

# Online Dual Enrollment Student Application

Instructions for completing this fillable PDF form:

1. Save and rename this form to your computer in an easy to locate location.
  - a. Name the form student last name student first initial landmark application (for example, smithj landmark application)
2. Fill out all portions of the PDF form. Use the tab keys to navigate the form (Shift-tab to reverse) or click on each field and type a response.
  - a. We will accept a typed signature line.
  - b. We will accept additional attachments in addition to this form such any prerequisite information.
3. Save often.
4. Send the completed form to:

**Mail to address**

Landmark College  
Online Dual Enrollment  
19 River Road South, Putney, VT 05346

or

**Email to** [ApplyODE@landmark.edu](mailto:ApplyODE@landmark.edu)

When emailing, create the email first then attach the completed application and any additional attachments. If you have questions or difficulties completing this application, please reach out for assistance.

<b>Global inquiries:</b>	<b>For the California, Bay Area please contact:</b>
Tabitha A. Mancini, M.A., Director of Customer Relations and Outreach <a href="mailto:tabithamancini@landmark.edu">tabithamancini@landmark.edu</a>  Direct: (802) 387-6881	Sandra A. Fishler, Regional Director of Online Programs, California, Bay Area <a href="mailto:sandrafishler@landmark.edu">sandrafishler@landmark.edu</a>  Direct (802) 387-6733  Cell phone: (408) 505-4170

Online Dual Enrollment Student Application

**Semester: Fall / 2021**

**Landmark College Online Dual Enrollment is available to all qualified high school juniors, seniors, and Gap Year/Year 13 students with learning and attention issues.**

In order to ensure student success in our programs, Landmark College has developed prerequisites and academic requirements that qualified students should meet. Please check all boxes below, sign and date to verify this student is qualified to enroll.

- Currently be a high school junior or senior or a Gap Year student;
- Be enrolled in a college track and/or transition-to-college course(s);
- Have learning differences due to a learning disability, ADHD, Autism, and/or executive function challenges and not primarily due to mental health and/or intellectual disabilities;
- Be able to manage the responsibilities of college-level work as outlined under Course Expectations for Students at the end this application form.

School Representative Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Are you applying to the Landmark College Online Dual Enrollment program through your high school? Y \_\_\_ No \_\_\_ Unsure \_\_\_**

If applying through the Vermont Voucher program, enter voucher number: \_\_\_\_\_

How did you hear about our Online Dual Enrollment courses?  
\_\_\_\_\_

**APPLICANT LEGAL NAME:**

Student Legal Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Legal Sex  M  F  Self-Identity \_\_\_\_\_

Primary language spoken at home: \_\_\_\_\_

Year of high school graduation (anticipated or completed): \_\_\_\_\_

Year of enrollment in college (anticipated): \_\_\_\_\_

Name, city, state of high school/school district or program: \_\_\_\_\_

School contact name (e.g., case manager, transition specialist): \_\_\_\_\_

**Applicant Home Address:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

(This is used for communications between the student, the advisor, and the instructor)

Are you Hispanic or Latino?

Yes  No

Student would like to be identified as one or more of the following races:

American Indian or Alaska Native  Native Hawaiian or Other Pacific Islander

Asian  White

Black or African American

**PARENT/GUARDIAN INFORMATION (MAY BE USED FOR BILLING)**

Name of Parent/Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Bill recipients(s): (parent/guardian) \_\_\_\_\_

**COURSE(S)**

Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_

## PERSONAL STATEMENT -STUDENT

Please explain in your own words your goals in taking this course(s). Attach separate student statement to application, if needed. Please include a minimum of five sentences in your response.

## STATEMENT – PARENT/GUARDIAN

Please explain why you would like your student to take this course. Attach separate parent/guardian statement to application, if needed.

## Course Expectations for Students

By applying to the Landmark College Online Dual Enrollment program and signing this application, students indicate their understanding that this is an **intensive, rigorous academic** course that offers college **credits upon successful completion**.

Student agrees to (please check boxes and sign):

- Logon to the course** and course platform - Canvas, as soon as the course is open, and regularly engage in the course every week (**four to five times a week**), **monitor Canvas email**, and **communicate with the instructor and advisor**, as needed.
- Dedicate at least **9 hours per week** for readings, assignments, postings, and participation in synchronous sessions and online discussions.
- Fully participate** in the course from the start and **immediately communicate any navigation or technical difficulties** to the instructor and/or advisor.
- Create and maintain an online learning environment which **promotes respect and integrity**.
- Produce **high quality work** that meets or exceeds course standards.
- Complete all assignments, quizzes, and activities by the due date**; although break periods may not coincide with scheduled breaks at the student's high school, **student is responsible to immediately communicate** with the instructor or advisor if an assignment is not done.
- Meet all Online Course system requirements** (see paragraph below)
- Acknowledge that this document serves as **an official policy for all students in the Landmark College** high school online dual enrollment program.

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### Online Course System Requirements:

Students will need the ability to access our online course content through a browser running on a desktop or laptop computer. Mobile phones and tablets may not be adequate or appropriate for some aspects of the course materials. All popular browsers are supported, but we recommend Chrome or Firefox if available. A web cam and headset are highly recommended, and access to YouTube, Vimeo, and other video hosting services should be unrestricted.

A productivity suite such as Microsoft Office, Microsoft Office 365, Google G-Suite, Apache Open Office, or LibreOffice is recommended or may be required for Landmark College online courses.

# UNDERSTANDING OF COMMITMENT

By applying to the Landmark College Online Dual Enrollment program and signing this application, students indicate their understanding that this is a rigorous academic course which offers college credits upon successful completion.

**NOTE:** Landmark College reserves the right to waive requirements or request additional information, as necessary.

Signatures below indicate the information in this application is correct and has been clearly presented to the student, and that all participants agree with the information and commitments presented.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Application forms may be mailed or scanned and emailed to:

**Landmark College**  
**Online Dual Enrollment**  
19 River Road South, Putney, VT 05346  
[ApplyODE@landmark.edu](mailto:ApplyODE@landmark.edu)

For questions regarding Landmark College dual enrollment and school partnerships, please contact:

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