



## Senior to Sophomore Program ~ Admission/Registration

To be eligible for the Senior to Sophomore Program, high school juniors must rank in the top 33% and high school seniors must rank in the top 50% of their class.

- Students complete the *Application/Registration* form found on the back of the program brochure. The *Application/Registration* form requires:
  - \* the student's Social Security number
  - \* anticipated graduation date
  - \* verification of class rank from the appropriate high school official.
  - \* signatures from the student, a parent/guardian and a high school official
- The *Application/Registration* form also requires information about specific courses and should include: course number, name, number of credits and whether the class will begin in the fall or spring semester.
- When the *Application/Registration* forms are complete, the high school should forward them to the Center for Continuing Studies. Registrations should be sent in as soon as possible to facilitate the registrations process.

### Confirmation of Enrollment/ Dropping/Withdrawing:

**As soon as the registrations have been processed, a class roster will be sent to each school and each teacher. Please review the rosters carefully. STUDENTS NOT LISTED ON THE ROSTERS ARE NOT REGISTERED. If any changes need to be made, contact the Senior to Sophomore program secretary as soon as possible.**

**NOTE: WE ARE NOT ABLE TO ADD STUDENTS TO THE CLASS ONCE THE SEMESTER HAS ENDED.**

- Dates for dropping, adding and withdrawing from any Senior to Sophomore class will be distributed each year. Please be sure that students and parents are aware of these deadlines.
- If a student wants to add, drop or withdraw from a class *during the appropriate time periods*, please use the *Drop/Withdrawal* form and send to the Center for Continuing Studies. Additions to classes must include an *Application/Registration* form.