

LC Online Dual Enrollment

Instructions for completing this fillable PDF application:

1. Save and rename the application to your computer in an easy to locate location.
 - a. Name the form starting as student last name with student first initial and landmark application (for example, SmithJ landmark application)
2. Use the tab keys to navigate the through the application (Shift-tab to reverse) or click on each field and type your response.
 - a. We will accept a typed signature.
3. Save often.
4. Create email first then attach the completed application. If you have questions contact:

<p>Carroll Paré Sr. Director of Intersession and Online Programs cpare@landmark.edu</p> <hr/> <p>Direct: (802) 387-6885</p>	OR	<p>Denise Jaffe Co-Director for Online and Intersession Programs denisejaffe@landmark.edu</p> <hr/> <p>Direct: (802) 387-1682</p>
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5. Send the completed application, transcript of all work completed to date and completed school authorization form to:

Email to: ApplyODE@landmark.edu

or

Mail to:

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

Dual Enrollment Application

Semester(check one): **Spring** **Fall** Year: _____

LC's Online Dual Enrollment program is available to high school juniors, seniors, and PG students (post graduates affiliated with a high school) who struggle with learning primarily due to learning disabilities (such as dyslexia), ADHD, autism or executive function challenges and desire the skills necessary for a successful transition to college.

APPLICANT LEGAL NAME:

Student Legal Name: _____ Preferred Name: _____

Applicant Home Address:

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Applicant Email: _____

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

Date of Birth: ____/____/____ Legal Gender M F Self-Identity _____

Ethnicity:

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

Education:

Year of high school graduation (anticipated or completed): _____

Year of enrollment in college (anticipated): _____

Name of high school/school district or program: _____

Address, city, state and zip of high school/school district or program: _____

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

School contact phone: _____

Are you currently enrolled in school? Yes No Current grade _____

PARENT/GUARDIAN INFORMATION

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 recipient's parent/guardian name: _____

COURSE(S)

Course Title: _____ Course #: _____

Course Title: _____ Course #: _____

Are you applying to the LC Online Dual Enrollment program through your high school?

Yes No Unsure

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

How did you hear about our Online Dual Enrollment courses?

Mailing Radio Print ad Internet search Referral Facebook

Other

LEARNING DIAGNOSIS INFORMATION

Have you been diagnosed with a learning disability, ADHD, or ASD? Yes No

What was the diagnosis?

Date of diagnosis: _____

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 the goals you have for your child in taking this course(s). Attach separate parent/guardian statement to application, if needed.

Course Expectations for Students

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 their Canvas email**, and **communicate with the instructor and course coach**, 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 course coach.

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 your high school, **you are responsible to immediately communicate** with the instructor or course coach if an assignment is not done.

Meet all Online Course system requirements:

You 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. 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.

[View all Online-Dual Enrollment Program System Requirements here.](#)

UNDERSTANDING OF COMMITMENT

By applying to the LC 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:** _____

Return completed application to:

ApplyODE@landmark.edu	OR	LC Online Dual Enrollment 19 River Road South Putney, VT 05346
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For questions

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