



# MOVE ON WHEN READY FORMS (MOWR) FY 2013-2014

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

ACT - Reading 19/English 19/Math 19

SAT - Critical Reading 460/Math 440

Compass Scores: Reading 79, Writing 65, Pre-algebra 39 and Algebra 45

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

**Denita Davis**

770.528.4432 office

[Denita.Davis@ChattahoocheeTech.edu](mailto:Denita.Davis@ChattahoocheeTech.edu)

**Michelle Bush**

770.528.4466 office

[Michelle.Bush@ChattahoocheeTech.edu](mailto:Michelle.Bush@ChattahoocheeTech.edu)

**Crystal Cleland**

706.253-4560 office

[Crystal.Cleland@ChattahoocheeTech.edu](mailto:Crystal.Cleland@ChattahoocheeTech.edu)



# 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: \_\_\_\_\_

- 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)

**Additional documents MUST be attached:**

- Compass/ACT/SAT Scores

**\*\*Please include this checklist (Pg 2) with attached completed forms, as a packet, via fax, email, or mail to:**

**Denita Davis**  
Student Affairs Assistant  
Marietta Campus  
980 South Cobb Drive  
Marietta, GA 30060  
Office: 770. 528.4432  
Fax: **404.591.5081**

[Denita.Davis@ChattahoocheeTech.edu](mailto:Denita.Davis@ChattahoocheeTech.edu)



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

## ADMISSIONS POLICY

### 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 must maintain full time (12 credit hours or more) enrollment at the college to be enrolled in MOWR program.

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:

- 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 assessed 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](http://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)  
<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 the MOWR program? Yes\_\_\_ No\_\_\_
2. Are you on track to graduate high school? Yes\_\_\_ No\_\_\_
3. Do you have good study habits? Yes\_\_\_ No\_\_\_
4. Do you have college and career goals or have you chosen a Program of Study? Yes\_\_\_ No\_\_\_
5. Do you have reliable transportation to attend your college classes? Yes\_\_\_ No\_\_\_
6. Can you afford to allocate at least \$500 for book/fees/etc. per semester? Yes\_\_\_ No\_\_\_
7. Can you afford to bring or buy your lunch while on campus? Yes\_\_\_ No\_\_\_
8. Are you comfortable taking classes with adults? Yes\_\_\_ No\_\_\_
9. Do you know that you will be taking classes with adults? Yes\_\_\_ No\_\_\_
10. Do you understand the consequences of dropping or withdrawing from a course? Do you understand that you must maintain a minimum of 12 credit hours to be in the MOWR program? Yes\_\_\_ No\_\_\_
11. Have you read the student code of conduct in the CTC catalog? Yes\_\_\_ No\_\_\_
12. Are you aware that you must meet all admission requirements? Yes\_\_\_ No\_\_\_
13. Are you aware that you must follow all CTC policies, procedures, rules and regulations (i.e. No show policy, drop and withdraw policy, grade appeal, deadlines, etc.)? Yes\_\_\_ No\_\_\_
14. Do you understand you are required to complete all End of Course Tests, Georgia High School Graduation Tests and High School Requirements? Yes\_\_\_ No\_\_\_
15. Are you committed to completing courses at the Chattahoochee Technical College? Yes\_\_\_ No\_\_\_
16. I understand CTC does not guarantee the transfer of credit; it is up to the college for which you are applying to award transfer credit. Yes\_\_\_ No\_\_\_
17. Do you understand that if you require special accommodations at the college, you are required to contact and make an appointment with the Disability Services department? Yes\_\_\_ No\_\_\_

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: Please sign below indicating each item was explained.*

Print Student Name \_\_\_\_\_ High School \_\_\_\_\_

1. Student must be entering the 11<sup>th</sup> or 12<sup>th</sup> grade and attended a Georgia public high school the previous school year. A full-time Georgia high school student during the prior year and counted in the October and March FTE counts.
2. Student must have been a legal resident of Georgia for at least 12 months.
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, EOCT and any other high school testing requirements as defined by the GADOE.
5. College coursework will be done at or through Chattahoochee Technical College. Courses can be taken beyond the regular school hours and/or through virtual courses.
6. Upon completion of the courses, the student shall be responsible for requesting an official college transcript be sent to the student's local school system.
7. Courses taken must meet all graduation and high school diploma requirements.
8. Student must be enrolled full-time (minimum 12 Credit Hours) and maintain full-time status at Chattahoochee Technical College. Student **must** notify the high school of their acceptance into the college, his/her enrollment status, and of any schedule changes at any time at Chattahoochee Technical College. If student falls below full-time status, student must withdraw from college and return to home high school.
9. 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*)

10. 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.
11. MOWR hours **do not count** against any hourly caps for HOPE scholarships or grants.
12. USG institutions do not allow students to transfer to another USG institution during an academic term.
13. Student's high school graduation could be affected by course incompleteness, and/or failure. The college grade will be sent back to the high school for high school credit.
14. 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.
15. Remedial and developmental courses are not available for MOWR.
16. MOWR is not available during the summer.
17. CTC does not guarantee the transfer of credit; it is up to the college for which you are applying to award transfer credit. Transferability of courses is up to the receiving college.
18. Student must follow all CTC policies, procedures, rules and regulations in the college catalog (i.e. No show policy, drop and withdraw policy, grade appeal, deadlines, etc.).

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

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*Student Signature*

*Date*

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*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.**

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*High School Counselor Signature*

*Date*



**GADOE and TCSG DUAL ENROLLMENT'S  
MOVE ON WHEN READY (MOWR) PROGRAM**  
Guidance Student Course Recommendation Form

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

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

High School: \_\_\_\_\_ County: \_\_\_\_\_

College Semester/Year **FALL 2013** High School Semester/Year **FALL 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 &amp; Rhetoric</i>	<i>Ex. 23.034</i>	<i>Ex. Advanced Composition</i>

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

Student Signature

e-mail address

Parent/Guardian Signature

e-mail address

High School Counselor Signature

e-mail address

[www.ChattahoocheeTech.edu](http://www.ChattahoocheeTech.edu)  
<http://www.chattahoocheetech.edu/prospective/highschool/>



**GADOE and TCSG DUAL ENROLLMENT'S  
MOVE ON WHEN READY (MOWR) PROGRAM**  
Guidance Student Course Recommendation Form

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

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

High School: \_\_\_\_\_ County: \_\_\_\_\_

College Semester/Year **SPRING 2014** High School Semester/Year **SPRING 2014**

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 &amp; Rhetoric</i>	<i>Ex. 23.034</i>	<i>Ex. Advanced Composition</i>

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

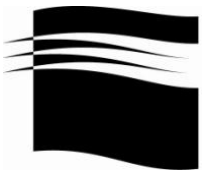
Student Signature \_\_\_\_\_ e-mail address \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ e-mail address \_\_\_\_\_

High School Counselor Signature \_\_\_\_\_ e-mail address \_\_\_\_\_

[www.ChattahoocheeTech.edu](http://www.ChattahoocheeTech.edu)  
<http://www.chattahoocheetech.edu/prospective/highschool/>





# Release of Information/Consent Form "FERPA"

Student Name: \_\_\_\_\_

SSN #: \_\_\_\_\_

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

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*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 request permission to participate in the SOAR Into College Early Program at CTC. I have received the counseling services concerning participation in a High School Program getting college credit. The school counselor has explained and discussed the program's guidelines and the student/parent responsibilities with me. My parents/guardians and I clearly understand what is expected of me to be able to enroll and to continue my participation in this program.

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. It is my responsibility to obtain my college transcript and submit it to my guidance counselor for high school credit.

I also understand participating students must be at least 16 years of age and currently on track to graduate from high school (*for example, is on track in earning English and Math credits towards high school diploma requirements*); and, also must meet all the college's eligibility requirements for participation (*for example, must pass the college's entrance placement exam or have eligible ACT/SAT scores*).

I understand I must be enrolled full-time (minimum 12 Credit Hours) and maintain full-time status at Chattahoochee Technical College. I understand I **must** notify the high school of their acceptance into the college, his/her enrollment status, and of any schedule changes at any time at Chattahoochee Technical College. If I fall below full-time status, I understand I must withdraw from college and return to my home high school.

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 enrollment status at the college changes. **It is the responsibility of the high school student to obtain an official college transcript** and turn it in to the receiving high school guidance counselor for high school credit.

It is my responsibility to meet my high school schedule of all required exit tests for my high school graduation.

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.

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Print Student Name

Date

---

Student Signature

Date

---

Parent/Guardian 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 **2013-14**

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: \_\_\_\_\_ Will you turn 18 yrs old on or before May 30, 2014?  Yes  No

Are you Hispanic or Latino?  Yes  No

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

White  Black or African American  Asian

Native Hawaiian or Other Pacific Islander  American Indian or Alaskan Native

Gender:  Male  Female

*(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. 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).

**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.