



MOVE ON WHEN READY FORMS (MOWR) FY 2012-2013

- ✓ Before completing forms, qualifying test scores **MUST** be submitted.
required MOWR test scores:

ACT - Reading 19/English 19/Math19

SAT - Critical Reading 460/Math 440

- ✓ If no test scores, you can contact Denita Davis
(denita.davis@ChattahoocheeTech.edu) for information on free testing
for high school students with the Compass Placement Test.

Michelle Bush

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MOWR

THE FOLLOWING CHECKLIST MUST BE CHECK MARKED

and all forms read, completed, signed and attached as a cover sheet.

These forms **MUST** be completed prior to admissions into Chattahoochee Technical College.

Checklist:

Student Name: _____ High School: _____

- Admissions Policy Form (pg 3)
- Student Participation Permission & Are you Ready for College form (pg 4)
- Guidance Checklist (pgs 5 and 6)
- MOWR FALL/SPR Course Recommendation Form (pg 7 and 8)
- FERPA/Release of Information Form (pg 9)
- CTC Disclaimer Form (pg 10)
- CTC College Application (pg 11)
- MOWR Book Grant Funds (pg 12)

Additional documents MUST be attached:

- Compass/ACT/SAT Scores

****Please include this checklist (Pg 2) with completed forms.**

High School College advisors listed below:

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GaDOE and TCSG DUAL ENROLLMENT'S MOVE ON WHEN READY (MOWR) PROGRAM

ADMISSIONS POLICY FORM

MOWR General Admissions Policy

Chattahoochee Technical College will serve qualified applicants who are able to benefit from a course or program of study. Specific programs of study have admissions requirements determined by the Technical College System of Georgia (TCSG) and by the college. These requirements are based on criteria developed to help students determine their potential for success in that program. Placement evaluations, satisfactory academic background and performance, and other appropriate measurements are used to determine readiness for program entrance.

House Bill 149 (Move on When Ready) provides an arrangement whereby an eligible student entering eleventh or twelfth grade who spent the prior school year in attendance at a public high school in Georgia may take all of his or her courses at or through an eligible institution and receive secondary credit from his or her high school with the goal of completing graduation and high school diploma requirements. Move on When Ready (MOWR) students are enrolled in both the high school and the postsecondary institution and earn credits at both institutions. The Move on When Ready Program, as established by the Georgia legislative Move on When Ready Act (O.C.G.A. Sec. 20-2-161.3,) provides opportunities for high school juniors and seniors to enroll full-time in postsecondary institutions to earn both high school and college credits.

Students seeking to enroll under MOWR **must** meet the dual enrollment admission requirements as set by the college. Once admitted, the participating student will take all coursework at or through the college.

Admission Requirements

HB 149 Move on When Ready Eligibility. To be eligible for participation in Move on When Ready, a student must: *(Check all that apply)*

- a. Be a high school junior or senior seeking a high school diploma from an eligible Georgia high school
- b. Be reported as enrolled in a Georgia public school for funding purposes during the preceding October and March full-time equivalent (FTE) program counts
- c. Be enrolled **full time** in an eligible college or university or public technical college as a dual credit student taking approved college-level courses (*minimum 12 credit hours*)
- d. Be a legal resident of Georgia
- e. Maintain satisfactory academic progress towards fulfilling applicable high school graduation requirements

College Entrance Assessment Requirements

All applicants must take the COMPASS test for advisement and program placement. In lieu of COMPASS scores, applicants may submit official SAT or ACT scores, provided these scores are no more than 60 months old. If an applicant's alternative scores do not meet the College's Minimum Program Scores for program entrance, the applicant must be accessed via COMPASS. Testing information located on college website under prospective student/high school student.

Other Admission Requirements

In addition to the above criteria, some programs may have other requirements. Please consult the appropriate section of the catalog for individual program guidelines. Website: www.ChattahoocheeTech.edu.

Admission Documentation and Procedures

- Submit CTC College application form for admission.
- Submit a MOWR Participation Permission Form signed by the high school guidance counselor.
- Submit a copy of the SAT or ACT score results taken within the last 60 months. If these scores are not available, applicants will be required to take the COMPASS placement test – testing information located on college website under prospective student/high school student.
- Applicants for some programs are required to submit additional documentation. See program's specific information for additional requirements.
- High School Counselors are advised to consult with CTC to identify the appropriate college course numbers.

***Information subject to change – please check college website for latest information and for testing and paperwork deadlines.**

www.ChattahoocheeTech.edu

<http://www.chattahoocheetech.edu/prospective/highschool/>



Move On When Ready (MOWR)

Student participation permission form

ARE YOU READY FOR COLLEGE?

1. Do you think you are a good candidate for MOWR? Yes___ No___
2. Do you think you may choose to return to high school? Yes___ No___
3. Do you have good study habits? Yes___ No___
4. Do you have any career goals? Yes___ No___
5. Have you chosen a Program of Study? Yes___ No___
6. Do you understand what you will gain if you complete a Program of Study? Yes___ No___
7. Are you involved in extracurricular activities? Yes___ No___
8. Will MOWR interfere with HS activities? Yes___ No___
9. Do you have reliable transportation to attend college classes? Yes___ No___
10. Can you afford to bring or buy your lunch while on campus? Yes___ No___
11. Are you comfortable taking classes with adults? Yes___ No___
12. Do you know you will be taking classes with adults? Yes___ No___
13. Do you know how many college credits you will earn while enrolled in MOWR? Yes___ No___
14. Have you had discipline issues in high school? Yes___ No___
15. Do you require special accommodations or need support services? Yes___ No___
16. Do you know what support services are? Yes___ No___
17. Are you aware you must meet all admission requirements and follow all codes of conduct? Yes___ No___
18. Do you understand you are required to complete all End of Course Tests, Georgia High School Graduation Tests and High School Requirements? Yes___ No___
19. Are you committed to completing your courses at Chattahoochee Technical College? Yes___ No___
20. **CTC does not guarantee the transfer of credit; it is up to the college for which you are applying to award transfer credit.

I request permission to participate in the Move On When Ready (MOWR) Program. I have received the counseling services concerning participation in the MOWR Program, as stipulated in House Bill 149 (MOWR). The school counselor has explained and discussed the program’s guidelines and the student/parent responsibilities with me. I and my parents/guardians clearly understand what is expected of me to be able to enroll and to continue my participation in this program.

STUDENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____

DATE: _____

Move On When Ready Participation Guidance Checklist

High School Counseling Office

Below are items to explain and emphasize when counseling students and their parents/guardians about participation in the Move On When Ready (MOWR) program:

Print Student Name _____ High School _____

Please initial each statement indicating item was explained.

- _____ 1) The student must be entering the 11th or 12th grade and spent the prior year in a Georgia public high school.
- _____ 2) Student must have been a legal resident of Georgia and full-time Georgia high school student during the prior year and counted in the October and March FTE counts.
- _____ 3) Participation is limited to two years.
- _____ 4) Students seeking to enroll in the MOWR program will be expected to complete all coursework, GHS GT, and EOCT testing requirements as defined by the GADOE.
- _____ 5) The coursework will be done at or through Chattahoochee Technical College.
- _____ 6) Upon completion of the courses, the student shall be responsible for requesting an official transcript be sent to the student's local school system.
- _____ 7) Courses can be taken beyond the regular school hours and/or through virtual courses.
- _____ 8) Courses taken must meet all graduation and high school diploma requirements.
- _____ 9) Student must be enrolled full-time (12 Credit Hours) and always maintain full-time status at Chattahoochee Technical College. Student **MUST** notify high school and college counselor if dropped or withdrawn below full time status.
- _____ 10) Tuition and fees are the only expenses covered by MOWR funding. The student and/or parents/guardians are responsible for all other expenses which include books, meals, lodging and transportation (*Average cost for books ~\$500 per semester*)
- _____ 11) An eligible student enrolled at Chattahoochee Technical College for secondary credit shall not be eligible for any other state student financial aid at an eligible institution for courses taken under the program.
- _____ 12) MOWR hours **do not count** against any hourly caps for HOPE scholarships or grants.
- _____ 13) USG institutions do not allow students to transfer to another USG institution during an academic term.

- _____ 14) Student's high school graduation could be affected by course incompleteness, and/or failure.
If student fails college course, it is the same as failing high school course
- _____ 15) Student must notify the high school of their acceptance into the college and if his/her full-time status changes at any time at Chattahoochee Technical College.
- _____ 16) Students are allowed to participate in high school competitive and other extracurricular events. They must meet all requirements established by the Georgia High School Association and Rule 160-5-1-.18 Competitive Interscholastic Activities Grades 6-12. Conflicts with class requirements and scheduling could prevent the student from being able to participate.
- _____ 17) Remedial and developmental courses are not available for MOWR.
- _____ 18) Students who are admitted under the MOWR program will not be permitted to switch to another SOAR program (ACCEL/Dual/Joint) once starting registered classes **nor, can a student return to high school for classes or leave MOWR status until the semester is over.**
- _____ 19) MOWR is not available during the summer.
- _____ 20) Virtual courses can be used from Chattahoochee Technical College as long as they are approved courses that meet the high school graduation requirements.
- _____ 21) ******CTC does not guarantee the transfer of credit; it is up to the college for which you are applying to award transfer credit.

I have read and reviewed the statements above as well as the eligibility requirements for the MOWR program:

Student Signature

Date

Parent/Guardian Signature

Date

I have reviewed the eligibility requirements with both the student and parent and recommend this student's participation in the MOWR program.

High School Counselor Signature

Date



**GaDOE and TCSG DUAL ENROLLMENT'S
MOVE ON WHEN READY (MOWR) PROGRAM
STUDENT GRADE NOTIFICATION FORM**

(2 sheets required for 2 semesters- one for each fall and spring semester)

Name: _____ Date: _____

High School: _____ County: _____

College Semester/Year **FALL 2012** High School Semester/Year **FALL2012**

Expected Date of Graduation: _____

**** Please use one page per high school semester.**

Below To Be Filled In By High School Counselor		Below To Be Filled In By High School Counselor	
College Course Number	College Course Title	Aligned with HS Course No.	Aligned with High School Course Title
<i>Ex. ENGL1101</i>	<i>Ex. Composition & Rhetoric</i>	<i>Ex. 23.034</i>	<i>Ex. Advanced Composition</i>

****These above courses will complete the requirements for my graduation.** Yes No

Print Student Name

Student Signature

Date

Parent/Guardian Signature

e-mail address

Date

CTC College Advisor Signature

Date

High School Counselor Signature

e-mail address

Date

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**GaDOE and TCSG DUAL ENROLLMENT'S
MOVE ON WHEN READY (MOWR) PROGRAM
STUDENT GRADE NOTIFICATION FORM**

(2 sheets required for 2 semesters- one for each fall and spring semester)

Name: _____ Date: _____

High School: _____ County: _____

College Semester/Year **SPRING 2013** High School Semester/Year **SPRING 2013**

Expected Date of Graduation: _____

**** Please use one page per high school semester.**

Below To Be Filled In By High School Counselor		Below To Be Filled In By High School Counselor	
College Course Number	College Course Title	Aligned with HS Course No.	Aligned with High School Course Title
<i>Ex. ENGL1101</i>	<i>Ex. Composition & Rhetoric</i>	<i>Ex. 23.034</i>	<i>Ex. Advanced Composition</i>

****These above courses will complete the requirements for my graduation.** Yes No

Print Student Name

Student Signature

Date

Parent/Guardian Signature

e-mail address

Date

CTC College Advisor Signature

Date

High School Counselor Signature

e-mail address

Date

www.ChattahoocheeTech.edu

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Release of Information/Consent Form "FERPA"

Student Name: _____

Student CTC ID #: _____

I, _____, give the Faculty and Staff of Chattahoochee Technical College my written consent to the release, inspection of, copying, or discussion of any information regarding my admission status and paperwork, class schedule, grades, enrollment status, financial aid, and any other information regarding my education records to the following individuals:

1) _____ (write in High School name)

2) _____ (write in Parents/Guardian name)

3) _____

4) _____

I understand that I will **not** be notified when information is released to the above individuals.

Student Signature

Date

Official Use Only:

Received By: _____

Date: _____

Entered Comments Into Banner:

_____ SPACMNT By: _____

Date: _____

_____ SGASTDN By: _____

Date: _____

MOVE ON WHEN READY (MOWR) PROGRAM

Chattahoochee Technical College Disclaimer Form

I understand that Chattahoochee Technical College is responsible for honoring college credit only. It is up to the receiving high school and high school guidance counselor to verify and confirm high school credits/courses are in compliance with high school graduation requirements.

I understand it is my responsibility to obtain a college schedule and to notify my high school of my college acceptance. I must also notify the high school if my full time enrollment at the college changes.

It is the responsibility of the high school student to obtain a college transcript and submit it in to the receiving high school guidance counselor for high school credit.

It is responsibility of the high school student to meet the high school schedule of all required exiting test.

I understand if I fail my college course, the F will be on my high school and college transcript plus this grade may affect my High School graduation status.

I understand I MUST make a "C" or better in my CTC courses in order to take the next college level course. A "D" may pass at the high school level; however, a "D" or "F" will NOT allow you to take the next level at CTC.

Print Student Name

Student Signature

e-mail address

Date

Parent/Guardian Signature

e-mail address

Date

CTC College Advisor Signature

Date

MOWR Application for Admission

Important: Please complete all sections. Incomplete applications will not be accepted or processed.
Please **PRINT CLEARLY** using black or blue ink.

Section 1:

School Year **20012-13**

Program of Study _____ Anticipated HS Graduation Date _____ (month/year)

Section 2:

Social Security# _____ CTC assigned ID# _____
Last Name _____ First _____ Middle _____
Home Address _____ City _____ State **GA** Zip Code _____
County of Residence _____ Email _____ Cell Phone _____
High School Name _____ Grade level: Jr. Sr.

Section 3:

Date of Birth: _____ Gender: Male Female

Are you Hispanic or Latino? Yes No

Please select your race. Choose one or more, if appropriate:

- American Indian or Alaskan Native (1) Asian (2) Black or African American (3)
 Native Hawaiian or Other Pacific Islander (4) White (5)

(This information is used for statistical purposes only and will not be used to determine admission status)

Section 4: Residency Information

If you are under 24 years of age, did your parent(s)/guardian(s) claim you on their most recent tax return? Yes No

If yes, what is the state of legal residency of the parent who claimed you and how long have they lived in that state? _____

How long have you resided in Georgia? Years _____ Months _____

Are you a citizen of the United States? Yes No

***Are you a Resident Alien?** Yes No Resident Alien Number A# _____

****A copy of front and back of Resident Alien card is required when submitting application.** Country of Origin _____

Student Authorization

I am applying for Move on When Ready (MOWR) Program at CTC and understand I must meet all college admissions requirements for this program. I certify the foregoing information in this application is true and correct. I understand misrepresentation or omission of information will be sufficient cause for rejection or dismissal.

Signature of Student: _____ **Date:** _____

Parent/Guardian Authorization

As the parent or guardian of the student listed above, I grant permission for this student to participate in the MOWR program at CTC. I have been advised by my child's high school guidance department of the MOWR Program, the rules and regulations. I understand all classes are funded through FTE State funding and thus all tuition fees are covered. I am responsible only for paying for books, fees class might require and providing transportation.

Signature of Parent or Guardian: _____ **Date:** _____

Pursuant to O.C.G.A. 16-10-20, it is a felony to make a false statement on any state document. In addition, making a false statement on this application may result in your dismissal from the college.

Move on When Ready
U.S. Department of Education
College Access Challenge Grant
Book Funds

To retrieve books funds for MOWR participants under College Access Challenge Funds, **TWO** of the following requirements **MUST** be met. Check yes or no for the following requirements:

- 1) Are you a current MOWR participant? YES ___ NO ___
- 2) Were you on the free/reduced lunch program at your high school? YES ___ NO ___
- 3) Are you a first generation college student? YES ___ NO ___

***Must provide proof of attempted and earned credit at the end of the semester ***

CHATTAHOOCHEE TECHNICAL COLLEGE

Student Name: _____

Student ID Number: _____



<u>College Course Name & Number</u>	<u>Book Name or Material</u>	<u>Cost of Book/ Material</u>	<u>Date Issued</u>
EX: ENGL 1101 Comp & Rhetoric I	EX: Reading in Today's World ISBN #: 1-15-158985-15874211	EX: \$ 190.00	

MOWR Participant Signature: _____

Number of Books Received: _____ Date Received: _____

H. S. Coordinator/College Advisor: _____ Date Approved: _____