without petitioning the Chair of the Advisory Committee.**

- **High school students are not eligible to enroll in individual music instruction, Studio Art courses, English 2-3, Mathematics 1 and 2, Chemistry 3 and 4, History 5.3, 72, 74, 95, or in Freshman Seminar courses.**
- **High school students are not eligible to pre-enroll in classes in which the faculty member or department/program has placed an enrollment limit or in introductory language courses (those listed as 1, 2, or 3).**

The schedule for registration and enrollment for the ***2014 FALL term*** is as follows:

| | |
|-----------------------|---|
| Aug. 15 | 5 page course application must be completed and returned to Ed Leavitt, by scanning and emailing to: Edwin.R.Leavitt@Dartmouth.edu or, you can return in person to Parkhurst Hall, Suite 111. We do not receive applications via Fax |
| Sept. 15 | Classes begin. |
| Sept. 28 | Last day to withdraw from a course without permission. Course will not appear on student's transcript. |
| Oct. 29 | Last day to withdraw from a course. (Student must complete and return course withdrawal card by this date). Note: Course dropped will remain on student's transcript with "W" (withdrawn) notation. |
| Nov. 18 | Classes end. |
| Nov. 21 | Final exams begin. |
| Nov. 26 | Final exams end. |
| Dec. 12 | Grade reports available on the web. |

- **If you decide to drop a course, you must be in touch with the SCSP Coordinator immediately. Students who do not officially drop the course will be assigned a failing grade at the end of the term and will not be eligible to enroll in any subsequent courses at Dartmouth.**



For a complete listing of courses, please go to the course timetables link here: <http://oracle-www.dartmouth.edu/dart/groucho/timetable.main>

Note: If you are using CHROME for a browser, it doesn't always work well with our website links. Try using Firefox or Explorer when accessing the course timetable link above.

- **You should contact the individual Dartmouth departments to check current times of classes, as well as to ask specific questions about a particular class. You will need to make arrangements to have the faculty member sign off on your applications (See page 15 for a listing of Departmental contacts and phone numbers)**

POLICIES AND PROCEDURES:

In accordance with the policies and procedures of Dartmouth College's Special Community Student (SCS) High School Program, guidance/school counselors should screen students requesting access to the Program. The Program is open to juniors (during the winter and spring terms) and seniors (during the fall, winter, and spring terms) of area high schools who have exhausted all possible classes within their field of interest at their high school. Students must maintain a grade of C- or better in each course in order to be allowed to register again without petitioning the Chair of the Advisory Committee. Procedures for applying for SCS status are as follows: **(The 5 page application (1-5 noted below) is located at the very end of this PDF)**

- 1) A **Course Application Form** should be given to each qualifying student for each term in which they enroll in a course. The appropriate high school departments must then sign the form, as instructed. Each student is then responsible for speaking with the course professor and obtaining his/her signature on the Course Application Form. If the professor is off campus, students should speak with the College department chair or administrative assistant who may be authorized to sign. **Note that professors are not to sign the Course Application Form if the course has limited enrollment.** .
- 2) The **Registration Form** should be completed and signed by the student for each term in which they enroll in a course.
- 3) The **Hold Harmless Agreement** should be completed by students and their parents for students who are new to the Program.
- 4) The **Permission to Release Education Record Form** should be signed by the student each term in which they enroll in a course. At the end of the term a grade report will be mailed to guidance departments for the purpose of confirming successful completion of a course and to provide information for academic advising.
- 5) The guidance/school counselor's office or student should then forward all completed forms to Ed Leavitt (603-646-2980), the SCS Coordinator, who will then sign and process the forms before the Registrar's Office enrolls the student.

REMINDER: If a student decides to drop a course, he/she must be in touch with their professor and the SCSP Coordinator immediately. Students who do not officially drop the course will be assigned a failing grade at the end of the term and will not be eligible to enroll in any subsequent courses at Dartmouth. *(See also, information in this packet concerning incompletes and course drops.)*

Eligible Area High Schools

| | | |
|-----------------|-----------------------|-------------|
| Black River | Mid-Vt Christian | Spaulding |
| Chelsea | Newport | Springfield |
| Green Mt. Union | Oxbow | Stevens |
| Hanover | Randolph Union | Thetford |
| Hartford | Rivendell | Whitcomb |
| Kearsarge | Rochester | Windsor |
| KUA | St. Johnsbury Academy | Woodstock |
| Lebanon | Sharon Academy | Woodsville |
| Mascoma | South Royalton | |

***Home Schooled Students: We will accept home schooled students as long as they are affiliated with one of the high schools noted above. Home Schooled students must fill out all five pages of the application and receive the appropriate signature from the affiliated high school administrators.**

Eligibility Requirements

- 1) Eligible seniors at the above-named schools are permitted to take one course per term during fall, winter and spring terms only. Juniors may enroll during the winter and spring terms only. **Because enrollment is limited, high school students are allowed to take a maximum of four courses.**
- 2) Eligible students must have exhausted curricular alternatives at their own school in the proposed field of study.
- 3) Students must be recommended by a high school principal, guidance counselor, or school official with responsibility for the program. The appropriate school official is responsible for screening student requests for access to the program and for giving application forms to qualified students.
- 4) Students receive all necessary forms from the designated school official – the application form, the registration form, the hold harmless agreement, and the grade release form.
- 5) The appropriate high school Faculty Department Chair signs a statement on each student’s application form certifying that the desired course is not offered at the high school, and identifies the appropriate documentation.
- 6) The guidance counselor signs a statement on the application form certifying that the request is in accordance with the policies and procedures of the Program and forwards the application to the Special Community Student Program Coordinator, including the appropriate documentation.
- 7) Students are responsible for meeting with the appropriate Dartmouth professor and obtaining his/her signature on the application form. No student may be enrolled in any course without the written permission of the Dartmouth instructor. Under no circumstances may high school students displace Dartmouth students in a course.
- 8) Parent or guardians of all high school students must sign and return to the high school guidance counselor a “Hold Harmless Agreement” prior to registration. Students who are 18 years old or older must also sign the agreement. This agreement covers the participation of the student in the Special Community Student Program for the current and subsequent terms

- 9) The student must make sure all appropriate forms are returned to the Dartmouth Coordinator for approval and processing.
- 10) High school students are not eligible to enroll in individual instrumental music instruction or in Studio Art courses, English 2-3, Mathematics 1 and 2, Chemistry 3 and 4, History 5.3, 72, 74, 95, and in Freshman Seminar courses. Individual departments may place specific courses off limits. Departments may determine that certain support (e.g. tutors) will not be available to students enrolled under this program.
- 11) High school students are not eligible to pre-enroll in classes which the faculty member of department/program has placed an enrollment limit or in introductory language courses (those listed as 1, 2, or 3). They may enroll in such classes only on or after the second day the class meets during the term if the limit has not been reached and if the Registrar agrees that such enrollment will not then or potentially displace any Dartmouth students.
- 12) High school students who have completed requirements for the high school diploma may continue to take courses at Dartmouth only if they are fully enrolled in a high school program during the entire corresponding term.
- 13) Special Community students must maintain a grade of C- or better in each course in order to be allowed to register again without petitioning the Chair of the Advisory Committee.
- 14) If a student decides to drop a course, you must be in touch with the SCSP Coordinator immediately. Students who do not officially drop the course will be assigned a failing grade at the end of the term and will not be eligible to enroll in any subsequent courses at Dartmouth.

DIFFICULT COURSES:

For your information, the following is a list of courses in which high school students have had difficulty in the last few academic years. In each of these courses, high school students received grades below a C-. Please note that this is not to say that all high school students who took these courses did poorly. For many of the courses listed, as few as just one student received the grade of below a C-. Note also that several students who registered for Physics 3 withdrew before completing the course.

List of courses in which at least one high school student received a grade of below a C- over a period of the last several academic years:

Anthropology 39 – Native Americans and Christianity
Astronomy 3 – Exploring the Universe, w/ Laboratory
Biology 2 – Human Biology
Biology 11 – The Science of Life
Biology 16 – Genetics
Chinese 2 – First-Year Courses in Chinese: Beginning Chinese
Chinese 10 – Intro to Chinese Culture
Computer Science 5 – Introduction to Computer Science
Earth Science 1 – Introduction to Earth Sciences
Education 1 – Introduction to Education
Education 62- Adolescent Development and Education
Engineering Sciences – Healthcare and Biotechnology in the 21st Century
Film 1 – Introduction to Film: From Scripts to Screen
Film 46 – TV and Histories of Gender
French 10 – Introduction to French Literature: Masterworks and Great Issues
French 21 - Francophone Lit/Culture
French 40- French Literature, The Approach Through Zandra
Geography 15 – Food and Power
Government 40- Topics in Area Politics
History 1 – The United States, 1763-1877
History 65- Modern Europe, the 20th Century
Italian 2 – Introduction Italian II
Italian 55 – Humanism and Renaissance
Japanese 1 - Japanese
Math 3 – Introduction to Calculus
Math 8 – Calculus of Functions of One and Several Variables
Math 9 - Calc One/Svrl Var: Honors
Math 13 – Calculus Vector – Valued fnct
Psychology 1 – Introductory Psychology
Physics 3 – General Physics I
Physics 13- Introductory Physics 1
Religion 1 – Patterns of Religious Experience
Spanish 37 – Texts & Contexts: Tpcs Writing

INCOMPLETES AND WITHDRAWALS FROM COURSES

Here is information from College publications about incompletes and withdrawals from courses for Dartmouth students. Periodically, participating students run into considerable difficulty because they are unaware of the College's regulations and deadlines. **The process for withdrawing is a little different for high school students enrolled through the Special Community Student Program than it is for the regular Dartmouth student, but the same basic rules and timelines apply.** If you wish to withdraw from a course, the SCSP coordinator needs to be notified immediately, and you need to make appropriate communication with your professor.

The ORC contains all of the official academic regulations and deadlines. Please call if Ed Leavitt can respond to any questions.

Incompletes

EXCERPT FROM 2011-2013 *Dartmouth Organizations, Regulations and Courses* (ORC)

There is no grade of Incomplete. Incomplete is a temporary notation placed on a student's record to indicate that the work in a course has not yet been completed and therefore a grade has not yet been submitted by the instructor. The assignment of Incomplete in a course may be made only by the Dean of the College* upon request of the student and the instructor. Failure to complete a course on time without prior approval by the Dean will result in the grade of E. Generally speaking, an Incomplete is approved when there are circumstances that are judged to be beyond reasonable control by the student.

If the request is based on such an academic reason as an unanticipated difficulty in obtaining sources or the failure of a critical experiment, the student should consult first with the instructor. Approval by the instructor of the student's request should be in writing and should set forth the circumstances. This document should then be sent directly to the Dean of the College.

If the request for an Incomplete is based on non-academic reasons (illness, unavoidable absence, etc.), the student should make it directly to the Dean of the College who will grant or deny the request after consultation with the instructor in the course.

All Incompletes are granted for a specific period to be established jointly by the student and the instructor with the concurrence of the Dean of the College. If the student fails to complete the work of the course within the agreed period and no extension is granted, the instructor reports the appropriate grade for the student based on the student's performance, no credit being allowed for the fraction of the work not turned in. If the instructor fails to report a grade, the Dean, after consultation with the instructor, the department or program chairman, or both, may ask the Registrar to record the grade of E (or in courses offered on the Credit/No Credit basis, the final standing of NC). Extensions of time beyond the original deadline are granted only in exceptional cases. A request for an extension must be received by the Dean of the College before the established period has expired, and are granted or denied after consultation with the instructor.

**NOTE: All requests for the temporary standing of Incomplete must be received by the Dean of the College on or before the last day of the corresponding examination period.*

Withdrawals

EXCERPT FROM 2011-2013 *Dartmouth Organizations, Regulations and Courses* (ORC)

On May 29, 1995, the Faculty approved changes in procedures for dropping or withdrawing from courses. These procedures took effect with the 1995 summer term.

Each term is divided into three parts with regard to the rules and procedures governing course drops and withdrawals. The specific dates involved appear in the Calendar beginning on page 5 of this Bulletin. As the various deadlines are regulated by faculty policy and are consistently administered, students should be careful to be aware of them each term.

During the first ten class days of a term, as indicated above, students may drop courses as they please. Courses dropped in this period will not appear on the transcript. For students taking four courses, as indicated in section 1, this period extends to the end of the sixth week; however, any student remaining enrolled in a fourth course after the end of the second week has used up one of his or her three allowed four-course terms without extra tuition, even if the fourth course is later dropped.

After this period, and until ten class days before the last class day of the term, students may withdraw from a course at their own discretion. They must, as a courtesy, notify their instructor of their intention, and obtain the instructor's signature on a course withdrawal card. This card must be filed in the Office of the Registrar on or before the withdrawal deadline. The course remains on the student's transcript with the notation W for Withdrew. First-year students must also obtain the signature of one of the Class Deans. Neither the instructor nor dean has the authority to forbid the withdrawal (except in the case of first-year Writing and first-year seminar courses).

During the last ten days of classes in the term and subsequently, students must petition to withdraw from a course. Such petitions must be accompanied by a written response from the instructor in the course, and confirmation that the student has discussed the matter one of the Class Deans. It will be expected that almost none of these petitions will be approved except in the most extreme medical or other circumstances, arising after the deadline. Petitions are reviewed and approved or denied by a committee that meets weekly during this period. Students whose petitions are denied may appeal to the COS Subcommittee. Once the final examination period has begun, it will be assumed that students intend to complete their courses, and no course withdrawal requests will be accepted.

It is important to note that no student may have more than three terms in which he or she is enrolled in only two courses (courses from which the student has withdrawn do not count toward the course load). A student may never be enrolled in just one course.

At any time during a term, students may see on the Student Information System Web site at <http://www.dartmouth.edu/bannerstudent/> the courses in which they are officially enrolled, as well as classrooms and instructors. Checking this source in the first two weeks of the term is advised in order to ensure that course elections officially on file match the student's intentions.

IMPORTANT: Steps to Withdraw From a Dartmouth Class:

Regardless of the deadlines for withdrawing from a Dartmouth class, if you are planning to withdraw you need to immediately be in touch with the Coordinator of the Special Community Student Program, Ed Leavitt (Edwin.R.Leavitt@Dartmouth.edu) or call 603-646-2980.

Here are the steps to follow (you MUST also notify your guidance counselor and the Dartmouth professor as soon as you decide to withdraw from a course):

If the date is before the first deadline to withdraw from a course:

- Notify Ed Leavitt (Parkhurst, room 111). You do not need to fill out a withdrawal card.
- You will receive no grade notation on your Dartmouth transcript

If the date is after the first deadline but before the second deadline:

- Pick up a blue drop card (withdrawal card) from Ed Leavitt and take to your Dartmouth professor to sign, and sign yourself
- Return card to Ed Leavitt (Parkhurst, room 111) by second deadline
- You will receive a W on your Dartmouth transcript

If after the second deadline:

- Pick up a special withdrawal petition from the Registrar's office in McNutt
- A committee will decide to approve or not approve
- If approved, you will receive a W on your Dartmouth transcript
- If not approved, you will receive an E (failing grade) on your Dartmouth transcript

TRANSCRIPTS:

For information about how to obtain a transcript, please go to the following website:

<http://www.dartmouth.edu/~reg/transcript/>

ACCESSING DARTMOUTH COLLEGE SERVICES:

PLEASE NOTE: To take advantage of these valuable services, it is extremely important that the student registration forms be completed and returned to Ed Leavitt, Coordinator of the Special Community Student Program, well in advance of the start of a term. If not, access to important class information may be jeopardized.

Before the start of classes, you should receive a welcome letter. The welcome letter has instructions (see below) on how to access your College ID and how to get into your email account. If you do not receive a welcome letter, please contact Ed Leavitt.

Parking Passes: You can obtain a parking pass for on-campus parking from Ed Leavitt. (603-646-2980)

First: Find out your Dartmouth "NetID". You will need to go to the webpage below and enter your name and click the "Submit" button. Write down your NetID and commit it to memory as it is used for almost all systems at Dartmouth.

NetID Lookup

<http://www.dartmouth.edu/comp/systems/netid.html>

Second: Once you have your NetID, you will need to "Claim" your account which includes setting your password. Do not share your password as that is how you will communicate with the Administration, your Professors and your classmates. Also, we recommend your password begins with a letter, NOT a symbol.

Dartmouth Account Claiming

<https://claim.dartmouth.edu/>

Third: Confirm that you can logon to your e-mail account. Please allow 2 to 4 minutes for your newly created password to synchronize with the e-mail servers after you have claimed your account. To logon to your e-mail, open a web browser and connect to:
<http://bwa.dartmouth.edu> Logon with your NetID and password.

Lastly: For Blackboard access, go to the following web page and click the "Login Here" link to enter your NetID and password.

<http://blackboard.dartmouth.edu/>

If you have any problem with any of these steps, please contact the IT Service Desk (Help Desk):

IT Call Center telephone: 603-646-2999, 7:30am to 5:30pm, Monday through Friday

IT Walk-In Center (Help Desk): come to 178J Berry in the Baker/Berry Library between 8am and 5pm, Monday through Friday

E-mail: Help@Dartmouth.edu (since it is the beginning of the Fall Term, the Call Center or Walk-In Center will be fastest!) To access your Dartmouth email, go to: <https://bwa.dartmouth.edu/> or your own email program (Outlook, Mac Mail etc.) after configuring it with your account information (more info at <http://www.dartmouth.edu/comp/support/library/software/email>)

WeBWork

In some, but not all, Dartmouth Calculus courses, homework is submitted and graded via an internet program called WeBWork. In order to participate, you must have access to the internet and a web browser (such as Netscape or Internet Explorer), AND you must be issued an account which consists of a login name and password. Normally, your login name and password are supplied shortly before the first class meeting via email. It is very important that your instructor have an email address for you that you monitor regularly -- not just for getting started on WeBWork, but for other announcements as well. It would be a good idea to introduce yourself to your instructor and point out that you are a High School student, and have a different email address than regular Dartmouth students (whose email is firstname.lastname@dartmouth.edu). You might also email your instructor suggesting that the instructor record the return address as your email. This needs to be done prior to, or on the first day of class so as not to winter behind.

Students with Disabilities at Dartmouth:

Guidance counselors should consult with the Director of Student Accessibility Services at 603-646-9900 about students having disabilities that might warrant academic accommodations.

For more information please go to <http://www.dartmouth.edu/home/about/accessibility.html>

Other Services:

1. Use of the library system: To obtain a library card, the student goes to the circulation desk (located in the new library building on the first floor of Baker Library) and indicates that they are a special community student. Once their name is verified/ checked against the special community student roster, a library card will be issued.
2. Use of the Academic Skills Center: Located in 224 Baker, the Academic Skills Center provides a wide range of services, workshops, and materials to help students become more efficient and effective learners. For more information contact the Academic Skills Center, again, at (603) 646-2014. Guidance counselors should consult with the Director of Student Disabilities Services, 646-9900, about students having disabilities that might warrant academic accommodations. For information please refer to this website: <http://www.dartmouth.edu/~acskills/>

3. Use of the Composition Center: The Composition Center is part of RWIT, the Student Center for Research, Writing, and Information Technology, and is located on the main floor of Berry Library #183 near King Arthur Flour. Students can find information about RWIT, and they can schedule appointments, by going to <http://www.dartmouth.edu/~rwit/>. Call 646-3525 to make an appointment to bring in a paper (at any stage).

4. Special community students are **NOT** eligible for DASH ID cards granting student discounts at the Hopkins Center, at the Athletic Department and/or at area businesses or allowing entry to the gym.

5. **Parking on campus:** Parking passes are available by contacting Ed Leavitt in the Dean of the College Office, located in Parkhurst Building, Suite 111. Telephone: 603-646-2980.

6. Grade report: For information about requesting an official transcript, please go to: <http://www.dartmouth.edu/~reg/transcript/>

ACADEMIC DEPARTMENT PHONE NUMBERS

| | |
|--|----------|
| Anthropology | 646-3256 |
| Art History | 646-2306 |
| Biological Sciences | 646-2378 |
| Chemistry | 646-2501 |
| Classics | 646-3394 |
| Computer Science | 646-2206 |
| Dept. of Asian & Middle Eastern Languages & Literature | 646-2861 |
| Earth Sciences | 646-2373 |
| Economics | 646-2538 |
| Education | 646-3462 |
| Engineering Sciences | 646-3677 |
| English | 646-2316 |
| Film Studies | 646-3402 |
| French & Italian | 646-2400 |
| Geography | 646-3378 |
| German Language & Literature | 646-2408 |
| Government | 646-2544 |
| History | 646-2545 |
| Mathematics | 646-2415 |
| Music | 646-3531 |
| Philosophy | 646-8172 |
| Physics & Astronomy | 646-2854 |
| Psychology | 646-3181 |
| Religion | 646-3738 |
| Russian Language & Literature | 646-2070 |
| Sociology | 646-2554 |
| Spanish & Portuguese | 646-2140 |
| Theater | 646-3104 |

ACADEMIC PROGRAM PHONE NUMBERS

| | |
|--|----------|
| African & Afro-American Studies | 646-3397 |
| Asian Studies | 646-0434 |
| Comparative Literature | 646-2912 |
| Environmental Studies | 646-2838 |
| Jewish Studies Program | 646-0475 |
| Latin American, Latino and Caribbean Studies | 646-1640 |
| Linguistics and Cognitive Science | 646-0332 |
| Math & Social Science | 646-2790 |
| Native American Studies | 646-3530 |
| Women's Studies | 646-2722 |



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DARTMOUTH COLLEGE
SPECIAL COMMUNITY STUDENT PROGRAM
APPLICATION

Please Note: This is a (5) page application. Each page needs to be filled out completely and returned to Ed Leavitt in the Dean of the College Office at Parkhurst Building, Suite 111. Or, you can scan and email to Edwin.R.Leavitt@Dartmouth.edu

Please write legibly so we can process your application in a timely manner.



COURSE APPLICATION

_____ is applying for admission to
Student Name

| | | |
|---|--|--|
| _____ / _____ / _____ | | |
| Course Department, Title, and Number | Course Section (time) (Be sure to specify) | Term (Year and starting month of term) |

HIGH SCHOOL DEPARTMENT CHAIR: I have reviewed Dartmouth College’s ORC, and the same or similar course identified above is not currently offered as part of our high school curriculum.

1. _____
Date _____
High School Department Chair Signature

GUIDANCE/SCHOOL COUNSELOR: This junior/senior (*please circle*) student has exhausted all advanced level courses in the _____ Department at our High School, is within the 4 course maximum and can, in my judgment, complete in good standing a college-level course. In accordance with the policies and procedures of Dartmouth College’s Special Community (High School) Student Program, I recommend this student be accepted into the above-named class.

2. _____
Date _____
Guidance/School Counselor Signature

PROFESSOR APPROVAL: This will introduce _____ who is requesting admission to your course as part of the cooperative program between _____ High School and Dartmouth College. We expect the student to be evaluated by you on the same basis as Dartmouth College students and be subject to the rules and regulations of Dartmouth College while enrolled in your course. Please sign below if you agree to admit this student to your course. **This student will not be admitted to the course if it has exceeded its limited enrollment.**

_____ has my permission to enroll in my course
Student Name

| | | |
|-----------------------|------------------------------|-------------|
| _____ / _____ / _____ | | |
| Course Title | Course Number/Section | Term |

3. _____
Print Name of Instructor _____
Signature of Instructor

Date

SPECIAL COMMUNITY STUDENT (HIGH SCHOOL) PROGRAM AUTHORIZATION: I have reviewed the above information and approve the application for the above-named high school student.

4. _____
Date _____
Ed Leavitt, Coordinator SCSP
 (603) 646-2980 email: Edwin.R.Leavitt@Dartmouth.edu
 111 Parkhurst (“Administration” Building)

Student/High School must return the completed form to the Dean of the College Office before the student can officially be enrolled in this course.



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REGISTRATION FORM

High School: _____ Term: _____
(year and starting month of term)

Because the following information is required to create your academic record at Dartmouth College, it must be completed fully and legibly. Please type or print clearly. Incomplete or illegible forms will be returned.

Student's Full Legal Name: _____
Full first name (no nicknames), full middle name, last name

Social Security No: _____ (must have this information to officially enroll)

DOB: _____ Male _____ Female _____

High School Grade: Junior _____ Senior _____

Home Address: _____

Phone: _____

Email Address: _____

Parents' Full Name(s): _____

Signature of Student: _____

Date: _____



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HOLD HARMLESS AGREEMENT

In consideration for a grant of permission by Dartmouth College to _____ (the student) to participate in the Dartmouth College Special Community Student (High School) Program, we, _____, the lawful parents or guardians of him/her, do hereby agree, on behalf of him/her and ourselves, to hold harmless Dartmouth College, its officers, agents, and employees, from any liability, claim, demand, or cause of action of any kind or nature whatsoever (except those arising from the actual negligence of Dartmouth College, its officers, agents, or employees) in connection with his/her participation in the Dartmouth College Special Community Student (High School) Program for this or any subsequent term in which the Student participates in said program.

I/We further represent that the Student is covered by the following medical/accident insurance policy(ies):

| | |
|---------------------------|------------|
| _____ | _____ |
| Name of Insurance Company | Policy No. |

| | |
|---------------------------|------------|
| _____ | _____ |
| Name of Insurance Company | Policy No. |

| | |
|---------------------------------|-------|
| _____ | _____ |
| Signature of Parent or Guardian | Date |

| | |
|---------------------------------|-------|
| _____ | _____ |
| Signature of Parent or Guardian | Date |

 Print Name and Address

 Telephone Number

If the Student is 18 or older, the Student should sign below in addition to the signatures of parents or guardians.

I have read the foregoing and assent to its terms.

| | |
|---------------------|-------|
| _____ | _____ |
| Student's Signature | Date |



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Permission to Release Education Record Information

I give permission for Dartmouth College to release my grades from the Special Community Student Program to my high school guidance office to confirm my successful completion of the course(s) I have taken and to provide information for academic advising.

Signed: _____
(Student's full name)

Dated: _____



Dartmouth College HANOVER • NEW HAMPSHIRE • 03755-3529
Office of the Dean of the College, 6003 Parkhurst Hall, Tel. (603) 646-9122

Understanding of Withdrawal Policy Form

Date _____

I _____ have read and understand the withdrawal policy and procedures for withdrawing from a Dartmouth College course. If I (the student) decide to withdraw from a course I have signed up for at Dartmouth, I understand it is my responsibility to notify Ed Leavitt, Coordinator for the Dartmouth Special Community Student Program.

Student Name- Print _____

Signature _____

Parent/Guardian- Print _____

Signature _____