

# FTCC High School Connections Course Change Form

Full Legal Name:	FTCC ID:	Birthdate:
Address:	Email:	
Current High School:	Telephone:	Primary Pathway

Drop		Add					
Term	Course	Term	Course	Meeting Times/Days	Term	Course	Meeting Times/Days

**By signing below, I understand that:**

**FERPA Waiver:** I hereby authorize the release of all information pertaining to my involvement with the FTCC High School Connections program to pertinent high school officials and my parents/legal guardians upon their request.

**Continued Eligibility:** As the school designee, I certify that the above student is making progress toward graduation and is still meeting criteria necessary on the school cite to remain eligible.

**Institution Notification:** The student certifies that they are not actively enrolled and/or receiving college credit from another higher education institution that participates in North Carolina CCP.

**All requests require the approval of the student, parent/guardian, high school principal/designee, and High School Connections office. Add requests are dependent on prerequisites and course availability at time of processing. If a dropped course is a prerequisite for a course previously selected, the second course will be dropped as well. Courses can be dropped without penalty up to the last business day before the start of the course. Courses dropped after the 10% point are withdrawals. Courses cannot be added after the first meeting day. Courses requested from outside my current program will require the prior completion of a Program Change Form and the approval of FTCC's Chief Academic Officer/Chief Student Administrator.**

**The HSC office will notify the high school of the final decision.**

Student Signature:	Date:	Special Instructions & Notes:	
Parent/Guardian Signature:	Date:		
High School Principal or Designee Signature:	Date:		

Please note each semester has a \$51 student activity fee. CCS only pays this fee for their students during the fall and spring semesters. All non-public school students are required to pay the fee each semester to remain in good standing.

**FOR OFFICE USE ONLY**

Approved/Denied/Other	Reasoning if not approved		
	Current Academic Program	High School Connections Staff Member	Date