WISCONSIN'S PRIVATE, NONPROFIT COLLEGES AND UNIVERSITIES
EARLY COLLEGE CREDIT PROGRAM AND HIGH SCHOOL SPECIAL AGREEMENT FORM

Complete this form if you are currently enrolled in high school and wish to enroll for undergraduate courses at a private, nonprofit college or university before high school graduation. Please carefully read the instructions on page two before completing any part of this form. A separate form must be completed for each term you wish to enroll at a private, nonprofit institution.

SECTION I – STUDENT AND PARENT INFORMATION (TO BE COMPLETED BY STUDENT AND PARENT) (PLEASE TYPE OR PRINT IN INK)

Applying to (name of college/university): _____

Applying for: ☐ Fall Semester 20_____ ☐ Spring Semester 20_____ ☐ Summer Session 20_____

Applying as (check all that apply): ☐ Early College Credit (school determines tuition payment) ☐ High School Special (student pays tuition)

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth (mm/dd/yyyy): _____ Email: _____ Phone:_____

Gender identification: ☐ F ☐ M ☐ Prefer not to answer Address: _____

Social Security Number: _____ High School: _____ Anticipated Year of Graduation: _____

Parent/Guardian/Foster Parent Name: _____ Email: _____

Phone: ☐ Mobile ☐ Home _____ Address (if different from above): _____

I certify that the information in this application is true and complete to the best of my knowledge. I understand that inaccurate information may affect my eligibility to enroll. If I enroll in a private, nonprofit institution, I will abide by all regulations, policies and procedures. I also understand that courses taken at any private, nonprofit institution will become part of my permanent university record and may affect my subsequent eligibility for admission to post-secondary institutions. I authorize private, nonprofit institutions to provide information about my course registration, grades and attendance to my high school, school district administrator and school board.

_____ Student Applicant Signature & Date

_____ Parent/Guardian/Foster Parent Signature & Date

SECTION III – COURSE INFORMATION TO BE COMPLETED BY STUDENT (WITH HELP FROM COUNSELOR)

Course(s) Intending to Take	Department and Course #	# of Credits	Early College Credit Program	District Approval (Completed by School District)	High School Special
EXAMPLE: College Writing I	*ENG 110*	*3*	*X*	☒ Yes ☐ No	
				☐ Yes ☐ No	
Indicate how you meet the prerequisites and your academic need for this course:					
				☐ Yes ☐ No	
Indicate how you meet the prerequisites and your academic need for this course:					
				☐ Yes ☐ No	
Indicate how you meet the prerequisites and your academic need for this course:					
				☐ Yes ☐ No	
Indicate how you meet the prerequisites and your academic need for this course:					

SECTION III – TO BE COMPLETED BY THE SCHOOL DISTRICT APPROVAL AUTHORITY/HIGH SCHOOL COUNSELOR/PRINCIPAL

This student has the permission of the high school administration to enroll in the above listed courses at the indicated college or university.

_____ School District Approval Authority & Date

_____ High School Counselor/Staff Advisor Signature & Date

_____ Printed Name (Counselor/Advisor)

_____ School Email Address (Counselor/Advisor)

_____ Phone Number (Counselor/Advisor)

NOTE: School District approval does not guarantee admission to the university. Course enrollment is not guaranteed and subject to availability.
If not participating in the Early College Credit Program, School District approval is not required.

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Students, parents/guardians and districts: read and follow the directions below to ensure all processes are completed properly.

STUDENT/PARENT/GUARDIAN/FOSTER PARENT

The student has responsibility for:

- submitting this form, completed with all required signatures, to the district by the designated due date
- obtaining the admissions and registration information for the institution he or she wants to attend
- completing the college admissions and registration processes, and
- informing his or her district of the courses in which he or she actually enrolls.

STUDENT-SPECIFIC RESPONSIBILILITIES

1. Complete one form for each term you wish to enroll at the given private, nonprofit institution.
2. Review the following Early College Credit Program information:
   When signing this form, the student and parent/guardian/foster parent assures understanding of and/or compliance with the following conditions:
   a. Student shall comply with admission criteria for college course(s) taken under the Early College Credit Program.
   b. Student/Parent/Guardian/Foster Parent may be required to reimburse the school district for tuition, fees, book, and material costs if the student fails or fails to complete a course.
3. In Section I, sign and date (if student is under 18, parent/guardian/foster parent must also sign and date).
4. Submit this form (with all sections completed) by the designated due date (February 1 for summer courses, March 1 for fall courses, and October 1 for spring courses) to the School District in which student is enrolled. This is typically done by submitting the form to a school counselor or Early College Credit Program coordinator.
5. Upon notification from district of the course(s) that have been approved, complete the application process for the private,nonprofit institution at which the Early College Credit Program course(s) was/were approved and work with the private, nonprofit institution personnel as well as a high school counselor to enroll in appropriate course(s).
6. Follow the application and registration requirements and deadlines at the private, nonprofit institution.
7. Submit all required documentation (i.e. high school transcripts along with any prerequisite documentation (test scores)).
8. Notify the district of the course(s) in which the student has enrolled (the college or university may do this directly with the district, but the student should follow-up to ensure the district has been notified).
9. If you have a documented disability and need accommodations, contact the private, nonprofit institution for additional information and assistance.
10. The private, nonprofit institution may require a parent/guardian/foster parent signature on a form regarding the safety of minors on campus. If needed, the form will be provided to the student.

SCHOOL DISTRICT RESPONSIBILITIES

1. After receiving the Early College Credit Program and High School Special Agreement Form, review the form and necessary supporting documents to verify student eligibility.
2. School District representative takes formal action on course request (approval/denial).
3. Notify the student, in writing, of the district's decision (approval or denial). Regardless of how the notification is completed, both the student and the district should receive/maintain a copy of the completed and signed application.
4. Indicate with a check mark the approved courses in the "District Approval" column.
5. Send the completed and signed Early College Credit Program and High School Special Agreement Form to the college or university

HIGH SCHOOL SPECIAL

Admission as a High School Special (student pays tuition) does not require School District approval. High School Counselors/Staff Advisors must sign the form and send to the college or university. Students should check with the college or university for timelines and requirements for High School Special students.

https://www.wisconsinsprivatecolleges.org/info/waicu-info/student-resources/highschool-dual-enrollment-options/

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Please submit this form and include the official high school transcript (unless sent by electronic transmission) and, if applicable, ACT/SAT scores to:

ALVERNO COLLEGE
800.933.3401 or 414.382.6100
admissions@alverno.edu
www.alverno.edu
3400 South 43rd Street, P.0. Box 343922
Milwaukee, WI 53234-3922

BELLIN COLLEGE
800.236.8707 or 920.433.6699
admissions@bellincollege.edu
www.bellincollege.edu
3201 Eaton Road
Green Bay, WI 54311-6830

BELOIT COLLEGE
800.923.5648 or 608.363.2500
admissions@beloit.edu
www.beloit.edu
700 College Street
Beloit, WI 53511-5509

CARROLL UNIVERSITY
800.CARROLL or 262.524.7220
eccp@carrollu.edu
www.carrollu.edu
100 North East Avenue
Waukesha, WI 53186-3103

CARTHAGE COLLEGE
800.351.4058 or 262.551.6000
admissions@carthage.edu
www.carthage.edu
2001 Alford Park Drive
Kenosha, WI 53140-1929

CONCORDIA UNIVERSITY WISCONSIN
888.628.9472 or 262.243.4300
admissions@cuw.edu
www.cuw.edu
12800 North Lake Shore Drive
Mequon, WI 53097-2418

EDGEWOOD UNIVERSITY
800.444.4861 x 2294 or 608.663.2294
admissions@edgewood.edu
www.edgewood.edu
1000 Edgewood College Drive
Madison, WI 53711-1997

HERZING UNIVERSITY
800.596.0724
info@herzing.edu
www.herzing.edu
4006 Washington Road
Kenosha, WI 53144

LAKELAND UNIVERSITY
800.242.3347 or 920.565.1022
admissions@lakeland.edu
www.lakeland.edu
W3718 South Drive
Plymouth, WI 53073-4878

LAWRENCE UNIVERSITY
800.227.0982 or 920.832.6500
admissions@lawrence.edu
www.lawrence.edu
711 East Boldt Way
Appleton, WI 54911-5699

MARIAN UNIVERSITY
920.923.7650
admission@marianuniversity.edu
www.marianuniversity.edu
45 South National Avenue
Fond du Lac, WI 54935-4621

MARQUETTE UNIVERSITY
414.288.7302
admissions@marquette.edu
www.marquette.edu
1250 West Wisconsin Avenue
Milwaukee, WI 53201-1881

MILWAUKEE INSTITUTE OF ART AND DESIGN
414.291.8070
admissions@miad.edu
www.miad.edu
273 East Erie Street
Milwaukee, WI 53202-6003

MILWAUKEE SCHOOL OF ENGINEERING
800.332.6763 or 414.277.6763
explore@msoe.edu
www.msoe.edu
1025 North Broadway
Milwaukee, WI 53202-3109

MOUNT MARY UNIVERSITY
414.930.3024
mmu-admiss@mtmary.edu
www.mtmary.edu
2900 North Menomonee River Parkway
Milwaukee, WI 53222-4545

RIPON COLLEGE
920.748.8709
adminfo@ripon.edu
www.ripon.edu
300 West Seward Street
Ripon, WI 54971-0248

ST NORBERT COLLEGE
800.236.4878 or 920.403.3005
admit@snc.edu
www.snc.edu
100 Grant Street
De Pere, WI 54115-2099

VITERBO UNIVERSITY
608.796.3010 or 800.848.3726
admission@viterbo.edu
www.viterbo.edu
900 Viterbo Drive
La Crosse, WI 54601-8804

WISCONSIN LUTHERAN COLLEGE
414.443.8811
admissions@wlc.edu
www.wlc.edu
8800 West Bluemound Road
Milwaukee, WI 53226-4626