



Center for Lifelong Learning  
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Cresson, PA 16630-1999

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[www.mtaloy.edu/gce](http://www.mtaloy.edu/gce)

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2010/11 SCHOOL YEAR

STUDENTS: READ THIS INFORMATION CAREFULLY AND SHARE IT WITH YOUR PARENT/GUARDIAN IMMEDIATELY.

MOUNT ALOYSIUS COLLEGE DUAL ENROLLMENT INFORMATION:

- The dual enrollment program allows students to earn college credits while taking approved courses in high school. The following courses are dual enrolled through Mount Aloysius College:
- **The absolute deadline to return Mount Aloysius dual enrollment applications to the guidance office is . This deadline has been established by Mount Aloysius College and is therefore not negotiable. **LATE APPLICATIONS WILL NOT BE ACCEPTED.****
- You must be a JUNIOR or SENIOR to register for a dual enrolled course through Mount Aloysius College. Sophomores are not eligible to dual enroll any courses through Mount Aloysius. Juniors or seniors may earn college credits for one or more dual enrolled courses IF they register and pay for it by the deadline, earn at least a 78% (2.0) average in the course for the year, have an overall G.P.A. of 3.0 in the subject area of study, and attend school regularly.
- The cost per credit for a Mount Aloysius dual enrolled course is \$45.00 plus a \$20.00 registration fee. Therefore, a four (4) credit course will cost \$180.00 plus the \$20.00 registration fee (total: \$200.00). A three (3) credit course will cost \$135.00 plus the \$20.00 registration fee (total: \$155.00). If you dual enroll more than one Mount Aloysius course, you are only required to pay the registration fee once. You can pay by check, money order, or credit card. Checks and money orders should be made out to Mount Aloysius College and are to be submitted with your application to the guidance office.
- Credits earned through this program have transferred to many colleges and universities in the past. **YOU ARE RESPONSIBLE FOR DETERMINING IF THE COLLEGE OR UNIVERSITY IN WHICH YOU ARE INTERESTED ACCEPTS THE DUAL ENROLLED CREDITS.** The best way to do this is to e-mail or call the admissions office of the school.
- You are also responsible for determining how credits should best be used according to your intended major in college. For example, someone majoring in Math or Engineering in college may not wish to transfer a Calculus dual enrolled course as a math requirement. It may be better to transfer that course as an elective. On the other hand, a student who is required to take a math course in college for an unrelated major may wish to transfer the dual enrolled credits as that course requirement. Your college advisor can best answer these types of questions.
- If you have questions about this information, visit the guidance office or have your parent call or e-mail the high school.

## Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of and limits access to the educational records of students. In essence, FERPA is civil rights legislation for college students and identifies *five fundamental rights of students*, regardless of their age:

1. The right to have access to their educational records.
2. The right, through consent, to specify which third parties may access their records.
3. The right to challenge/correct information in their records.
4. The right to be informed of their privacy rights.
5. The right to file a complaint with the FERPA office in Washington, DC

FERPA applies to all educational records, although there is a difference in the way that the law applies:

- In K-12 the rights under FERPA belong to the student's parents until the student turns 18.
- Once the student enters college, the rights belong to the student, regardless of age or dependent status.

The law provides students the right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law. One such provision allows the release of "Directory Information" without the student's permission - the type of information that generally would not be considered harmful or an invasion of privacy if released.

At Mount Aloysius College, this *non-confidential directory information* includes:

Name	Telephone Listing
Address	Email Address
Photograph	Date and Place of Birth
Major Field of Study	Dates of Attendance
Enrollment Status	Participation in Officially Recognized Activities
Degrees, Honors, and Awards	Most Recent Educational Institution Attended
Athletes: Weight and Height	

This information that the College has identified as directory information and that it routinely releases without a student's explicit permission, can also be made confidential at a student's request. For students to do so, they must put their request in writing to the Registrar's Office. Additionally, the College can refuse to release such information if a request seems improper, e.g., for commercial exploitation.

You might ask, "What does this have to do with sending grades to parents?" Well, grades are not considered "Directory Information," so the College will not release them without the student's permission, even to parents who pay the bills.

*Confidential education records* generally covered by federal privacy laws and exceptions include:

Grades	Class Schedule
Test Scores	Enrollment and Attendance Information
I.D. Numbers or Social Security Numbers	Semester, Cumulative, or Major GPA
Financial Records	Academic Continuation, Dismissal, or Probationary Status
Housing Information	

These records, maintained by Mount Aloysius College or any agent of the College, include any documents or information directly related to a student. FERPA, then, mandates that institutions generally must withhold such information from parents and others, even if they believe that their relationship with the student entitles them to have the information.

Excluded from classification as "educational records" under FERPA are medical and psychological records. Mandates beyond FERPA – such as licensing laws and federal legislation regarding patients' rights – require that a higher level of privacy be applied to Health and Counseling Services' records. These areas must maintain strict confidentiality of all information – including identity – related to students who are utilizing those services.



Office of the Registrar  
7373 Admiral Peary Highway  
Cresson, PA 16630-1990

[www.mtaloy.edu](http://www.mtaloy.edu)  
e-mail: [registrar@mtaloy.edu](mailto:registrar@mtaloy.edu)  
Office (814) 886-6400  
(814) 886-6343  
(814) 886-6337  
Fax (814) 886-2750

### PERMISSION TO RELEASE INFORMATION

I, \_\_\_\_\_, give authorized personnel of Mount Aloysius College  
(Print student name)  
permission to release information regarding my:

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> academic records | <input type="checkbox"/> attendance records | <input checked="" type="checkbox"/> billing records |
| <input type="checkbox"/> health records              | <input type="checkbox"/> judicial records   | <input type="checkbox"/> financial aid records      |

to:

\_\_\_\_\_ Name

\_\_\_\_\_ Street

\_\_\_\_\_ City, State, Zip

\_\_\_\_\_ Phone Number

\_\_\_\_\_ Relationship to Student

I understand that this consent shall remain in effect until revoked by me in writing.

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

\_\_\_\_\_ SS Number

\_\_\_\_\_ Date

Office Use Only	Copies to: Advisor <input type="checkbox"/>	Controller <input type="checkbox"/>	Financial Aid <input type="checkbox"/>	Health Services <input type="checkbox"/>	Dean of Students <input type="checkbox"/>
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# Mount Aloysius College Registration Form

Please Print Clearly.

**Date**  \_\_\_\_\_

**Semester Please check (✓) one box**  
 Fall 20\_\_  Spring 2011  
 Summer I 20\_\_  Summer II 20\_\_  
 Summer III 20\_\_  Other 20\_\_

**Status**  
 Diploma  
 Mount Aloysius Associate Degree  
 Mount Aloysius Baccalaureate Degree  
 Mount Aloysius Masters Degree  
 Non-matriculated  
 Visiting Student (from another College)

**Major** \_\_\_\_\_  
 Major \_\_\_\_\_  
 Major \_\_\_\_\_  
 Major \_\_\_\_\_

**Gender**  Female  Male

**Date you last attended Mount Aloysius College** \_\_\_\_\_

**Student Social Security #** \_\_\_\_\_ **Student ID #** \_\_\_\_\_ **First Name** \_\_\_\_\_ **Last Name** \_\_\_\_\_ **MI**

**Street**  \_\_\_\_\_ **City** \_\_\_\_\_ **State**  \_\_\_\_\_ **ZIP**  \_\_\_\_\_

**Phone**  \_\_\_\_\_ **Cell Phone** \_\_\_\_\_ **E-Mail** \_\_\_\_\_

**Maiden Name** Grade \_\_\_\_\_ **Previous Name(s)** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

Course #	Section	Course Title	Site	Day	Time	Credits	Tuition	Fees	Total
ex. EN 110	01	Rhetoric 1	Cresson	M-W-F	10 - 11 a.m.	3	\$\$\$	\$\$\$	\$\$\$
CH 101	F.G.	Chem I (your Adv. Chem II)				4	180.00	20.00	
CM 117	F.G.	Calc I (your AP Calc)				4	180.00		
BL 116	F.G.	Human Biol. (your A&P)				3	135.00		
AR 115	F.G.	Draw I (your Adv. 2 Dim. Art)				3	135.00		
							<b>Grand Total</b>		<input checked="" type="checkbox"/>

**Advisor's signature is required for all matriculated students**  
 Student's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Amount Paid**  Financial Aid

**Method of Payment**  
 Check # \_\_\_\_\_  
 Cash  
 Other \_\_\_\_\_

MC/VISA  
 Discover  
 Am. Express

**Exp. Date** \_\_\_\_\_  
 Exp. Date \_\_\_\_\_  
 Exp. Date \_\_\_\_\_

**Controller's**  
 Initial \_\_\_\_\_  
 Date \_\_\_\_\_