

DUAL ENROLLMENT PACKET

Earn College Credits
While in High School!

Calvert County
2020-2021



www.csmd.edu/DualEnrollment

beyond
expectations



Dear Student,

We are delighted that you are considering Dual Enrollment for the coming year as part of your educational schedule. The College of Southern Maryland (CSM) awards students with academic excellence an opportunity to earn early college credit to complete a CSM degree or transfer to another higher educational institution. We encourage you to work closely with your parents and high school counseling office to make the best decisions for your higher educational goals.

This packet is designed to aid you in that decision making process. Included you will find information about the program requirements, steps to enrollment, important deadlines to complete the process, and answers to our most frequently asked questions (FAQs).

Please do not hesitate to contact us at any point along the way for additional information. We are here to help you go "Beyond Your Expectations".

The Enrollment Coordinator Team

Calvert County 443-550-6007
Charles County 301-934-7862
St. Mary's County 240-725-5456
askme@csmd.edu

CSM has academic divisions offering degrees in a wide variety of guided pathways:

- Arts and Humanities
- Business and Information Systems
- Education and Public Service
- Health
- Science, Technology, Engineering and Mathematics
- Trades, Transportation and Energy

WHY DUAL ENROLLMENT?

- Earn transferrable college credit through CSM while still in high school.
- Be that much closer to a college degree
- Save money with a 50% tuition discount
- Add college courses to your high school résumé
- Receive free tutoring services
- Receive the benefits of being a CSM student including the use of the pool, fitness center, and library.

More information on Dual Enrollment can be found at our website: <http://www.csmd.edu/dualenrollment>

Eligibility for the program:

Students interested in participating in CSM campus based courses must:

- Hold a minimum high school GPA of 2.5
- Apply to CSM online: www.csmd.edu/apply-register
- Complete a Dual Enrollment Form with appropriate signatures.
- Demonstrate College readiness with sufficient placement test or ACT/SAT scores.
- Meet with an Enrollment Coordinator to register for courses prior to stated deadlines

Initiating the process:

1. **Meet with your high school counselor to determine if the dual program is a good fit for you and that you meet the stated GPA requirements.**
2. **Create an account and complete the free CSM admission application located at: <http://www.csmd.edu/apply-register>**
 - Click on "Apply Now" and create an account. Once the account has been created select "Create a New Application".
 - Choose the "Dual Enrollment Application on the Create New Application screen.
 - Make sure to complete all sections with an asterisk.
 - Use legal name as stated on birth certificate (no nick names)
 - Enter Social Security Number (secure website, optional but will need to be on file before student registers for credit courses).
 - Verify all information is correct, read the agreement statement, check the box indicating you have read it and click "submit".
3. **Complete the Dual Enrollment Form located in the back of this packet or online at: www.csmd.edu/dualenrollment**
 - Dual Enrollment Form to be completed by high school counselor and signed by the student, parent and high school principal.
 - Student Release form is optional to be completed by the student allowing communication with parents about student record under the Federal Rights to Privacy Act (FERPA).
4. **Demonstrate College Level Placement:**
 - Option 1: Placement Test - Accuplacer
 - To be accepted into Dual Enrollment, you must get a minimum score of 254 on Reading and 240 on Writing portions.
 - Option 2: SAT/ACT Scores
 - Submit SAT score of 570 or higher in Math (if taking Math on CSM campus)
 - Submit SAT Evidence-based Reading-Writing score of 480 or higher
 - Submit ACT scores of 21 or higher in English and Reading
 - Submit ACT score of 24 or higher in Math (if taking Math on CSM campus)
 - **Composite scores are not considered**

5. **Submit all paperwork, scores and/or take placement tests prior to set deadlines**
 - July 15th for Fall semester
 - December 15th for Spring semester
 - May 15th for Summer semester

6. **Meet with an Enrollment Coordinator**
 - **Make an appointment with an Enrollment Coordinator to meet, discuss placement test scores, print SAT/ACT information, register for classes, and make payment. *All of the documentation must be brought to the appointment or must be received before the appointment.***
 - Students will be given their log in information and learn how to navigate the Online Services system to access their information.
 - Discuss transferability of CSM credits to other institutions with the use of ARTSYS and the Internet.
 - Discuss the differences between high school pace and expectations of a college student.

7. **Complete the payment process to ensure student has secured a seat in the course(s) by set deadlines discussed at time of registration.**
 - Cash
 - Check
 - Master Card/Visa
 - Tuition Payment Plan
 - Financial Aid
 - Dual students can apply for Financial Assistance by completing a FAFSA application online at www.fafsa.gov.

Frequently Asked Questions (FAQs)

Why do I need to complete the CSM application? I don't plan to complete a degree there.

In order for CSM to establish an academic record for the student to apply course credits and to generate a transcript the student must complete the free admission application. Students who may have taken a personal enrichment (i.e. driver's education, sports camp) must also complete the application.

I participated before in one of the high school based dual enrollment programs. Do I need to apply again?

No, students who previously applied do not need to re-apply. Students should use the form attached to this packet to register for new classes.

Do I have to take all parts of the placement test?

In order for students to be accepted into the Dual Enrollment program they must reflect college level skills in English and Reading, even though they have not completed their high school curriculum. If students are planning to take a math course or any course that requires a math prerequisite, the math placement test must also be taken to show college level skills.

Do I need to provide my SAT/ACT scores?

If the student has acceptable SAT/ACT scores, it will waive the placement test. A copy of the scores must be sent to the Admissions office with all other appropriate paperwork or submitted to an Enrollment Advisor. See section on Testing for score information.

Will this course transfer back to my high school as "weighted"?

Student should discuss this with their high school guidance office. CSM cannot determine how your high school will count our classes into your high school GPA.

Will my CSM course transfer to my chosen college?

In most instances yes, your CSM general education courses will transfer to other institutions. Students who plan to attend Maryland colleges can use the ARTSYS tool in their online account to determine transferability to any Maryland state school. Students who are planning to enroll in college out of state should visit with the receiving school as to how the credits will transfer. Discuss where you intend to go when speaking to an Enrollment Advisor for more advice.

Does the parent/guardian have to attend the orientation?

Parent/legal guardians are not required to attend orientations with their child, however it is highly recommended they do attend the initial orientation/appointment.

Can parents/guardians access their student's CSM academic record?

Once a student has been admitted into a college, parents/guardians no longer have access to their child(s) record, even if the student is under the age of 18, due to The Family Educational Rights and Privacy Act (FERPA). Each information packet has an optional form the student can complete and return granting us permission to release certain information to the individuals stated.

Why can't I register online?

While students are still in high school, they will not be able to register online or adjust their schedules online. They must contact one of our Enrollment Advisors to make schedule adjustments. Once the student graduates from high school, then they will be able to conduct business online. This ensures the student is signed up for the correct courses to satisfy requirements for graduation, transfer, etc.

Dual Enrollment program vs. AP courses, what is the difference?

The Dual Enrollment program can guarantee college earned credits, providing the student passes the course(s) they have taken. Many of these credits transfer to 4-year institutions with ease. After taking the AP course at the high school level, the student must receive a specified score on the AP exam in order to earn college credit.

Why is there so much paperwork involved in the Dual Enrollment program?

The Dual Enrollment program involves getting the high school's permission for the senior to leave school early to take college classes. They must sign and complete the form sent to the students by CSM, and it is the student's responsibility to ensure all paperwork is received by CSM's Admissions Office.

Why are there deadlines associated with the Dual Enrollment program?

Deadlines are set to allow submission of the application, processing of the special admissions paperwork, and completion of testing and meeting with the Enrollment Advisor prior to the start of classes. Dual Enrollment involves the high school counselors and their deadlines on completing the student's high school schedules before summer break. Note: Your high schools deadline may be earlier than CSM's deadline.

Can an exception be made to the deadline?

In most instances exceptions are not made to the deadlines of the Dual Enrollment program. Approval for exception to deadlines must come from the high school the student is attending and the CSM Director of Admissions.

Do I need a textbook?

Yes, all academic courses at CSM will require a textbook. Textbooks are not subject to the half dual rate.

DUAL CREDIT PELL GUIDELINES

DUAL CREDIT PELL AT COLLEGE OF SOUTHERN MARYLAND

The U.S. Department of Education has selected the College of Southern Maryland (CSM) to participate in an experimental program that allows students enrolled in dual credit classes to receive Pell Grants. The Pell Grant program provides monetary assistance to students demonstrating financial need. The maximum award for which you could qualify, depending on need and hours enrolled, is \$6,345 for the 2020-2021 academic year. To apply for Pell, families must complete the Free Application for Federal Student Aid (FAFSA).

WHEN TO APPLY FOR FINANCIAL AID

Year	Application Begins	Tax Information to Report
2020-21	October 1, 2019	2018
2021-22	October 1, 2020	2019

GET HELP COMPLETING THE FAFSA

We provide individual assistance to complete the FAFSA in person and on the phone.
Call: 301-934-7531 Monday-Friday 8:30 a.m.-4:30 p.m.

PARENT ACCESS TO FINANCIAL AID AND BILLING

College of Southern Maryland offers students the opportunity to add one or more authorized users to the student account for financial aid and billing purposes. The authorized user is called a Proxy. The student controls what the user can access. To set up a proxy to act on your behalf, follow the instructions under the Parent/Guardian Access section of the Current Students section of your myCSMD account.

PELL 6 YEAR LIMIT

Federal Pell Grant Eligibility is limited to 6 years at full-time enrollment. Once a student has reached the Lifetime Eligibility the student may qualify for other types of financial aid but will no longer be eligible for Pell Grant. Pell Grant received for Dual Credit counts toward the six-year limit.

EXAMPLE OF PELL SIX YEAR LIMIT

Enrollment	Years of Pell Used
Dual Credit Junior Fall 6 credits	.25
Dual Credit Junior Spring 6 credits	.25
Dual Credit Summer 6 credits	.25
Dual Credit Senior Fall 6 credits	.25
Dual Credit Senior Spring 6 credits	.25
Completed 1 year college work 30 credits	
Amount of Pell Used: 1.25 years	
College Full Time Full Year Sophomore	1.00
College Full Time Full Year Junior	1.00
College Full Time Full Year Senior	1.00
TOTAL Pell Used	4.25

STEPS TO APPLY FOR FINANCIAL AID

1. Apply for admission to CSM www.csmd.edu/apply-register/
2. Create an FSA ID for the student and parent (if dependent). This is a one-time process. The FSA ID gives you access to Federal Student Aid's online systems and will serve as your legal signature. You may register for the FSA ID at: <https://fsaid.ed.gov/>
3. Complete the Free Application for Federal Student Aid (FAFSA). CSM's Federal School code is 002064. You may complete the FAFSA online via the internet at www.fafsa.gov.
4. Monitor your Financial Aid status on your myCSMD account: my.csmd.edu.
5. Complete and submit any required documents on My Documents.
6. Once processing is complete we will email your email account on file with CSM and post your award letter to your myCSMD account.

Using the example to the left, if you utilized the Pell Grant in 11th and 12th grades, you will still have over 4 additional years' worth of Pell Grants available after high school.



CALCULATING YOUR AWARD AMOUNT

Pell Grant is a federal program for undergraduate students. The data you provide on your Free Application for Federal Student Aid (FAFSA) is used in determining your Pell Grant eligibility. If you have a change in circumstances such as a loss of job or income that impacts your ability to pay, contact our office to discuss Special Conditions.

PART-TIME ADJUSTMENTS

Pell is adjusted for part-time enrollment. For planning purposes, if you are registered for 9-11 hours your Pell grant will be 3/4 of the award amount, 6-8 hours will be 1/2 of the award amount, and less than 6 hours your Pell will be 1/4 of the award amount.

SUMMER ELIGIBILITY

Students are automatically reviewed for summer awards and notified of any eligibility in April. Pell awards for summer are based on remaining eligibility. Students who are full time fall and spring semesters may be eligible to receive additional funds for summer, depending on enrollment status. Students who graduate in May will not be eligible for aid under this program in the summer after they graduate.

PAYMENT OF FINANCIAL AID/DISBURSEMENT

The Bursar Office will automatically deduct incurred costs (tuition, fees, lab costs, and other authorized charges such as books and supplies, etc.) out of the financial aid that is credited to your account. Any remaining financial aid is refunded to you after midterm grades have been posted to your student account.

GETTING YOUR BOOKS AND SUPPLIES

If your Pell Grant exceeds the cost of tuition and fees, the excess will be available at the Bookstore. Books may be charged to financial aid approximately two weeks before the start of the semester. Students may use their CSM Student ID card to charge books to their student account.

Book charge dates are posted each semester located in the financial aid office, admissions and bookstore. You may choose book rental or e-books as an option to lower your costs. ISBN's for required books are available on the college website under class search or through the bookstore webpage.

SATISFACTORY ACADEMIC PROGRESS

Students are expected to maintain a 2.0 grade point average (C average) in college courses and complete 67% of all hours attempted in order to receive future financial aid. The complete Satisfactory Progress policy is provided on CSM's Financial Aid website under Policies and Procedures.

PARTICIPATING HIGH SCHOOL

To participate in Dual Credit Pell, students must be enrolled at a participating public high school in Calvert, Charles or St. Mary's County. *Homeschooled students are not eligible under the program.*

STUDENT CONSUMER INFORMATION

The Higher Education Opportunity Act of 2008 (HEOA) requires postsecondary institutions participating in federal student aid programs to make certain disclosures to enrolled and prospective students, parents, employees, and the public. This information is available on our website under Student Consumer Information.

RETURN OF TITLE IV/DROP CLASSES RULES

Students who withdraw from all college courses prior to completing 60% of the term are required to repay a portion of the Pell applied toward tuition and fees under the Return of Title IV regulations. We encourage you to contact the Financial Aid Office prior to withdrawing from class to discuss your individual situation.

CONTACT US

For more information
Financial Assistance Department
PO Box 910
La Plata, MD 20646
La Plata Location: AD Building
Leonardtown Location: C Building
Prince Frederick Location: B Building

Phone: 301-934-7531
Email: finaid@csmd.edu



TIPS ON HOW TO BE ACADEMICALLY SUCCESSFUL

Set goals and prioritize your time. In order to be successful, one must set a goal and establish objectives to meet that goal. Understand, in order to gain something, you must give up something. To successfully reach your academic goals something else has to be sacrificed. It may be one's social life, it may mean working fewer hours on the job, and it may mean long hours of homework rather than watching television. Keep in mind that if you sacrifice those small things now in the pursuit of your degree, you will reap the bigger rewards later. Plan to commit your time and efforts to earning your degree now. Know that the pursuit of a degree is temporary. You determine how long it will take. However, once it has been earned it can never be taken away.

Know your strengths and weaknesses. Be aware of your academic progress in each course. Seek tutoring before it is too late to catch up. Mid-term is too late. This is especially true for those subjects where your academic skills are the weakest.

Be prepared for each class. Students need to prepare both physically and mentally for class. Physical preparedness requires some obvious things such as books, homework, paper, and pen or pencil. Mental preparation means that you are ready to learn. Arrive to class a few minutes before it starts. Review the notes you have taken on the day's reading assignment (this means part of your preparation is to read the assignment **before** class), review previous class notes and other relevant material. Be well rested, which means getting six to eight hours of sleep every night. Some young people think they don't need that much sleep, but lack of rest wears one down both mentally and physically.

Attend class, on time, every day. When you miss class, you miss lecture notes, class discussions, homework explanations, assignments, and additions or changes in the course requirements the instructor may have made. It is extremely hard to makeup what has been missed. Therefore, students need to decide to be in class every day. Unless you have an extended illness or a chronic health problem, you should not miss any classes.

Always do your homework. This means students have to include study time in their daily activities. Many students want "easy" courses and think they can pass without studying. This is not practical when one must follow a program of study in order to earn a degree. The only way to successfully pass a course is to do what it says on the syllabus. That is the instructor's directions on how to pass the course. Follow it by doing the assignments as instructed (never "rethink" the instructions to suit you!), understanding the course content, completing assignments on time, and attending class. It is that simple! Do the work, on time, and accurately and you will pass the course!

Learn how to adapt to different instructors. In the classroom, instructors are in charge and they make the rules. It is important to get to know each one of your instructors and their style of teaching. It doesn't matter if you agree with your instructor, it only matters that you follow their rules in order to be successful in class.

myLearning

CSM's online learning system is called myLearning, and it is powered by D2L Brightspace. All courses at CSM have a myLearning associated course environment. myLearning will work on any device and be fully accessible so students and instructors can use computers, smartphones, tablets or any browser-enabled device.

How do I access myLearning?

Step 1: Go to www.csmd.edu and click on myCSMD

Step 2: Enter your username and password and click Submit

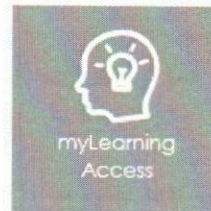


But I don't know my username or password?

Click on the "What's My Username" or "Forgot Your Password" links for help.

If you still cannot login, contact the ITS Help Desk at 301-934-7740

Step 3: Click on the myLearning Access Icon



How do I view my course(s)?

Once logged in, your classes are available from the "My Courses" area, located in the middle area of the right side of the screen.



Why don't I see my course(s)?

You will not see your course(s) until the week before the start date!

If you registered after the start date, you will not see the course until the following day.

Need more help with myLearning?

If you have technical issues regarding myLearning, contact the D2L Brightspace Help Chat. The D2L Brightspace Help Chat is 24x7 technical support for students, faculty, and staff. This first tier of support can provide immediate answers to your questions. You can access the myLearning Help Chat from the myLearning and any course home page.

Just look for the Help Button!

Have questions or need help with myLearning? Chat now!



Course Instructional Formats offered to CSM students

LEC: Lecture: Traditional classroom setting consisting of two 80 minute meetings per week or one approx. 3 hour meeting per week. Occasionally sessions will be offered 3 days a week.

LAB: English and Math Courses: Format 1: A computer-assisted course in which students use a computer in a lab to plan, develop, and revise their assignments. No previous typing experience necessary. Additional fee applies.

English Courses: Format 2: Online Writing Lab (OWL): Students will submit their essays to a professional writing tutor for revisions. Additional fee applies.

LAB: (Other courses, usually Biological/Physical Science) "Hands-on" coursework in a laboratory classroom. Additional fee applies.

DL: Distance learning is a course in which the instructor and the students are separated by time or place. It can be delivered using a variety of methods or technologies, and it includes web-based courses, or courses taught in an interactive video classroom, or a combination of these methods.

WEB: Web-based course: The course is taken entirely online. Students may be required to take proctored exams or assessments on campus. Additional fee applies. Some high school systems do not allow for a student to take courses in this format, discuss with your high school guidance counselor.

WEBHY: Web-hybrid course: The course is a combination of traditional classroom meeting and web-based instruction. Additional fee applies.

Note: *Students interested in taking courses in Distance Learning formats (WEB, WEBHY) are encouraged to check out the "Getting Started with MyLearning" website at:*
<http://www.csmd.edu/student-services/getting-started-with-mylearning.html>

College Vocabulary!

Audit- registration for and participation in all functions of a class as outlined by contract. No grades are issued and no credit is earned for audited courses. Students can only audit sections by completing paperwork at a CSM campus. Students may request to audit any class other than a science lab. Courses that have been audited do not satisfy pre-requisites for sub-sequent courses. (Note: this option affects high school graduation if the course being withdrawn from is a graduation requirement.)

Business/ Bursar's Office- an accounting style office that collects tuition payments

Catalog- printed every two years including the college mission, policies, programs of study and requirements, course descriptions and general education course listing

College Prep courses- prerequisite courses that prepare students for college level work, required based on placement exams (dual/concurrent students are not permitted to take these courses)

Credit Hour- one hour per week spent in class (3 credit class=approx. 3 hrs. a week of class time)

Dual Enrollment-Campus Based-students take courses in addition to their regular high school schedule on a CSM campus.

Dual Enrollment-High School Based- student is taking a course at their respective high school that is eligible for the dual status without having to come to campus for class. These students are registered through their high school classroom. Programs vary between counties.

Department/Discipline- subject area (ex. English ENG, Biology BIO)

Drop- students may "drop" a course from their schedule through the first week of classes. A dropped course will not show on a student's transcript. A refund is determined by the drop date in the schedule of classes.

Full Time- a class schedule of 12 or more credits hours during the fall or spring semester

General Education Requirements (Gen Ed.)- General courses required in all degree programs transferable to all 2 and 4-yr. institutions in the state of Maryland and many other 4 yr. colleges.

Online Services- online system providing students with a convenient method to search for classes, access account information including bills, financial assistance, schedule of classes, and other student services. (Note: Dual Enrollment students are restricted from registering online. They must be registered through the Enrollment Advisor)

Part Time- A class schedule with less than 12 credit hours

Registration- adding courses to a student's academic account

Prerequisites- a course that must be completed before you can take another course (ex. ENG 1010 must be completed before ENG 1020 can be taken). Appear with an asterisk (*) in the catalog

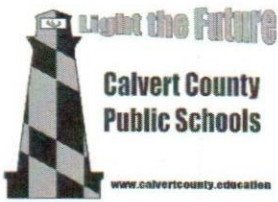
Transcript- official record of your academic courses including grades and GPA

Section Number- 5 digit number (following the course number) that designates the time, day and campus location that a particular class is offered

Semester- 15-week sessions during fall and spring including 2- 7 week mini-sessions, and 3 condensed summer sessions

Syllabus- an outline of course objectives, schedule of class activities, assignments, grading policy and contact information provided by the course instructor

Withdrawal- students can withdraw from classes for any reason before the final semester withdraw date (check the schedule of classes) and receive a grade of "WD" on your transcript. "WD" will have no impact on your GPA and you will not receive any money back for the course. (Note: this option affects high school graduation if the course being withdrawn from is a graduation requirement)



Dual Enrollment Recommendation Form

The Calvert County Public School System (CCPS) and the College of Southern Maryland (CSM) are joint sponsors of the Dual Enrollment Program which allows high school students to explore college level coursework in a wide variety of academic areas. The list of courses that are approved for dual enrollment credit are available from your school counselor and posted on the CSM website. A student is considered a "dually enrolled student" if the following requirements are met:

1. The student must be a junior or senior in high school.
2. Juniors must be enrolled in high school full-time (7 classes).
3. Seniors must be enrolled in at least one course with CCPS (the course must be one credit (or (2) .5 credit courses) or greater).
4. The student must be enrolled in at least one course with CSM (online courses are not approved for high school credit).
5. Senior students must be enrolled in a minimum of four courses between CCPS and CSM in the Fall semester. The specific courses must be from the approved list of courses and documented on this form.
6. The student must have a cumulative GPA of 2.5 or greater on a 4.0 scale.
7. The student must have met all requirements for state-mandated tests for graduation.
8. The student must have completed all service learning hours required for graduation.
9. The student must take the Accuplacer at CSM or received acceptable scores on national assessments such as the SAT or ACT.
10. This agreement must be signed by the principal/designee prior to enrollment.

Student's Name: _____ **DOB:** _____

High School: _____ **Expected Graduation Date (MM/YY):** _____

Current GPA: ___/4.00 **MCAP:** Alg. I Eng. 10 Science Am. Govt. **Service Learning completed:** YES NO

Participation in the dual enrollment program requires the exchange of information between CCPS and CSM. This information may include, but is not limited to: grades, 504/IEP accommodations, eligibility for Free and Reduced Meals, and student status in course(s). By signing below, you give CCPS and CSM permission to exchange information to meet the requirements of the program and the *College and Career Readiness and College Completion Act of 2013*.

Student's Signature: _____ **Date:** _____

Parent/Guardian's Signature: _____ **Date:** _____

HS Counselor's Signature: _____ **Date:** _____

High School Principal's Signature: _____ **Date:** _____

As the principal/designee, I certify that this student meets the requirement for Free or Reduced Meals: YES NO _____ (Please initial)

To be completed by the high school counselor

The student is: Dual enrollment (eligible for high school and college credit=D) Concurrent enrollment (eligible only for college credit=C)

	CSM Course and Course #	HS Course and Course # (if dually enrolled)	Enrollment Type (D or C)	Course is on Approved List:
<input type="checkbox"/> Fall <input type="checkbox"/> Spring	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Fall <input type="checkbox"/> Spring	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Fall <input type="checkbox"/> Spring	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Fall <input type="checkbox"/> Spring	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

If student changes courses with the CSM Admissions staff, please contact the school counselor.

Students enrolled in courses from the "CCPS Approved Courses for Dual Enrollment" list will have courses entered on transcript and the courses will be calculated into the student's GPA and class rank. College course enrollment and/or grades will not be used for honor roll or athletic eligibility. See Secondary Grading Procedures #3415.3



COLLEGE OF SOUTHERN MARYLAND STUDENT RELEASE FORM

Directions to the Student: Complete and sign this form to release the information requested to your parent(s) or another third party. Return the completed form to the Registrar's Office (options listed at bottom of form).

TO AUTHORIZE RELEASE OF RECORDS:

Student's Name: _____ Student ID Number _____

First Name Middle Initial Last Name

--	--	--	--	--	--	--	--	--	--

Student's Address: _____

Mailing Address

City State Zip

Student's Day Phone #: _____ Student's Eve Phone #: _____

E-mail Address: _____

I understand that my Education Records at the College of Southern Maryland are protected. I understand that, subject to certain exceptions provided by law, my records cannot be released to a third party, including my parent(s), without my written permission.

I agree to release the following records:

_____	_____
_____	_____
_____	_____

Please release the above records to:

Name: _____

First Name Middle Initial Last Name

Address: _____

Legal address as shown on driver's license or other legal photo ID. We will request to see photo ID at time this person requests information.

City State Zip

Please note: Release will remain on the student record until the student requests in writing for it to be removed.

Student's Signature: _____ Date: _____

Options for submitting this form:

- (1) You may complete and turn this form in at any CSM campus (must show your picture ID at time of drop off)
- (2) You may mail to: College of Southern Maryland, Attn: Registrar's Office (REG), PO Box 910, La Plata, MD 20646 (you must also mail a copy of your driver's license to authenticate your request)
- (3) You may fax to 301-934-7698 (you must also fax a copy of your driver's license to authenticate your request)