



**OFFICE OF REGISTRATION & RECORDS**

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TTY & VOICE RELAY 711

**EARLY COLLEGE  
AT THE HIGH SCHOOL  
REGISTRATION FORM  
FOR HIGH SCHOOL STUDENTS**

DIRECTIONS: Early College at the High School students must apply at [go.ocean.edu/start](http://go.ocean.edu/start) and indicate on the application:

- 1) they are a current high school student taking OCC classes while still in high school, and
- 2) they plan to take classes at their high school.

The application will then generate a Student ID number which MUST be entered below.  
For questions about the application process, please call the HUB at 732-255-0482.

OCC Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

I agree to abide by the policies and procedures of Ocean County College and I understand that I am responsible for all tuition and fees due to Ocean County College upon registration. I give permission for the high school to share transcripts and other pertinent registration information with Ocean County College when necessary.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Name \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Enrollment in English or Math courses requires the appropriate high school GPA, PSAT, SAT, ACT, PARCC, or HSEA scores. Upper level math courses may additionally require the Advanced Algebra Functions test. Please speak with your School Counselor for more details.

TERM	COURSE CODE	COURSE NUMBER	COURSE SECTION	COURSE TITLE	DAYS/TIMES	CREDITS
<i>(example) FA20</i>	<i>ENGL</i>	<i>151</i>	<i>01</i>	<i>English I</i>	<i>MTH 3:30-4:45</i>	<i>3</i>

**TO BE COMPLETED BY HIGH SCHOOL PRINCIPAL OR GUIDANCE COUNSELOR**

"I hereby confirm that this student is or will be seated in the appropriate dual enrollment course and authorize their registration for OCC credit in the above courses per our high school policies and procedures."

Principal or Counselor's Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_



Assistance Available Upon Request

Ocean County College prohibits discrimination on the basis of race, color, creed, sex, national origin, age, religion, veteran's status, marital status or disability. This Institution complies with the provision of Section 504 of the "Rehabilitation Act of 1973."

## Early College at the High School Procedures and Dates:

Welcome to Ocean County College and congratulations on choosing to begin your college career while still in high school! We encourage you to work closely with your School Counselor to ensure you have the best experience possible while participating in our early college courses at your high school.

**Pre-Requisites and College Readiness:** Some courses may have pre-requisite/college readiness requirements. You will not be eligible to register for courses for which you do not meet the appropriate requirements. Please work with your School Counselor if you have any questions.

**Cost:** Effective Fall 2020, the tuition rate for Early College Courses is \$105 per credit, which includes the Board of Trustees scholarship awarded to high school students taking OCC courses.

**Payment:** Payment is due upon registration. Students with outstanding balances will be blocked from future registrations. Each student will receive a registration confirmation in the mail detailing their courses and account balance. They will also receive detailed instructions on how to log in to their Ocean Connect portal to set up payment plans, pay for classes, view grades, and more.

**Add/Drop:** Classes can be added and dropped at no cost through the "Registration Deadline" indicated below. Additionally, classes can be added during the late add/drop period at no charge. Drop requests after the "Registration Deadline" during the "Late Add/Drop Period" will be refunded at 50%. Adds and drops will not be permitted after the "Late Add/Drop" deadline. Students and parents are responsible for turning in completed forms and requests for add/drops to the Ocean County College Records and Registration Office or the HUB (Administration Building #1) before the deadlines listed, no exceptions. Courses can not be added or dropped outside of these deadlines.

**Withdrawals:** Withdrawals will be permitted from the "Late Add/Drop" deadline through the "Withdrawal Deadline" with no refund. In these cases, students will have an academic record of the course at Ocean County College with a grade of "W."

**Deadlines:** Deadlines for registration are as follows and can be found by visiting the registration calendar at [www.ocean.edu](http://www.ocean.edu)

TERM	2020 FALL QT	2020 YI	2021 SPRING QT
Registration Deadline	October 12, 2020	October 12, 2020	March 1, 2021
Drop Deadline (100% Refund)	October 12, 2020	October 12, 2020	March 1, 2021
Late Add/Drop Period (Drops only get 50% refund)	October 21, 2020	October 21, 2020	March 10, 2021
Withdrawal Deadline for a "W" (No refund)	November 11, 2020	April 3, 2021	April 3, 2021

**Appeals:** Any appeal for late registration, tuition refund, or course withdrawal must follow the appropriate college procedure. Contact the HUB for details at 732-255-0482.

**Questions:** For any questions regarding the enrollment or payment process, please contact the HUB at 732-255-0482.

**Additional information:** Visit [go.ocean.edu/earlycollege](http://go.ocean.edu/earlycollege)