

# Gehlen Catholic School

## College Now Concurrent Enrollment

### Online Courses for College Credit through Western Iowa Tech Community College

Your student has requested to register for an online college course through WITCC. Please read the following guidelines.

- Per LCHS, these courses are an opportunity open to students who wish to enroll in online classes through WITCC. The purpose is to expand the scope of offerings available to our students and provide students the opportunity to experience online learning prior to graduation. Opportunities are regulated by Great Start guidelines and LCHS board policy 603.7 “Virtual/Online Courses.”
- Per state guidelines, online courses through this program can supplement, but not replace, the high school’s course offerings and requirements. Therefore, students must take all required units for graduation through Gehlen Catholic/LCHS which includes specific courses and a minimum of 6.25 units of Gehlen Catholic/LCHS classes per academic year.
- Students must show proficiency in reading, math, and science on the most recent administration of the Iowa Statewide Assessment of Student Progress (ISASP) or meet the alternative measure as determined by WITCC and LCHS. Additionally, students are subject to specific prerequisites set by WITCC for specific courses.
- Students will receive WITCC credit for courses taken online subject to the guidelines for Great Start classes and LCHS policy. **High school credit will also be given. The grade that is received will appear on the high school transcript and will affect the high school GPA.**
- Gehlen Catholic cannot state if or how college credits earned through this program will transfer to other institutions. Individual colleges and universities will determine whether and how they will accept transfer college credit and how that credit will impact a student’s college GPA. It is the student’s responsibility to obtain this information.
- Students are completely responsible for submitting assignments, taking tests, meeting deadlines, being in contact with their college professor if questions arise, and returning borrowed textbooks in excellent condition. Students will be independent in completing these courses.
- WITCC’s “drop/add” policies will be followed. Simply not completing the course once registered will result in a failing grade. Please review the drop dates and policies provided by WITCC, and, if needed, see the guidance office for a form to officially drop a course.
- Registration forms will be turned into the administration at LCHS for their approval. Decisions will be made in accordance with Great Start guidelines. The cost of the course will be paid by LCHS according to the guidelines.

#### To Register:

Bring these completed forms to Mrs. Hausmann:

1. WITCC College Now Application for Admission  
(on reverse side)
2. This signed form

Keep for your records:

1. Transferring College Credit Courses handout
2. Tips for Taking Online Classes handout

**I have read and understand the above guidelines for online concurrent enrollment courses. I understand that the student is taking this course independently. Furthermore, I understand that the grade earned in this course will appear on the student’s high school transcript and will affect the high school GPA.**

Also, Gehlen Catholic has permission to share information about my child with WITCC and LCHS, including but not limited to, registration and contact information, standardized test scores (ACT, ISASP), GPA and course grades, and class performance.

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Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date