

# **DUAL CREDIT HANDBOOK**



## **SILVER LAKE COLLEGE OF THE HOLY FAMILY**

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## **Definition of Dual Credit**

Dual credit courses are taught to high school students for which the high school student receives both high school and college credit. They provide high school students an affordable opportunity to experience high-quality college-level courses. The guidelines in this handbook shall apply only to all dual credit courses offered in the high schools to high school students.

## **Non-discriminatory Policy and Accreditation Statement**

Silver Lake College of the Holy Family does not discriminate on the basis of age, sex, race, color, creed, physical disability, veteran's status or national or ethnic origin in the administration of its admissions policies, athletic programs, educational policies, employment practices, scholarship and loan programs, and other college-administered programs and activities. This school is authorized under Federal law to enroll non-immigrant alien students.

Silver Lake College is accredited by:

### **The Higher Learning Commission**

30 North LaSalle Street, Suite 2400

Chicago, Illinois 60602-2504

Phone: 1 (800) 621-7440

Fax: (312) 263-7462

[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

## **Student Eligibility**

Qualified high school juniors or seniors shall be eligible for dual credit course work at Silver Lake College, though gifted freshman and sophomores may enroll under special circumstances. To be eligible, the student must have an overall unweighted GPA of 3.0 (on a 4.0 scale) or evidence of competency in the discipline of the dual credit course. Students are permitted to register for dual credit courses with the recommendation of their instructor, counselor, on-site dual credit coordinator, or principal of their high school. Freshman and sophomores may enroll under special circumstances wherein the capacity for success within the discipline can be clearly demonstrated and the student's academic credentials can be shown to be exceptional. The on-site dual credit coordinator and the college academic department chair must concur that the student can benefit from the dual credit course and learn at the collegiate level.

## **Structure and Content**

Dual credit courses shall maintain the same level of rigor as course offerings delivered on campus to matriculated students. The course must meet the same curricular standards and undergo the same institutional approval processes as Silver Lake College's regular courses or programs. The department chair shall review the syllabi, texts, teaching methodology, and student assessments to ensure that the course content, course requirements and standards of evaluation are equivalent to those utilized in on-campus courses with the same title. Expectations for student learning and learning outcomes must be consistent with the same course offered on campus at Silver Lake College.

## **Assessment of Dual Credit Courses**

The same methods of assessment and evaluation that are used in courses taught at Silver Lake College will be used in dual credit courses. The department chair at Silver Lake College will provide the assessment and evaluation measures for dual credit courses. The classroom instructor is responsible for administering examinations and grading.

## **Faculty Credentials and Qualifications**

Silver Lake College requires faculty for dual credit courses have the same level of credentials and qualifications as it does for regular higher-education courses. It is expected that faculty who teach dual credit courses have a Master's degree or higher in the content area that is being taught or 18 graduate credit hours within the content area. Dual credit instructors are considered as adjunct faculty at Silver Lake College and are approved annually upon the recommendations of the high school principal and on-site dual credit coordinator. Instructors credentials and qualifications must be reviewed and approved by the department chair, Dean, and Vice President for Academic Affairs.

## **Faculty Orientation and Training (e-courses)**

Faculty teaching in dual credit courses must receiving orientation and training for teaching higher education level courses at Silver Lake College. Dual credit faculty are considered to be adjunct faculty and are required to participate in an annual adjunct faculty training session. Dual credit faculty are provided the same benefits as other adjunct instructors at Silver Lake College.

## **Faculty Compensation**

Payment of dual credit instructors will be negotiated between Silver Lake College and the high school at which the course will be offered as outlined in the Dual Credit Institutional Agreement (Appendix A).

## **On-Site Dual Credit Coordinator**

An on-site dual credit coordinator is to be named by each participating high school and is listed on the Dual Credit Institutional Agreement(Appendix A). This person may be the Principal, Guidance Professional, Library (medial specialist), Curriculum Coordinator, or a member of the faculty. He or she will be responsible for facilitating and monitoring the course at the high school and acting as a liaison between the high school and Silver Lake College.

## **Academic Course Approval**

The principal of the high school and Vice President for Academic Affairs must complete the Dual Credit Institutional Agreement Form (Appendix A). The principal then must complete a Dual Credit Course Approval form (see Appendix B) and Dual Credit Collaboration Tracking form (see Appendix C) for all dual credit offerings. These forms (along with attached documents required in the forms) will be directed to the appropriate Dean at Silver Lake College for approval.

## **Numbering of Dual Credit Courses**

100 and 200 level courses are lower division courses designed for freshman and sophomore collegiate students. Dual credit course offerings are limited to courses at the 100 or 200 course level.

## **Definition of Credit Hour**

Silver Lake College utilizes a semester plan with two regular semesters of approximately 15 weeks each. Credits are expressed in terms of credit hours. One credit hour normally requires a minimum of one 50-minute class period per week throughout the semester. Two additional hours of work are to be completed outside of the class meeting time for each credit.

## **Student Application, Registration, Payment and Grading**

The on-site dual credit coordinator at the high school will identify students who demonstrate the ability, motivation and eligibility requirements needed to be successful in college level courses prior to high school graduation. The on-site dual credit coordinator will provide the link for the undergraduate non-degree application as found on the Dual Credit Application Checklist (Appendix D). On-site dual credit coordinators will provide a student information sheet to the student (see Appendix E). Students will submit the application online. Applications are due prior to the beginning of class.

To complete the student's registration, the on-site dual credit coordinator will complete a student Reference Form (Appendix F) for each student and submit this to Silver Lake

College Office of Admissions. Students and/or on-site dual credit coordinators will submit a Registration form (included in Appendix D) to the Office of Admissions at Silver Lake College. Payment is due to Silver Lake College at the time of registration. Students may pay by check or credit card (credit card fee will be applied) by contacting The Office of Student Financial Services – Bursar

Office of Student Financial Services – Bursar  
2406 South Alverno Road  
Manitowoc, WI 54220  
920-686-6175

Letter grades are earned in dual credit courses and will be recorded on a Silver Lake College transcript.

### **Transferability of Courses**

Students are encouraged to consult the Office of the Registrar or Academic Bulletin of the college or university in which they plan to enroll to identify the institution's policies of accepting dual enrollment classes for college credit. Each college or university individually determines whether to accept dual credit courses, and Silver Lake College highly recommends that students explore the transfer policies of each institution before electing to participate in a dual credit course.

### **Student Tuition**

Tuition for dual credit courses will be negotiated between Silver Lake College and the high school at which the course will be offered as outlined in the Dual Credit Institutional Agreement (Appendix A). The total tuition is due to Silver Lake College at registration submission. For payment options, contact the Office of the Bursar. Transcripts will not be provided to any student with an outstanding balance.

### **Transcript of Credit**

Official transcripts can be requested for a fee of \$15.00. The student's account must be paid in full for a transcript to be issued. Students may contact the Office of the Registrar for information regarding requesting a transcript.

### **Dropping a Dual Credit Course**

To drop a dual credit course, the student must contact the on-site dual credit coordinator, fill out the withdrawal form (see Appendix G) and send it to:

Office of Registrar: [registrar@sl.edu](mailto:registrar@sl.edu)

Office of the Registrar  
2406 South Alverno Drive  
Manitowoc, WI 54220

Refunds will be based upon Silver Lake College's refund policy.

### **Library Resources**

All students enrolled in a dual credit course will have the same access as other undergraduate students to library materials and databases available at the main campus library. Students should contact the Library at Silver Lake College to receive an ID card.

# Appendix A – Dual Credit Institutional Agreement

This form outlines a dual credit agreement between Silver Lake College and

\_\_\_\_\_  
(Name of High School)

## Purpose

Dual credit courses are taught to high school students for which the high school student receives both high school and college credit. They provide high school students an affordable opportunity to experience high-quality college-level courses.

## On-site Dual Credit Coordinator

The on-site dual credit coordinator is responsible for facilitating and monitoring the course at the high school and acting as a liason between the high school and Silver Lake College. The on-site dual coordinator will be:

\_\_\_\_\_

## Explanation of Faculty Remuneration (by course)

## Explanation of Student Tuition

## Institutional Participation

It is agreed by both institutions to participate in this Dual Credit Agreement for all approved courses for a period of one academic year. This agreement will automatically be renewed annually unless one of the participating parties notifies the other participating party in writing by May 15<sup>th</sup> of its intent to terminate the agreement.

\_\_\_\_\_  
Principal of High School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic Affairs  
Silver Lake College

\_\_\_\_\_  
Date

## Appendix B – Dual Credit Course Approval Form

NOTE: A separate form should be completed for each new dual credit offering. Approval from the high school main office must be obtained prior to submitting this form to Silver Lake College.

**This portion of the form should be completed by the principal at the requesting high school.**

### Principal's Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### School Information:

High School Name: \_\_\_\_\_

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

### On-Site Dual Credit Coordinator (as indicated in Dual Credit Institutional Agreement):

Name: \_\_\_\_\_ Position at high school: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### First semester the course will be offered for dual credit:

Fall Semester 20\_\_\_\_\_

Spring 20\_\_\_\_\_

### Course Information

*Students participating in a Dual Credit course offering earn both high school and college credit simultaneously. When the class is complete, the student will receive a letter grade on both their high school transcript and a Silver Lake College transcript.*

High School course title and course number: \_\_\_\_\_

High School Credits earned: \_\_\_\_\_

High School course duration:

\_\_\_\_\_ 1 semester

\_\_\_\_\_ 2 semesters

\_\_\_\_\_ Block Schedule

### Please indicate when the course will meet:

Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Class meeting days/times: \_\_\_\_\_

NOTE: To earn college credit, one credit hour normally requires one 50-minute class period per week throughout the semester.

Instructor for the course: \_\_\_\_\_

**High School Approval -Principal**

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

Form may be sent e-mailed to the appropriate School Dean or mailed to Silver Lake College, c/o School Dean, 2406 South Alverno Road, Manitowoc, WI 54220

**This portion of the form should be completed by a Silver Lake College School Dean**

Silver Lake College course title and course number: \_\_\_\_\_

Silver Lake College Credits earned: \_\_\_\_\_

Course will meet for the minimum required time for each credit: \_\_\_\_\_Yes \_\_\_\_\_No  
*(Must respond with "Yes" to complete the form)*

Semester in which Silver Lake College credit will be awarded: \_\_\_\_\_

Faculty teaching qualifications and credentials verified: \_\_\_\_\_Yes \_\_\_\_\_No  
*(Must respond with "Yes" to complete the form)*

Textbook, syllabus, course objectives, assessments, and evaluations equivalent to course offered at Silver Lake College: \_\_\_\_\_Yes \_\_\_\_\_No  
*(Must respond with "Yes" to complete the form)*

**Silver Lake College Review**

Reviewed by Department Chair: \_\_\_\_\_

Dept. Chair Signature                      Date

Reviewed by Registrar: \_\_\_\_\_

Registrar Signature                      Date

**Silver Lake College Approval – Dean**

School (please circle): Education                      Liberal Arts                      Professional Studies

\_\_\_\_\_  
School Dean Signature                      Date

CC: School Dean, Academic Affairs Admin Assist, Human Resources, Registrar, Office of Financial Services, On-site Dual Credit Coordinator at High School

# Appendix C– Dual Credit Collaboration Tracking Form

Silver Lake College Course name: \_\_\_\_\_

Silver Lake College Course Number: \_\_\_\_\_ Course Credits: \_\_\_\_\_

High School Course name: \_\_\_\_\_

High School Course Number: \_\_\_\_\_ Course Credits: \_\_\_\_\_

Faculty Member Teaching Course: \_\_\_\_\_ Department: \_\_\_\_\_

Contact Information for Faculty Teaching Course:

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Completed SLC Credentialing/Qualification: Yes / No

Class Meeting Date: \_\_\_\_\_

Class Meeting Times: \_\_\_\_\_

Course will meet for at least 50 minutes per week for each college credit earned: Yes / No

<b>Materials</b>	<b>College Agrees</b> (Initialed by Department Chair/Faculty teaching equivalent course approval)	<b>High School Agrees</b> (Initialed by principal/On-site Dual credit coordinator)	<b>Detail Changes needed</b>
Silver Lake College Syllabus			
Silver Lake College Course Objectives			
Assessments			
Text Book			
Other			

Please attach a copy of the course syllabus (including course objectives), assessments, text book information, and any other agreed upon materials.

\_\_\_\_\_  
High School On-site Dual Credit Coordinator      Date

\_\_\_\_\_  
Silver Lake College Dean      Date

CC: School Dean, Academic Affairs Admin Assist, Human Resources, Registrar, Office of Financial Services, On-site Dual Credit Coordinator at High School

## Appendix D – Dual Credit Student Application Checklist

This form is used as a guide for On-site Dual Credit Coordinators to assist students in the Application and Registration process.

### APPLICATION

On-site Dual Credit Coordinators will direct students to the online undergraduate non-degree seeking application below:

[https://my.sl.edu/ICS/Admissions/Home.jnz?portlet=Apply\\_Online&screen=Begin%2f%2fb64bfa8-afe8-4e9a-9ab1-ced46dae53d4&screenType=next%27](https://my.sl.edu/ICS/Admissions/Home.jnz?portlet=Apply_Online&screen=Begin%2f%2fb64bfa8-afe8-4e9a-9ab1-ced46dae53d4&screenType=next%27)

Students will complete this application online prior to the start of the course.

### REGISTRATION

Once a student submits an application, please assist students with completing the following steps to complete their registration:

- \_\_\_\_\_ Students will complete and submit a registration form (below) and submit it to the Office of Admissions at Silver Lake College. Directions for completing and submitting the registration form are found on the left hand side of the Registration form which follows. Questions may be directed to the Office of Admissions (920-686-6175).

NOTE: Payment will be due to Silver Lake College at the time of registration. Students may pay by check or credit card (credit card fee will be applied) by contacting the Office of Student Financial Services – Bursar  
Office of Student Financial Services – Bursar  
2406 South Alverno Road  
Manitowoc, WI 54220  
920-686-6175

- \_\_\_\_\_ On-site Dual Credit Coordinators will provide students with the dual credit student information sheet.
- \_\_\_\_\_ On-site Dual Credit Coordinators will complete the Dual Credit Reference form for each student in order to complete a student's registration.

# SILVER LAKE COLLEGE REGISTRATION FORM

This form is for new students and for returning students registering after CampusWEB closes.

## NEW STUDENTS

1. Apply to Silver Lake College of the Holy Family by contacting the Admissions Office at 920-686-6175 or emailing [admslc@sl.edu](mailto:admslc@sl.edu).
2. Pay your \$100 non-refundable deposit to the College.
3. View course availability on CampusWEB.
4. Choose courses and verify with your appointed advisor.
5. If you are viewing this form online, you can enter information electronically. Print out the form and have your advisor sign it.
6. Submit the completed form to the Registrar.

## LATE REGISTRATION-RETURNING STUDENTS

1. After CampusWEB registration closes, complete this course registration form.
2. Late registrations will be subject to a \$55 late fee.

## SILVER LAKE COLLEGE OF THE HOLY FAMILY COURSE REGISTRATION

Submit this form to: Registrar's Office, Room 204  
Silver Lake College of the Holy Family  
2406 S Alverno Rd  
Manitowoc, WI 54220-9319



Legal Name \_\_\_\_\_  
Last First MI Maiden Former

Social Security No. or Student ID \_\_\_\_\_ Email \_\_\_\_\_

Permanent Address \_\_\_\_\_  
Street City State Zip Phone

Local Address \_\_\_\_\_  
(if different) Street City State Zip Phone

Employer Name \_\_\_\_\_ Title/Position \_\_\_\_\_

Employer Address \_\_\_\_\_  
Street City State Zip Phone

Can we contact you at work?  Yes  No

I will audit course(s)  I am 55 years or older (Life Long Learner)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

DEPT. -	NO. -	SEC.	CR.	COURSE TITLE	DAYS/DATES	TIME	LOCATION
-	-	-					
-	-	-					
-	-	-					
-	-	-					
-	-	-					
-	-	-					
-	-	-					
-	-	-					
-	-	-					
-	-	-					

## Appendix E – Dual Credit Student Information Sheet

### To be provided to students by on-site dual credit coordinator

- What is Dual Credit?
  - Dual credit courses are taught to high school students for which the high school student receives both high school and college credit. They provide high school students an affordable opportunity to experience high-quality college-level courses. The guidelines in this handbook shall apply only to all dual credit courses offered in the high schools to high school students.
- Communication with Parents
  - Please be sure to inform your parents of this very important decision you have made. This information should include:
    - Course Name and Description
    - Costs Associated with the Course
    - Which College will be awarding credit
      - Silver Lake College
    - Where you will take this course at?
      - At your High School
- Transferability of Courses
  - Students are encouraged to consult the Registrar's office or Academic Bulletin of the college or university in which they plan to enroll to identify the institution's policies of accepting dual enrollment classes for college credit. Each college or university individually determines whether to accept dual credit courses, and Silver Lake College highly recommends that students explore the transfer policies of each institution before electing to participate in a dual credit course.
- Requirements
  - High school juniors or seniors shall be eligible for dual credit course work at Silver Lake College, though gifted freshman and sophomores may enroll under special circumstances. To be eligible, the student must have an overall unweighted GPA of 3.0 (on a 4.0 scale) or evidence of competency in the discipline of the dual credit course. Students are permitted to register for dual credit courses with the recommendation of their instructor, counselor, on-site dual credit coordinator, or principal of their high school. Freshman and sophomores may enroll under special circumstances wherein the capacity for success within the discipline can be clearly demonstrated and the student's academic credentials can be shown to be exceptional. The on-site dual credit coordinator and the college academic department chair must concur that the student can benefit from the dual credit course and learn at the collegiate level.

- Tuition
  - \$50 per credit hour and is due at the time of registration. You may pay by check or credit card (credit card fee will be applied) by contacting the Office of Student Financial Services – Bursar
    - Office of Student Financial Services – Bursar
    - 2406 South Alverno Road
    - Manitowoc, WI 54220
    - 920-686-6175
- Application & Registration
  - The on-site dual credit coordinator at the high school will identify students who demonstrate the ability, motivation and eligibility requirements needed to be successful in college level courses prior to high school graduation. The on-site dual credit coordinator will provide the link for the undergraduate non-degree application and will provide a student information sheet). You will submit the application online. Applications are due prior to the beginning of class.
  - To complete your registration, the on-site dual credit coordinator will complete a student Reference Form on your behalf and submit this to Silver Lake College Office of Admissions. Students and/or on-site dual credit coordinators will submit a Registration form to the Office of Admissions at Silver Lake College. Payment is due to Silver Lake College at the time of registration.
- Dropping a Class
  - To drop a dual credit course, the student must contact the on-site dual credit coordinator, fill out the withdrawal form.
- Grades
  - Letter grades are earned in dual credit courses and will be recorded on a Silver Lake College transcript.
- FERPA (Family Education Rights and Privacy Act)
  - This federal law protects the privacy of student education records. Please have individuals complete this form (included in the Student Information Sheet) according to the directions listed if you would them to have access to your academic or financial records at Silver Lake College. This form must be signed in person in the Registrar's Office, Welcome Center, or Student Accounts' Office at Silver Lake. If completed off-campus, the form must be notarized.
- Library Resources
  - All students enrolled in a dual credit course will have the same access as other undergraduate students to library materials and databases available at the main campus library. Students should contact the Library at Silver Lake College to receive an ID card.
- Have questions?
  - Please contact our Ariens Family Welcome Center at (920) 686-6175 or email [admissions@sl.edu](mailto:admissions@sl.edu).

Office of the Registrar  
**FERPA WAIVER FORM**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_  
Date: \_\_\_\_\_

Instructions: This form is to be used by the student to grant access to their education records to other entities besides themselves, such as parent, spouse, etc. When completing this form, please print all items clearly to allow for correct processing.

The College maintains two types of student education records: directory information and other student records. Directory information is considered public information and will be released by the College upon request, in accordance with existing law. Any student who does not wish directory information released must submit the appropriate documentation indicating such with the Office of the Registrar.

**Silver Lake College defines directory information as:**

- Name - Address (Permanent and Local) - Telephone Number - Email address - Date of Birth - Photograph
- Major field of study - Matriculation & Withdrawal Dates - Degrees and Awards Received - Type of Degree & Date Granted
- Dates of Attendance - Current classification and year in school - Most Recent Educational Institution Attended
- Participation in Officially Recognized Activities and Sports (including Height and Weight of Athletic Team Members)

*In signing this waiver, I, \_\_\_\_\_, give access of my academic records (as specified) at Silver Lake College to the individual(s) listed below. I hold the authority to revoke this waiver at any time. I understand that this request is valid during my enrollment at Silver Lake College and will remain in effect until I request in writing that the hold(s) be removed.*

\_\_\_\_\_  
 Academic  Student Account  Financial Aid  Student Life

Person Relationship

\_\_\_\_\_  
 Academic  Student Account  Financial Aid  Student Life

Person Relationship

\_\_\_\_\_  
 Academic  Student Account  Financial Aid  Student Life

Person Relationship

\_\_\_\_\_  
 Academic  Student Account  Financial Aid  Student Life

Person Relationship

This form must be signed in person in the Registrar's Office, Welcome Center, or Student Accounts' Office at Silver Lake. If completed off-campus, the form must be notarized.

Registrar Received: \_\_\_\_\_ Student Accounts Received: \_\_\_\_\_ Financial Aid Received: \_\_\_\_\_  
Student Life Received: \_\_\_\_\_

## Appendix F – Dual Credit Student Reference & Registration

To be completed by the on-site dual credit coordinator

Submit to Silver Lake College Office of Admissions prior to student registration

Student name: \_\_\_\_\_

### *High School Juniors and Seniors*

1. Does the candidate have an overall unweighted grade point average of 3.00 (on a 4.00 scale)?  
\_\_\_\_\_Yes \_\_\_\_\_No

OR

2. Does the candidate have evidence of competency in the given discipline? \_\_\_\_\_Yes \_\_\_\_\_No  
(If yes, attach evidence of competency)

### *High School Freshman and Sophomores (special circumstances)*

1. Does the candidate have capacity for success in the given discipline? \_\_\_\_\_Yes \_\_\_\_\_No
2. What is the candidates' overall unweighted grade point average (on a 4.00 scale): \_\_\_\_\_

3. Describe the candidate's academic credentials to date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Please return promptly to:**

Office of Admissions  
Silver Lake College  
2406 South Alverno Road  
Manitowoc, WI 54220-9319

Toll-Free: 800-236-752, ext. 175

Email: admissions@sl.edu

To be completed by Silver Lake College upon submission

Department Chair Approval \_\_\_\_\_  
Signature Date

School Dean Approval \_\_\_\_\_  
Signature Date

## Appendix G – Dual Credit Course Withdrawal Form

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

Student Address: \_\_\_\_\_  
\_\_\_\_\_

Student ID \_\_\_\_\_

High School \_\_\_\_\_

Silver Lake College Course Number \_\_\_\_\_

Silver Lake College Course Name \_\_\_\_\_

Reason for withdrawal  
\_\_\_\_\_  
\_\_\_\_\_

This form will serve as the official withdrawal notice when received by the Office of the Registrar at Silver Lake College. The postmark or e-mail date will be used as the official withdrawal date. Refunds will be based upon Silver Lake College's refund policy.

Please fill out a withdrawal form and send to:

Office of the Registrar  
2406 South Alverno Drive  
Manitowoc, WI 54220

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(required if under 18 years of age)

Principal/On-site Dual Credit Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Received by Office of Registrar: \_\_\_\_\_ Date: \_\_\_\_\_