

TO: High School Officials, Parents and Students

April 2008

From: Herbert E. Hentz, Director of Admission, Greenfield Community College

Re: **EARLY ENTRANTS**

GCC has welcomed high school students in courses for many years and we will continue this practice for the 2008-2009 academic year. We refer to these students as “early entrants”. The tuition and fee rates for residents of the Commonwealth of Massachusetts, and the corresponding rates for non-residents apply.

Please find attached the College’s General Policy on Early Entrants. Interested students should consult with their high school officials for specific details concerning individual school district requirements for participation.

The College requires the written recommendation of a school official to consider the enrollment of any high school student in a credit-bearing course and will grant no exceptions to this policy.

High school officials must indicate in writing any courses that are necessary in order for students to satisfy their high school graduation requirements.

We value the diversity that early entrants bring to our classrooms. By following these instructions, you will help to ensure a positive educational experience for all. Please do not hesitate to contact me, if you have any questions or concerns.

The College requires all early entrants to submit the GCC application for early entrant, and not the regular GCC Application for Admission, along with the tuition eligibility form, application fee and the application fee card.

General Policy on Early Entrants

(Revised May, 2006)

Greenfield Community College defines early entrants as students who seek to enroll in credit-bearing courses at the college prior to their high school graduation dates. Early entrants must:

- Meet with the Director of Admission to discuss the early entrant's plans and GCC's ability to meet the early entrant's needs.
- Demonstrate their readiness for coursework at GCC by scoring satisfactorily on standardized placement tests in reading, writing, and mathematics.
- Provide written authorization from a school official, such as a principal or guidance counselor, recommending specific coursework at GCC, if affiliated with a school.

I. Procedure for First-Time Early Entrant Participants (Traditional High Schoolers and Home Schoolers), Including Educational Transition Program Participants

A. Determining Your Eligibility to Make an Application for Participation in the Early Entrant (ETP included) Program

1. See an appropriate school official for program requirements.
2. If you are eligible, obtain written approval from your parent(s) or guardians(s) and submit to your high school official.
3. Once you have parental and/or guardian approval, an appropriate school official will review the course(s) and schedule, you wish to pursue at the college.

B. Applying to GCC

1. Complete an Application for Early Entrant Admission to the College
2. The GCC Application for Early Entrant and a \$10.00 application fee for Massachusetts Residents and a \$35.00 fee for out-of-state residents should be submitted to the GCC Office of Admission, along with a copy of your high school transcript, the College's "Parental Permission" to Enroll Form, and a Class Schedule and/or Grade Report Release Form. Student's who will not be at least eighteen by the time of enrollment must also submit an Emergency Health Care Form. **If the student is home schooled, they must submit with their application a letter from the student's school district's superintendent or school committee, stating that the home-schooling plan, including GCC course work, is approved, and the student if under the age of 16 will not be considered truant.**

3. Call 413-775-1147, 1821 to schedule an appointment for the GCC placement test in reading, writing, and mathematics. **Be sure to indicate that you are a candidate for Early Entrant.**

a) Practice test are available at several sites, please do a www.google.com search for “accuplacer practice test”, **or GCC will mail a testing packet upon request.**

4. With your letter of acceptance, you will also receive information about the process for registering for your classes. Please read carefully all information enclosed in your acceptance packet. Registration will take place by appointment.

5. After a student has registered for classes, a copy of the student’s course schedule will be sent to the appropriate School Official.

6. Parents must contact appropriate School Officials to monitor a student’s academic progress at the College. **GCC faculty under the terms of their contract are not required to hold parent/teacher conferences.**

II. Procedure for Continuing Early Entrant (Traditional High Schoolers and Home Schoolers), and Educational Transition Participants Student Applicants:

A. At the end of each semester, grade reports will be provided to school officials, **provided we have a signed release from the student.**

B. Students and an appropriate School Official must make intentions known for continuation in the program at the end of each semester of attendance.

1. **Home schooled students must submit a new letter from the student’s school district’s superintendent or school committee, stating that the home-schooling plan, including GCC course work, is approved, and the student if under the age of 16 will not be considered truant.**

C. Students should register for their next semester’s classes during the early registration week. This is during April for fall classes, and November for spring classes.

D. The college will provide the School Official with a copy of the student’s course schedule for their next semester.

NOTE: VERY IMPORTANT INFORMATION

- Registration for specific courses and schedules is not guaranteed and is provided on a space available basis.
- Most Early Entrant participants are responsible for all tuition and fees, including books, fees associated with certain courses, transportation, student health insurance (if applicable), and MASSPIRG (unless waived).

- Early Entrant participants are not eligible for federal financial assistance, however HOPE tax credits may be available. Consult with your financial advisor or accountant. Early graduates (a student who has satisfied all graduation requirements prior to their actual graduation date) may be eligible for federal financial assistance.
- The College does not assume any form of parental responsibility for its students. All Early Entrant students who are minors must have a parent or guardian sign and return the College's Parental Permission to Enroll Form, prior to acceptance.
- The College will also need to have a parental consent for Health Information and Emergency Health Care Consent Form signed, if the student will not be at least 18 by the time of enrollment. **Additionally, all students must sign the Class Schedule and Grade Report Release Form.**
- Some courses may require appropriate waiver forms and/or chaperone policy.
- Students who plan to participate in high school athletics need to complete a MIAA form (see Director of Admission)

Attachments:

- I. Application for Early Entrant, and fee card**
- II. Parental Consent Letter**
- III. Health Information and Emergency Care Consent**
- IV. Class Schedule and Grade Report Release Form**
- V. Tuition Eligibility Form**