



T-STEM ACADEMY
EAST HIGH SCHOOL



Dual Enrollment Handbook

Table of Contents

1. Application for Participation
2. Teacher Evaluation Form
3. University of Memphis DE Student Guide
4. Dual Enrollment Fees
5. After Enrollment Next Steps
6. T-STEM Dual Enrollment Policies Handbook Addendum
7. Blue Line Bus Policies
8. Student Supervision
9. Dropping a U of M DE Course
10. ShelbyCountySchools
11. DualEnrollmentGrantParent/GuardianConsentForm
12. T-STEM Academy at East High School Dual Enrollment Code of Conduct
13. Student Handbook and Code of Conduct Acknowledgement Form
14. Consent to Release Education Record Information
15. Immunization Health History Form

East High School 2019-2020

Advanced Placement/Dual Enrollment Application

Student Name [Please Print]: _____

Parent/Guardian Name(s): _____

Parent Contact Information

Phone: _____

Email: _____

Student applications should be returned to Ms. Keys. She will make copies of the relevant material and distribute it to the class coordinator. Teacher will review applications, make an approved roster, and keep a copy of the application for their records.

Advanced Placement/Dual Enrollment (DE) Courses for which you are applying and application requirements:

___DE Biology ~ Teacher recommendations from two core teachers, including current Science Teacher

___DE US History~ Teacher recommendations from two core teachers, including current English Teacher

___DE English ~ Teacher recommendations from two core teachers, including current English Teacher

___DE Algebra ~ Teacher recommendations from two core teachers, including current Math Teacher

___DE Calculus ~ Teacher recommendations from two core teachers, including current Math Teacher

___DE Career Skills Building ~ Teacher recommendations from two core teachers

___DE Intro Creativity, Innovation, Design ~ Teacher recommendations from two core teachers

___AP Biology ~ Teacher recommendations from two core teachers, including current Science Teacher

___AP English ~ Teacher recommendations from two core teachers, including current English Teacher

___AP US His.~ Teacher recommendations from two core teachers, including current English Teacher

___AP Computer Science ~ Teacher recommendations from two core teachers, including Computer Science Foundations teacher

I understand that every AP/Dual Enrollment course requires frequent and ongoing home study, regular attendance, self-motivation, and commitment to an accelerated pace of learning. I understand that every AP student must take the AP exam at a cost of at least \$95.00/exam.

I also understand that the scheduling of AP classes is contingent on enrollment and that scheduling conflicts may occur, which may necessitate alternative selections.

I understand that I will not be able to drop an AP/Dual enrollment class after September 8, 2019

Student Signature & Date

Parent/Guardian Signature & Date

Teacher Evaluation

Student Name _____

Teacher Name _____

Years Teaching/Working with Student _____

Class(es) Taught _____

Current Grade _____

| | Excellent | Good | Satisfactory | Poor |
|---|-----------|------|--------------|------|
| Work Ethic | | | | |
| Attendance Record | | | | |
| Tardy Record | | | | |
| Follows Directions | | | | |
| Motivated and Ambitious | | | | |
| Ability to think logically and analytically | | | | |
| Emotional Maturity | | | | |
| Ability to incorporate constructive criticism | | | | |
| Intellectual Curiosity | | | | |
| Classwork Assignment Completion | | | | |
| Homework Assignment Completion | | | | |
| Project Completion | | | | |
| Make-Up Work Completion | | | | |
| Reading Completion | | | | |
| Reading Comprehension | | | | |
| Writing Clarity | | | | |
| Writing Creativity | | | | |
| Ability to engage in discourse | | | | |
| Ability to lead class discourse | | | | |

Teacher Comments

Recommendation for AP/Dual Enrollment Class(es) ____ Yes ____ Yes with reservation* ____

No

*Please address reservations in comments

Teacher Signature _____

DUAL ENROLLMENT STUDENT GUIDE

Dual Enrollment is an opportunity for high school students to earn college credit while meeting the requirements for high school graduation. The high school based initiative is a special program offered at several area high schools. The campus based program refers to designated courses taken at a UofM Campus, UofM Center or online.

REQUIREMENTS FOR DUAL ENROLLMENT ADMISSION

- 19 composite score on the ACT
- 18 English sub-score for students taking English Composition
- 19 Math sub-score for students taking college math
- 100 admissions index score: 30 times the high school GPA (based on a 4.0 scale) plus the composite ACT score. Example: high school GPA of a 2.85 X 30 = 85.5 + 19 = 104.5

ADMISSIONS PROCEDURES FOR DUAL ENROLLMENT

1. Complete the Online Application at memphisadmissions.org/dual-enrollment
2. Submit Materials
 - a. Official transcripts | High school and any college transcripts if previously enrolled at another institution
 - b. Test scores
 - c. Verification | Students 18 years of age on or before the first day of class will need to submit a copy of their drivers license
3. Check our website for additional information on the admissions process memphis.edu/dualenrollment

TSAC DUAL ENROLLMENT GRANT

Students who want to utilize grant funds to help pay for tuition must apply online by the deadline set by TSAC.

tn.gov/content/tn/collegepays/tsac-student-portal.html

DUAL ENROLLMENT CONTACT INFORMATION

If you have additional questions or need assistance, please contact Courtney Orians, associate director of Admissions Dual Enrollment & Special Enrollment Programs [901.678.3995](tel:901.678.3995) or dualenrollment@memphis.edu



DUAL ENROLLMENT COURSE FEES FOR THE HIGH SCHOOL BASED PROGRAM

UofM Dual Enrollment Fees and Grants for fall 2019 and spring 2020.

3-HOUR COURSE

| Course # | Cost | TSAC Grant | Institutional Grant | Student Pays |
|----------|-------|------------|---------------------|--------------|
| 1 | \$498 | \$498 | \$0 | \$0 |
| 2 | \$498 | \$498 | \$0 | \$0 |
| 3 | \$498 | \$200 | 200* | \$98 |
| 4 | \$498 | \$0 | 200* | \$298 |
| | | HOPE Funds | | |
| 5 | \$498 | \$300 | \$0 | \$198 |
| 6 | \$498 | \$300 | \$0 | \$198 |
| 7 | \$498 | \$300 | \$0 | \$198 |
| 8 | \$498 | \$300 | \$0 | \$198 |

4-HOUR COURSE

| Course # | Cost | TSAC Grant | Institutional Grant | Student Pays |
|----------|-------|------------|---------------------|--------------|
| 1 | \$664 | \$500 | 69* | \$95 |
| 2 | \$664 | \$500 | 69* | \$95 |
| 3 | \$664 | \$200 | 269* | \$195 |
| 4 | \$664 | \$0 | 300* | \$364 |
| | | HOPE Funds | | |
| 5 | \$664 | \$300 | \$0 | \$364 |
| 6 | \$664 | \$300 | \$0 | \$364 |
| 7 | \$664 | \$300 | \$0 | \$364 |
| 8 | \$664 | \$300 | \$0 | \$364 |

- A. *Institutional grants are available on the third and fourth courses if students have directed their first three TSAC Lottery Dual Enrollment grants to the UofM (students must be in their junior or senior year of high school for the TN lottery grant and the institutional grant). The institutional grant applies to the high school based dual enrollment program only.
- B. If students are eligible for the HOPE scholarship, they can obtain up to \$300 per course for courses 5 through 8 (deducted from their future college HOPE award).
- C. All state financial aid will be applied to the course cost before institutional grant funds are applied.
- D. The amount of the institutional grant listed above is a maximum amount after TSAC funds are applied.
- E. Other discounts do not apply to the high school based program as per our memorandum of understanding with each school/school system.
- F. To receive funding for more than one course in the same semester, a student must also meet the HOPE Scholarship requirements (3.0 cumulative high school GPA or a 21 composite score on the ACT).
- G. The above fees are based on the student receiving the lottery grant and directing the grant to the UofM.



Dual Enrollment

AFTER ENROLLMENT

1. Have a parent (or student if 18) sign the electronic Hepatitis B information form. We do not need shot records. memphis.edu/dualenrollment/hs_based/index.php
2. Have students apply for the Tennessee Lottery Dual Enrollment Grant online. Ensure that they direct their grant to the UofM and not the school they are planning to attend in the fall if not the UofM. tn.gov/collegepays/money-for-college/tn-education-lottery-programs/dual-enrollment-grant.html

A. Consortium Agreements

Any student who takes courses from two different institutions during the same term must have a consortium agreement signed by the student and both schools.

B. Listing the “Home” School

The college that the student lists on the grant application is the “Home” school and will receive the grant funds. The other school is the “Host” school and will receive funds from the “Home” School. The high school dual enrollment contact will need to inform both schools by the deadline and initiate the student’s portion on the home school’s form. Contact the “Home” School for the appropriate form.

C. GPA Requirement

Students must maintain a college GPA of 2.75 or higher to maintain grant eligibility. Eligibility cannot be reinstated once lost. Please note that a B- will fall below the grant GPA requirement.

3. First time only

Have students activate their student account at iam.memphis.edu using the code provided to them via email. If you need help contact the Help Desk at 901.678.8888 for assistance with student account activation.

4. Final Roster Verification

Rosters must be verified by the due date. We will use the final rosters for billing and grant requests.

All forms can be found at memphis.edu/dualenrollment/hs_based/index.php



Important Tips

Plan Ahead

In order to provide better service to all schools, due dates are set throughout the year. Several schools will begin planning for the fall term when the results from the March ACT arrive. The application will be open at this time for fall 2019. When possible, have students complete the application and submit their materials before summer break.

Collect Info

Students will need the following information to complete the UofM and grant applications: Name as it appears on your social security card, SSN, address, government ID (such as a Driver’s License Number), email address and date of birth.

Store Securely

Advise students to Keep usernames and passwords handy. They will use them anytime they need to access myMemphis.

Textbook Information

Can be found on the course syllabus.

Enter information carefully

If the student’s name or SSN do not match on both the UofM application and the grant application a copy of their Social Security Card will have to be submitted.

T-STEM Dual Enrollment Policies Handbook Addendum

Student Identification Policy

According to the University of Memphis Policy BF4009 on Campus Identification Cards, “On-campus students should have a Campus Card to utilize the campus computerized door access system, stored value funds, and other associated rights and privileges offered by the University.” In accordance with this policy, students enrolled in the T-STEM Academy at East High School Dual Enrollment Classes on the University of Memphis Campus are required to obtain a University of Memphis Campus Card and carry the card when they are on the University of Memphis Campus. Replacement of Lost or Stolen Campus cards will be handled pursuant to the University of Memphis Policy BF4009.

Attendance Policies

According to the Shelby County Board of Education Policy 6014 on Attendance and Excuses, “All students are expected to attend school on each day that school is officially in session and remain at school for the entirety of the school day. Only the following reasons will be considered for excused absences: Illness, injury, pregnancy, homebound circumstance, or hospitalization of a student; death or serious illness within the student’s immediate family; ...officially representing the school in a school sponsored activity; special and recognized religious holidays; a court order; ...parent, custodian or other person with legal custody or control of the student...called to federal active duty; approved non-school sponsored activity.”

According to the University of Memphis Policy AA3021 on Class Attendance, “University of Memphis students are expected to attend classes and satisfy academic objectives as outlined by the instructor. Faculty are responsible for establishing a class attendance policy, as well as, obligated to communicate that policy at the start of the semester to all registered for the class.” “Students may have extenuating circumstances that make it impossible for them to attend all class sessions. These absences may be an expectation to the class attendance policy set by the instructor. They include military orders, court-imposed legal obligations, religious observances, extended illness, participation in university, college, or unit sponsored activities and obligations to represent the university. The student should provide a document to the instructor detailing the circumstances for missing the classes and dates on which the classes will be missed.”

The attendance policy for Shelby County and the University of Memphis outline the responsibilities of the students to attend classes. In order to ensure that T-STEM Academy at East High School students are acting in accordance with the policies set forth by both Shelby County and the University of Memphis, professors at the University of Memphis will take attendance at the beginning of each class attended by T-STEM Academy at East High School students, and those attendance records will be reported to the attendance director at T-STEM Academy at East High School.

University of Memphis and Shelby County Schools Calendar

As the University of Memphis and Shelby County Schools follow different academic schedules, students will act in accordance with the guidelines set forth below:

When Shelby County Schools are in session while the University of Memphis is not in session, students will report to T-STEM Academy at East High School, where students will be under the supervision of a designated teacher in a quiet study setting.

When the University of Memphis is in session when Shelby County Schools are not in session, students will report to their University of Memphis classes. On these rare occasions, the Blue Line Bus will not transport students to T-STEM Academy at East High School. Students will be required to pre-arrange for transportation with the principal at T-STEM Academy at East High School.

Important Dates:

April 1, 2019-Online application opens

August 15, 2019

1. Rosters
2. UofM online applications
3. Test scores & Transcripts, (have student request college transcripts are required if students have attended another institution)

August 26, 2019

1. Rosters verified
2. First day of classes

September 8, 2019- Last day to **drop** from a class. Students who withdraw after this date will still be responsible for any outstanding balance owed to the high school.

September 15, 2019

1. Last day to complete the TSAC dual enrollment grant
2. Signed Consortium Agreements (*September 16 due to the weekend*)

September 9 - October 18, 2019- Withdrawal Period - Courses dropped during this period will have "W" grades assigned and will appear on student transcripts.

October 12-15, 2019- Fall Break

November 27-December 1, 2019-Thanksgiving Break

December 4- classes end- Exams period December 6-12

December 18- Spring 2020 Rosters due (draft)

December 19- Final grades available

Blue Line Bus Policies

According to the Shelby County Board of Education Policy 6050 on Student Conduct on School Buses, “In view of the fact that a bus is an extension of the classroom, the Board shall require students to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.” A designated member of the T-STEM Academy at East High School faculty and/or staff, or a designated employee of Peer Power, will monitor students as they are transported from the University of Memphis Campus to T-STEM Academy at East High School.

The Blue Line Bus for T-STEM Academy at East High School will pick students up at (location) and drop them off at the front of East High School. The designated monitor will turn in attendance forms for the bus ride to the Main Office at East High School for each ride upon completion of the route.

Student Supervision Policy

According to the Shelby County Board of Education Policy 6067 on Supervision of Students, “Students will be under the supervision of school personnel or persons appointed by authorized school personnel during school and school sponsored events.” Faculty members at the University of Memphis have been designated as authorized school personnel, and as such, will monitor the students in class, and ensure that they follow both Shelby County Schools and University of Memphis rules and regulations.

In order to ensure that students are acting in accordance with Shelby County School System Policies, designated member(s) of the T-STEM Academy at East High School faculty and/or staff or Peer Power will be assigned to the University of Memphis campus to monitor student attendance and behavior. The designee(s) will attend classes with the students, and report any misconduct immediately in writing to the Principal of T-STEM Academy at East High School.

Dropping a University of Memphis Class

If a student should choose to withdraw from the University of Memphis class, they must do so by the college's withdrawal deadline. The withdrawal process requires approval from the school counselor, school principal and the SCS Dual Enrollment office. Should a student not follow these rules, they may be responsible for withdrawal fees.

Students who choose to withdraw from the University of Memphis, and who have received the proper documentation will be transferred to the corresponding class at T-STEM Academy at East High School. Students will first be placed in the AP equivalent of the course. Should that be unavailable, they will be placed in the equivalent honors course.



Shelby County Schools

Dual Enrollment Grant Parent/Guardian Consent Form

I have received information regarding the Tennessee Dual Enrollment Grant program and understand the following:

To participate in the Tennessee Dual Enrollment Grant program, a student must be enrolled for college courses for which they also earn high school credit. A student must be a Tennessee resident, as defined by Chapter 0240-2-2, Classifying Students In-State and Out-of-State, as promulgated by the Tennessee Board of Regents, for one year as of the application deadline of the semester of enrollment in an eligible postsecondary institution.

Participants are completing college level coursework for which they are receiving dual credit towards a post-secondary program and high school graduation.

Students applying for the Tennessee Dual Enrollment Grant program must be certified as eligible by the high school, have selected post-secondary courses approved by the high school as meeting high school graduation requirements, gain admission to the post-secondary institution as a dual enrollment student and be enrolled in a high school approved course of study. The grant shall be utilized for courses that count toward high school graduation requirements and hours of post-secondary credit.

An online application must be completed and processed by the deadline date each semester in order for a student to participate and have coursework funded by this grant.

Grant funds assist with tuition cost for participants. See fee requirements, Dual Enrollment Agreement form.

Participants must maintain a minimum cumulative college grade point average of 2.75 for continued participation.

Participants may take up to two courses per academic semester granted they meet the Hope Scholarship requirements. Students taking more than one course per semester must submit the Additional Course Agreement. Transfers of post-secondary credits completed as part of this program are subject to review by the post-secondary institution to which the student is applying.

Failure to apply and enroll at an eligible post-secondary institution will void the processing of this application to participate in the Dual Enrollment Grant program.

The college grade will appear on the official high school and college transcripts. I authorize the post-secondary school to release my grade report to appropriate secondary officials. I acknowledge that I may revoke this consent in writing at any time by sending such authorization to the college/ university.

Students may not withdraw from any college course without written permission from an administrator or counselor. Should students withdraw without consent, the student may be responsible for any costs associated with the withdrawal including the cost of tuition before TSAC funds are secured.

I agree to abide by the guidelines stated above.

Student Signature Date

I have read the guidelines stated above and give consent for my child to participate as a dual enrollment student.

Parent/ Guardian Signature Date

T-STEM Academy at East High School Dual Enrollment Code of Conduct

T-STEM Academy at East High School Students have the opportunity to take college level Dual Enrollment Courses through the University of Memphis. The ability to take Dual Enrollment Classes on the University of Memphis campus is a privilege, and, as such, comes with additional responsibilities. Members of the administration, faculty, and staff of both T-STEM Academy at East High School and the University of Memphis are committed to the preparation of students for their future. The students who take this opportunity must acknowledge their responsibilities to themselves, their fellow learners, their teachers, and T-STEM at East High School.

Students who choose to participate in the Dual Enrollment program at T-STEM Academy at East High School are representatives of T-STEM Academy at East High School, Shelby County Schools, and the University of Memphis, and must act in accordance with this elevated role.

As a requirement to participate in Dual Enrollment through the University of Memphis, students must familiarize themselves with the University of Memphis Student Handbook, which includes the Student Code of Conduct, Disciplinary Sanctions, and Disciplinary Procedures. Eligibility to remain a member of Dual Enrollment requires that students maintain satisfactory academic progress and follow the University of Memphis Code of Conduct. The University of Memphis student handbook may be viewed at the following link:

<https://www.memphis.edu/saos/pdfs/csrr.pdf>

In addition, students must adhere to the following procedures as a representative of T-STEM Academy at East High School on the University of Memphis Campus.

~ Attire must be a positive representation of T-STEM Academy at East High School and adhere to the T-STEM Academy at East High School Dress Code.

~Students must be punctual for all classes, whether they be on the University of Memphis or T-STEM at East High School Campus.

~As representatives of T-STEM Academy at East High School, students must assist in keeping the buildings and grounds of the campus neat and clean by not littering, and disposing of all waste in the proper receptacle.

~As representatives of T-STEM Academy at East High School, students must be courteous and respectful towards all faculty, staff and fellow learners on either campus

~ Students should maintain control of their computers at all times on campus. Computers should not be left in a room unattended by the student.

~ Students may have their phone on campus, but it must be used in accordance with the policy of the presiding faculty member.

~ Students must be on time for the Blue Line Bus each day. Failure to catch the bus more than twice a semester will result in disciplinary action.

****Failure to adhere to the Code of Conduct will result in disciplinary action, up to and including evaluation of your Dual Enrollment Status****

Student Handbook and Code of Conduct Acknowledgement Form

Initial the Following

_____ I hereby acknowledge that I have read and understand the University of Memphis Student Handbook and will be responsible for adhering to all student rights and responsibilities.

_____ I further acknowledge that I have read and understood all of my obligations, duties, and responsibilities for Dual Enrollment through T-STEM Academy at East High School

_____ I hereby acknowledge that I understand that, as a student of both T-STEM Academy at East High School and the University of Memphis, I must adhere to the student rights and responsibilities of both institutions

_____ I understand that any violations of the policies of T-STEM at East High School or the University of Memphis may result in disciplinary action including suspension and/or expulsion

| | |
|--------------|------|
| Student Name | Date |
|--------------|------|

| | |
|-------------------|--|
| Student Signature | |
|-------------------|--|

| | |
|----------------------|------|
| Parent/Guardian Name | Date |
|----------------------|------|

| | |
|---------------------------|--|
| Parent/Guardian Signature | |
|---------------------------|--|

Course Descriptions

| Course | Description | Notes |
|----------------------------------|---|--|
| BIOL-1010/1011 4 credit hours | Biology of Cells: Biology is the study of life and our attempt to understand and explain ourselves and the other life forms with which we share this planet. This course exposes non-science majors to the diversity and universality of biological principles, and the increasing importance of understanding basic biology in our daily human lives. We are all exposed to news stories with a biological basis: Zika virus, Ebola, bio-terrorism, AIDS, DNA testing, and genetically modified foods. The goal of this class is for students to become biologically literate members of society, and to prepare them for making informed, reasoned decisions about biological topics. Successful participation in this class will enrich students' knowledge and understanding of themselves and the biological world around them, and students will leave better prepared to address the many biological issues that they will encounter throughout their lives. | 1010 Fall 2019 M, W, F 1011 Spring 2020 M, W, F |
| HIST 2010 | US History to 1877: This course is an introduction to United States history from the period before European contact to Reconstruction. The purpose of the course is to familiarize students with the social, cultural, economic and political circumstances and forces that have shaped the dynamic and varied populations of the United States. | Fall 2019 Tuesday/Thursdays 8am-9:25am |
| HIST-2020 | US History since 1877: This course is an introduction to United States history from the end of Reconstruction to the end of the Cold War. The purpose of the course is to familiarize students with social, cultural, economic and political circumstances and forces that have shaped the dynamic and varied populations of the United States. | Spring 2020 Tuesday/Thursdays 8am-9:25am |
| MATH-1710 | College Algebra: Analysis of functions (linear, quadratic, polynomial, root, rational, exponential, logarithmic); partial fractions; conic sections; theory of equations; inequalities; applications. NOTE: only one of MATH 1710 or MATH 1730 may be used to satisfy degree requirements | Fall 2019 Tuesday/Thursdays 9:40am-11:05am |

| | | |
|-----------|---|-----------------------------------|
| MATH-1720 | Trigonometry: Circular functions; inverse circular functions, graphs of circular and inverse functions, identities, equations, angles, trigonometric functions, solution of triangles, elementary application of vectors; trigonometric form of complex numbers. NOTE: MATH 1720 and MATH 1730 will not satisfy a six semester hour degree requirement. | Spring 2020 Tuesdays/Thursdays |
| UNIV-1500 | Career Skill Build / Workforce: Basic skill and knowledge needed for the development of personal career goals, communication skills, teamwork, and employment success. | Fall 2019 M, W, F |
| UNIV-2555 | Intro Creativity / Innovation / Design: In this intensive 3-credit course, students will be introduced to leading-edge concepts related to creativity, innovation, and design, and will apply these concepts to a real-world design challenge resulting in an innovative solution, but more importantly, it is where students learn that failure is the birthplace of brilliance. The centerpiece of the course is an intensive, field-based, hands-on workshop where all concepts are applied. | Spring 2020 M, W, F |

Consent to Release Education Record Information

Office of the Registrar – Student Records, University of Memphis
003 Wilder Tower, Memphis, TN 38152-3520 / Ph: 901.678.3927

- **You must submit a copy of your photo ID with this form.**
- **This request does not apply to financial aid records.**

Student Name (Print): _____

Student U-Number: U _____

Recipient of Information: _____

Recipient Address: _____

Records/Information to be released: _____

Purpose for Disclosure: _____

I, the above named student, do hereby authorize the University of Memphis ("University") and/or its employees to release to the above named recipient my education records and/or information as described above.

I acknowledge that I may revoke this "Consent to Release Education Record Information" **in writing** at any time by sending such authorization to the University Office with which I filed the original "consent to release".

I also acknowledge and agree that any disclosure of records and/or information made prior to my written revocation shall not constitute a violation of my right to privacy under federal and state law.

Student Signature

Date

Office Use Only – Action Completed

Date:

By:

**Meningococcal Meningitis and Hepatitis B
Immunization Health History Form**

Name: _____
Last First MI

Date of Birth: _____ U of M ID #: U _____ Phone: (____) _____
Month/Day/Year

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution in the state provide information concerning hepatitis B infection to all students entering the institution for the first time. Those students who will be living in on-campus housing for the first time must also be informed about the risk of meningococcal meningitis infection. Tennessee law requires that such students complete and sign a waiver form provided by the institution that includes detailed information about the diseases. The required information below includes the risk factors and dangers of each disease as well as information on the availability and effectiveness of the respective vaccines for persons who are at-risk for the diseases. The information concerning these diseases is from the Centers for Disease Control and the American College Health Association.

The law does not require that students receive vaccination for enrollment. Furthermore, the institution is not required by law to provide vaccination and/or reimbursement for the vaccine.

A. Hepatitis B (HBV)

Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. The disease is transmitted by blood and or body fluids and many people will have no symptoms when they develop the disease. The primary risk factors for Hepatitis B are sexual activity and injecting drug use. This disease is completely preventable. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to confer lifelong immunity in most cases.

____ I hereby certify that I have read this information and **I have received the complete three dose series of the Hepatitis B vaccine.**

____ I hereby certify that I have read this information and **I have elected not to receive the Hepatitis B vaccine.**

____ I hereby certify that I have read this information and **I have elected to receive the Hepatitis B vaccine and/or I am in the process of receiving the complete three dose series of the Hepatitis B vaccine.**

Signature of Parent/Guardian (student is under 18): _____ Date: _____

B. Meningococcal Meningitis

Meningococcal disease is a rare but potentially fatal bacterial infection, expressed as either meningitis (infection of the membranes surrounding the brain and spinal cord) or meningococcemia (bacteria in the blood). Meningococcal disease strikes about 3,000 Americans each year and is responsible for about 300 deaths annually. The disease is spread by airborne transmission, primarily by coughing. The disease can onset very quickly and without warning. Rapid intervention and treatment is required to avoid serious illness and or death. There are 5 different subtypes (called serogroups) of the bacterium that causes Meningococcal Meningitis. The current vaccine does not stimulate protective antibodies to Serogroups B, but it does protect against the most common strains of the disease, including serogroups A, C, Y and W-135. The duration of protection is approximately three to five years. The vaccine is very safe and adverse reactions are mild and infrequent, consisting primarily of redness and pain at the site of injection lasting up to two days. The Advisory Committee on Immunization Practices (ACIP) of the U.S. Centers for Disease Control and Prevention (CDC) recommends that college freshmen (particularly those who live in dormitories or residence halls) be informed about meningococcal disease and the benefits of vaccination and those students who wish to reduce their risk for meningococcal disease be immunized. Other undergraduate students who wish to reduce their risk for meningococcal disease may also choose to be vaccinated.

____ I hereby certify that I have read the information and **I have received the vaccine for Meningococcal Meningitis.**

____ I hereby certify that I have read this information and **I have elected not to receive the vaccine for Meningococcal Meningitis.**

____ I hereby certify that I have read this information and **I have elected to receive the vaccine for Meningococcal Meningitis.**

Signature of Parent/Guardian (student is under 18): _____ Date: _____

For more information about Meningococcal Meningitis and Hepatitis B disease and vaccine, please contact your local health care provider or consult the Center for Disease Control and Prevention Web site at [www.cdc.gov/health/default.htm].