



The following is the text of the student and parent agreements as they exist in OnCourse – the online application portal for dual and concurrent enrollment at Maine’s community colleges.

OnCourse for College application portal: <https://oncourse.mccs.me.edu>

For questions/concerns/inquiries about these agreements contact Mercedes Pour, Director of College Access & Secondary Partnerships mpour@mccs.me.edu

Text of Student Agreement in OnCourse

I acknowledge that I am enrolling in Community College courses for which I am eligible. Please read this entire waiver as it contains information about:

- For eligible students, if you exceed the current Aspirations cap of 12 credits per academic year, you will be billed for excess credits.
- If you do not earn a successful grade in a college course, you will not be eligible to take another early college course without an appeal to the college Academic Dean.
- Taking a course from a college means following all college requirements and the Student Code of Conduct.
- If taking courses for transfer, it is the student’s responsibility to confirm courses will transfer to the intended college and program.

I understand that as a condition of my participation in the Early College program, I consent to release of my education records to appropriate administrators of my high school, the Community Colleges, the Maine Department of Education, and the University of Maine System, in the event I also enroll in university courses, solely for recording grades on my transcripts, managing appropriate tuition reimbursement from the Department of Education, facilitating course selection, academic counseling, and avoiding duplicate course enrollment.

I acknowledge that I am responsible for my own conduct while participating in Early College programs and I agree to comply with the Community College’s Student Code of Conduct. I understand that the Community College’s Student Code of Conduct and Early College guidelines are provided in order to inform me of my rights and responsibilities and of the Community College’s expectations for my behavior. I also understand that violation of the Student Code of Conduct is subject to enforcement and possible sanctions, up to and including my dismissal from Community College programs.

GRADES

I understand all grades become a permanent part of my college transcript. The Community College may provide my grades to my high school so that my courses can also be reflected on my high school transcript. I understand I may request a copy of my official transcript from the college.

According to Policy 311 of the Maine Community College System, students who do not successfully complete an early college course cannot repeat that course during that academic year while in either

program or register for additional courses. Success in this instance means earning a W, F, etc. in a given course.

While most early college credits will transfer, it is the student's responsibility to confirm individual courses will transfer into their desired college and program.

TUITION & FEES

I understand that I may be eligible for up to 12 tuition-free credits per academic year between all public institutions (including the University of Maine System and Maine's Community Colleges) under the Aspirations Program operated by the Maine Department of Education (DOE). I acknowledge that to receive tuition-free credits I must meet minimum eligibility criteria established by DOE, which includes without limitation being a public high school/secondary school student or qualifying home-schooled student, with approval from the school unit.

I understand and agree that I shall be responsible for course specific fees and any tuition fees for courses in excess of the 12-credit-limit of the Aspirations Program or for any and all tuition fees if I am not eligible for participation in the Aspirations Program.

DROP/WITHDRAW FROM A COURSE

I understand that I must use the Class Application or Drop/Withdraw Tab in the OnCourse portal to drop a course within the add/drop period or the course will appear on the college transcript and course specific fees will be incurred.

COLLEGE-LEVEL CONTENT

Within the various early college programs, we strive to provide our students with exceptional opportunities to take courses that may be of interest to them or that fulfill general education and academic program requirements. We recognize that students who are enrolled in our programs are looking for engagement and enhanced learning at the college level. As such, selected courses may contain content which may include, but is not limited to, explorations of diverse perspectives and topics on race and ethnicity, gender, and gender-based violence, religion, politics, human sexuality, and various other topics of diversity, equity and inclusion. Learning about sensitive topics allows students to be engaged with real world issues; develop their own understanding and opinions; and enhances their ability to view other perspectives and viewpoints. If you are not comfortable with your student being exposed to the materials or viewpoints as described in the syllabus or assigned content, we encourage families to make independent decisions about continuing enrollment in the course.

FERPA

I understand that as an Early College student, I am subject to the Community College's Family Educational Rights and Privacy Act (FERPA). My education records (including enrollment, grades and payment information) will be kept confidential and may only be shared with my permission or as otherwise permitted by law. My parent(s) or guardian(s) will not be able to access my records directly from the Community College unless I complete the FERPA waiver form and assign a 4-digit personal identification number (PIN) to each person and share that number with them.

I do understand that the Community College will inform my parents/guardian and school of my Aspirations status and eligibility if a course application will not be covered by the Aspirations program funding.

DISABILITY-RELATED ACCOMMODATIONS

The legal requirements for college-level disability accommodations are different from the legal requirements for K-12-level requirements. As such, all disability-related accommodation requests must be coordinated with and approved, in advance, by the college's ADA coordinator in order for the student to be eligible to receive college credit for any affected concurrent enrollment classes. For additional information regarding disability accommodations at the college level or coordination efforts, please connect with your Early College advisor.

BRIDGE ACADEMY

*The following applies only to students participating in the Bridge Academy program: Bridge Academy students will be responsible for paying a tuition rate of \$40 per credit hour as well as books and materials for their courses (unless covered by the high school or a scholarship) There are no course fees for students enrolled in Bridge. Additionally, Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.

Student FERPA Page Language

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights regarding their education records. Maine's Community Colleges comply with FERPA and have adopted the policy that can be found here: 502 (Uniform FERPA Notice and Policy).

Without your consent or a FERPA exception to consent, the College does not disclose or provide certain information from your student records to your parent(s) or guardian(s), such as information on class schedule, grades, student accounts, financial aid, discipline records, or official transcripts. You may grant the College permission to disclose different types of student record information to parents or guardians upon request, by submitting this form. Your records may be disclosed to your parent(s) or guardian(s) for as long as the release is valid. Your consent will remain in effect unless or until you complete another form and revoke access.

You may authorize the College to disclose information from your education records to more than one person. At a minimum, you are encouraged to authorize release to your parent(s) or guardian(s). You may also authorize release to your high school counselor or other person you select. You will need to assign a four-digit personal information number (PIN) of your choosing to each person and share the PIN with them. They will need to provide the PIN as verification of their identity if they contact the College or the Early College Program Administrator.

A NOTE ON DIRECTORY INFORMATION

The College is authorized by law to disclose certain information from your education records without your consent. This information is referred to as "directory information," and for Early College students includes your name, address, college email address, date of birth, photograph, and enrollment status. The College discloses directory information under very limited circumstances, as described in its FERPA policy. If you do not want the College to disclose your directory information, please contact the registrar of the college in which you are enrolled in Early College courses and request a FERPA Directory Information Opt Out Form.

Text of Parent/Guardian Agreement in OnCourse

I consent to enrollment of my student in the Early College Program and agree to abide by the guidelines of the Program and applicable Community College policies and procedures. Please read this entire waiver as it contains information about:

- For eligible students, if students exceed the current Aspirations cap of 12 credits per academic, they will be billed for excess credits.
- If students earn a W, F, etc in a college course, they will not be eligible to take another course without an appeal to the college Dean.
- Taking a course from a college means following all college requirements and the Student Code of Conduct.
- If taking courses for transfer, it is the student's responsibility to confirm courses will transfer to the intended college and program.

I understand that as a condition of participation in the Early College program, I consent to release of my child's education records to appropriate administrators of the high school, the Community Colleges, and the University of Maine System (if enrolled), and the Maine Department of Education solely for recording grades on transcripts, managing appropriate tuition reimbursement from the Department of Education, facilitating course selection, academic counseling, and avoiding duplicate course enrollment.

GRADES

I understand all final grades become a permanent part of the student's Community College transcript. The Community College may also provide grades to high schools so that courses can also be reflected on high school transcripts.

According to Policy 311 of the Maine Community College System, students who do not successfully complete an early college course cannot repeat that course during that academic year while in either program or register for additional courses. Success in this instance means earning a W, F, etc. in a given course.

While most early college credits will transfer, it is the student's responsibility to confirm individual courses will transfer into their desired college and program.

TUITION & FEES

I understand that my student may be eligible for up to 12 tuition-free credits per academic year between all public institutions (including the University of Maine System and Maine's Community Colleges) under the Aspirations Program operated by the Maine Department of Education (DOE). I acknowledge that to receive tuition-free credits my student must meet [minimum eligibility criteria](https://www.maine.gov/doe/learning/highered/earlycollege/eligibility) established by DOE, which includes without limitation my student being a public high school/secondary school student or qualifying home-schooled student, with approval from the school unit. I understand and agree that I or my student shall be responsible for course specific fees and any tuition fees for courses in excess of the 12-credit-limit of the Aspirations Program or for any and all tuition fees if my student is not eligible for participation in the Aspirations Program.

I understand that the community college may share my personal contact information with the Maine Department of Education in order to confirm or pursue Aspirations program eligibility for my student.

DROP/WITHDRAW FROM A COURSE

I understand that my student must use the Class Application or Drop/Withdraw Tab in the OnCourse Portal to drop a course within the add/drop period or the course will appear on the college transcript.

COLLEGE-LEVEL CONTENT

Within the various early college programs, we strive to provide our students with exceptional opportunities to take courses that may be of interest to them or that fulfill general education and academic program requirements. We recognize that students who are enrolled in our programs are looking for engagement and enhanced learning at the college level. As such, selected courses may contain content which may include, but is not limited to, explorations of diverse perspectives and topics on race and ethnicity, gender, and gender-based violence, religion, politics, human sexuality, and various other topics of diversity, equity and inclusion. Learning about sensitive topics allows students to be engaged with real world issues; develop their own understanding and opinions; and enhances their ability to view other perspectives and viewpoints. If you are not comfortable with your student being exposed to the materials or viewpoints as described in the syllabus or assigned content, we encourage families to make independent decisions about continuing enrollment in the course.

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The legal requirements for college-level disability accommodations are different from the legal requirements for K-12-level requirements. As such, all disability-related accommodation requests must be coordinated with and approved, in advance, by the college's ADA coordinator in order for the student to be eligible to receive college credit for any affected concurrent enrollment classes. For additional information regarding disability accommodations at the college level or coordination efforts, please connect with the Early College advisor.

FERPA

I understand that my Early College student is subject to the Community College's Family Educational Rights and Privacy Act (FERPA) policy. Pursuant to FERPA, my student's education records will be kept confidential and may only be shared directly with me by the Community College if the student provides written consent or if disclosure is otherwise permitted by law. If my student completes the FERPA waiver form, I understand I will need to provide the PIN created for me by my student for verification purposes when I call the Community College or Early College Administrator.

BRIDGE ACADEMY

The following applies only to parents with students participating in the Bridge Academy program

Bridge Academy students will be responsible for paying a tuition rate of \$40 per credit hour as well as books and materials for their courses (unless covered by the high school or a scholarship) There are no course fees for students enrolled in Bridge. Additionally, Bridge Academy students may enroll in up to 13 credits in the Fall semester to accommodate their cohort learning model and a year-long course delivery.