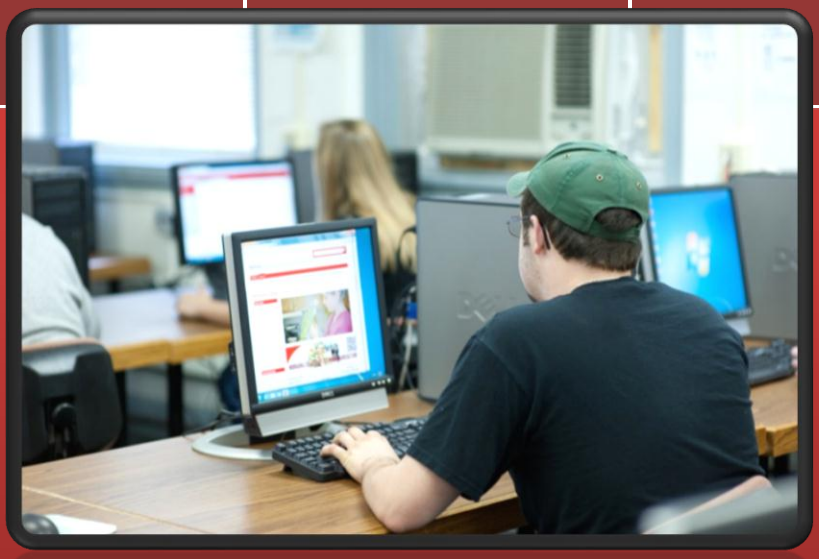
University of Nebraska
Nebraska College of Technical Agriculture

2013-2014 Dual Credit Enrollment
NCTA Curtis, Nebraska
1-800-328-7847 * ncta.unl.edu

2013-14



404 East 7th Street Curtis, NE 69025

UNIVERSITY OF Nebraska NCTA

NEBRASKA COLLEGE OF TECHNICAL AGRICULTURE

Welcome to Dual Credit Enrollment!

The University of Nebraska - Nebraska College of Technical Agriculture (NCTA) strives to reach out to high school students and schools throughout Nebraska and surrounding states. Our program provides high schools with additional course choices for their curriculum providing high school and college credits concurrently. The NCTA Dual Credit Enrollment Program is specialized for high school instructors and high school students who are interested in Agribusiness Management Systems, Agriculture Production Systems, Horticulture Systems, and Veterinary Technology. Many of the NCTA college credits will transfer to other colleges as well.

Our curriculum is designed to provide a positive experience for both instructor and student during a 16-week semester. Our Dual Credit Enrollment classes (which *are* prepared by NCTA faculty for delayed delivery using the Blackboard system) are ready to use and provide high school teachers the flexibility to teach with minimal effort at the time of day best suited to the instructor and student. The Blackboard courses contain lectures with voice-overs, lab assignments, homework assignments, on-line tests and quizzes. A few Distance Learning math and horticulture courses are taught in "real time" through various venues of delivery. <u>These classes require a minimum of 3 students to be held "live."</u> Class times are delivered in central time zone.

At NCTA, we realize how important it is to provide a quality education to the youth across the Great Plains. We are here to help you. If you have questions or ideas about our programs which may help us to better serve you, please do not hesitate to e-mail or call me.

Thanks for giving NCTA the opportunity to help your students work towards achieving their career goals!

Sincerely,

Tina Smith

Tina K. Smith
Recruiting Coordinator
Nebraska College of Technical Agriculture

ADMISSIONS INFORMATION

To enroll in the NCTA Dual Credit enrollment program, a prospective student must:

- Be a Junior or Senior in a Nebraska high school (or have special permission by both NCTA and the host school).
- Have a 3.0 GPA or greater, (if not, please have your counselor call Tina Smith 308-367-5267).
- Complete the attached Dual Credit enrollment Application and fax (308-367-5203) or mail to NCTA.
- Supply evidence of completion of all specific course requirements or prerequisites listed under course descriptions.

FEE INFORMATION

Students who are accepted into the Dual Credit enrollment program and register for a course will be responsible for payment of tuition. **The Dual Credit enrollment program tuition rate for Nebraska residents and non-residents is $43.75 per credit hour** (subject to change pending Board of Regents approval).

For more information about the ACE Scholarship please visit: http://www.ccpe.state.ne.us/PublicDoc/Ccpe/Financial%20Aid/ACE/default.asp

ADDING A CLASS

Students may add classes during the first two weeks of the semester by faxing or mailing an application to the following:

Fax Number: 308-367-5203
or
NCTA Student Services
404 East 7th Street
Curtis NE 69025
Attn: Vicky Luke

Application must be printed legibly and in black ink

HOLDS

Failure to make payment by billing due date will result in a $20 late fee which incurs each month until account is paid in full. As long as the student's account remains past due, there will be a hold on further registrations and transcripts.

INCOMPLETE (I) COURSES

In the case of a Dual Credit enrollment class offered as a year-long class instead of a 16-week semester class, the instructor will award the student an incomplete (I) instead of a final grade at the end of the first semester. The (I) is recorded on the student's grade report and college transcript. The student will be given one full year to change a grade of incomplete (I) to a completed grade. Any incomplete not completed by the end of the makeup period will convert to failure (F) on the student's grade report and will remain permanently on the student's NCTA transcript.

IMPORTANT DATES TO REMEMBER:

FALL 2013

AUGUST 28, 2013 – APPLICATIONS DUE TO NCTA
SEPTEMBER 9, 2013 – FALL CLASSES BEGIN
DECEMBER 14, 2013 – **END OF FALL SEMESTER**

SPRING 2014

JANUARY 6, 2014 – APPLICATIONS DUE TO NCTA
JANUARY 13, 2014 – SPRING CLASSES BEGIN
MAY 8, 2014 – **END OF SPRING SEMESTER**

DROPPING A CLASS

Students will follow the NCTA refund policy regardless of when the student registers for the class. During the 16-week semester, a student may drop a course on MyRed up until the last drop date. If the course is dropped during the first week of the session, the dropped course will not appear on the student's academic record. If a student withdraws from a class after the first week and prior to the last day, a (W) will be recorded...no credit given...and the credit(s) will not be averaged into the student's GPA. No withdrawals will be allowed after the last drop date, which is two weeks before the start of finals.

WITHDRAWAL TIME PERIOD

Percentage of Tuition and Fees Refunded
8 and 16 Week Sessions
(Fall and Spring Semesters)

1st Week 100%

2nd Week 75%

3rd Week 50%

4th Week 25%
Absolutely No Refund after the end of the 4th week

HELP AND INFORMATION NUMBERS

Tina K. Smith
Admissions
Work: (308) 367-5267
Email: tsmith24@unl.edu

Vicky Luke
Admissions/Registration
Work: (308) 367-5204
Email: vluke1@unl.edu

Jan Burton
Campus Book Store
Work: (308) 367-5274
Email: jburton1@unl.edu
All books are available thru NCTA

NCTA BlackBoard Fall 2013	Credit Hours	
Agribusiness Management Systems		
Sales Communications (SPC 1103)	3	
Microeconomics (ECN 1203)	3	
Human Resource Management (MGT 2503)	3	
Retail Marketing (MKT 2103)	3	
Computers II (AIT 1092)	2	
Office Practices (ABM 2203)	3	
Agricultural Productions Systems		
Crop Science (AGR 1103)	3	
Natural Resource Management (AGR 1213)	3	
Animal Management (ASI 1303)	3	
Nutrition, Livestock (ASI 1253)	3	
Feeds and Feeding (ASI 2203)	3	
General Education		
College Algebra (MTH 1503)	3	
Horticulture		
Landscape Plants (HSL 1073)	3	
Horticulture Science (HSL 1144)	4	
Careers in Horticulture (HSL 1001)	1	
Veterinary Technology		
Introduction to the Vet Office (VTE 2322)	2	
Exotic Pets: Selection and Care (VTE 2522)	2	
Animal Care (VTS 1513, need work in vet clinic)	3	
Animal Care (VTE 1512, no vet clinic required)	2	
Canine and Feline Nutrition (VTE 2411)	3	
Radiation Safety (VTE 2821, in vet clinic)	1	
Anatomy and Physiology (VTE 1404)	4	
Medical Terminology	1	Add to list

Distance Learning (Live) Fall 2013		Days/Time
General Education		
College Algebra (MTH 1503)	3	M-F: 1:00-1:50 p.m.
Horticulture		
Landscape Plants (HSL 1073)	3	M, W, F: 11-11:50 a.m.
Horticulture Science (HSL 1144)	4	M, W, F: 1-1:50 p.m.
Landscape Appreciation (HSL 1053)	3	T, TH: 9:25-10:40 a.m.
Careers in Horticulture (HSL 1001)	1	T, TH: 1-1:50 p.m.

NCTA BlackBoard Spring 2014 — Credit Hours

Agribusiness Management Systems

Sales Communications (SPC 1103)	3
Microeconomics (ECN1203)	3
Human Resource Management (MGT 2503)	3
Retail Marketing (MKT 2103)	3
Computers II (AIT 1092)	2
Office Practices (ABM 2203)	3

Agricultural Productions Systems

Crop Science (AGR 1103)	3
Natural Resource Management (AGR 1213)	3
Animal Management (ASI 1303)	3
Nutrition (ASI 1253)	3
Feeds and Feeding (ASI 2203)	3

General Education

American History After 1877 (HTY 1303)	3

Horticulture

Horticulture Science (HSL 1144)	4
Organic and Alternative Production (HSL 2324)	2

Veterinary Technology

Introduction to the Vet Office (VTE 2322)	2
Exotic Pets: Selection and Care (VTE 2522)	2
Animal Care: (VTS 1513, need access in vet clinic)	3
Animal Care: (VTE 1512, no vet clinic required)	2
Canine and Feline Nutrition (VTE 2411)	3
Radiation Safety (VTE 2821, in vet clinic)	1
Anatomy and Physiology (VTE 1404) ,	4
Medical Terminology	1 – add to listed

Distance Learning Spring (Live) 2014 — Days/Time

General Education

Trigonometry (MTH 2253)	3	M, W, F: 11:00-11:50 a.m.
Elements of Statistics (MTH 2203)	3	M-F: 1:00-1:50 p.m.

Horticulture

Organic and Alternative Production (HSL 2324)	2	M, W: 3:00-3:50 p.m.

Offerings & Descriptions

For a Complete list of Transferable Courses please visit: http://admissions.unl.edu/nebraska/equivalency.aspx

Agribusiness Management Systems

AIT 1092 COMPUTERS II – Spreadsheet Applications **2 Hrs**
Introduction to the spreadsheet application, Microsoft Excel. Students will be learning to apply formatting, work with formulas and functions, and create graphs and charts, in addition to creating, saving, revising, and printing documents. Access to Excel 2007 or 2010 required.
Text Book: Contact Instructor

ABM 2203 OFFICE PRACTICES **3 Hrs**
A computer-assisted study of major office functions including: accounting systems for payroll, credit and collections, business costs and other financial and tax reports, and general records management.
Text Book & Work Book: *The Office Procedures & Technology 5E*
By: Oliverio Pasewark White

ECN 1203 MICROECONOMICS - Transferable **3 Hrs**
This course is designed to introduce the student to basic economic concepts and to the role of agriculture in today's business environment. Emphasis is placed on supply, demand, production costs, consumption, utility, various types of competition, and consumer/producer behavior in various markets.
Text Book: *Introduction to Agricultural Economics, 5E*
By: Penson, Capps, Rosson & Woodward
Transfer to: UNL ECN 212
UNK ECN 271

MGT 2503 HUMAN RESOURCE MANAGEMENT – Transferable **3 Hrs**
This course includes a study of the recruitment, selection, training, and utilization of human resources, including recruitment, worker's compensation, unemployment insurance, benefits and safety in the work place.
Text Book: *Human Resource Management, 12E*
By: R. Wayne Mondy
Transfer to: UNL MNGT 361

MKT 2103 RETAIL MARKETING – Transferable **3 Hrs**
This course is designed to provide the student with a basic understanding of the functions necessary in the retail marketing of products and services. Advantages of understanding the complex marketing system are emphasized.
Text Book: *Marketing,*
By: Pride & Ferrell, 2012 Edition
Transfer to: UNL AECN 325

SPC 1103 SALES COMMUNICATIONS – Transferable **3 Hrs**
This course will instruct students in retail and service salesmanship, emphasizing the purpose of selling, the characteristics and functions of the salesperson, sales promotion, locating and qualifying prospects, and the steps in making a sale. Students are required to select a product, develop a sales manual and make a sales presentation.
Text Book: *Selling, the Profession 5E*
By: David Lil
Transfer to: UNL GNCR UNK SPCH 100

Agriculture Productions Systems

AGR 1103 CROP SCIENCE **3 Hrs**

Plant physiology and morphology and its relationship to growth, development and reproduction of crop and forage plants. Interactions between crop growth/development and management decisions will be emphasized. Capstone class for Nebraska Ag Education – Agronomic Science

Text Book: Contact Instructor

AGR 1213 NATURAL RESOURCE MANAGEMENT – Transferable **3 Hrs**

A study of our natural resources with special emphasis on soil and water management including land classification, conservation practices, and protection methods used to conserve our natural resources, plus the role of government agencies in Natural Resource Management.

Text Book: None

Transfer to: UNL NRES Elective (3 Hrs)
UNK GEOG Elective (3 Hrs)

ASI 1253 NUTRITION (LIVESTOCK) – Transferable **3 Hrs**

A study of water, carbohydrates, fat, protein, vitamins, and minerals as they apply to animal utilization. Lab will include problems involving water, protein, and TDN in rations.

Text Book: *Animal Feeding and Nutrition 10th E*

By: Jurgens, Bregendahl

Transfer to: UNL ASCI Elective (2 Hrs)
UNK No Transfer

ASI 1303 ANIMAL MANAGEMENT – Transferable **3 Hrs**

Animal Management is a course that deals with current issues facing the livestock industry, production trends, terminology, animal growth, structure, selection, breeds, and development. Principles of managing animals in typical production systems through their life cycle for economic and efficient production will also be studied.

Text Book: None, resources at high school are advised

Transfer to: UNL ASC 1250 (3 Hrs)
UNK ECON Elective (3 Hrs)

ASI 2203 FEEDS AND FEEDING **3 Hrs**

The study of feedstuffs, feed processing, and feed additives. Lab will include feed evaluation, moisture determination and conversion, feed tag interpretation, ration evaluation, and balancing. ASI 1303 and 1253 should be taken first.

Text Book: *Animal Feeding and Nutrition, 10th E*

Horticulture Systems

HSL 1001 CAREERS IN HORTICULTURE **1 Hr**

Introduce students to the options available to them within the field of horticulture. Students will see some of the aspects of the industry and learn more about starting/owning a business.

Text Book: Contact Instructor

HSL 1144 HORTICULTURE SCIENCE – Transferable **4 Hrs**

An introductory course covering the scientific principles of plant growth and development. Lab activities involve practical application of scientific principles.

Supplies: Lab space required; instructor to help with lab

Text Book: *The Biology of Horticulture 2nd Edition*
By: Pierce and Reed
Transfer to: UNL HORT 130 (Requires an additional course to transfer)
UNK BIOL Elective

HSL 1053 LANDSCAPE APPRECIATION **3 Hrs**

This course is a survey of topics relating to landscape appreciation in which we will:
1) Explore theory and its application and the process of design through:
a. Human perception, aesthetic theories, natural landscapes
b. Historical interactions between cultures and their landscape settings
c. Worldwide perceptions of landscapes
d. Overall history of landscapes from B.C. through the 21st century
Text Book: Contact Instructor

HSL 1073 LANDSCAPE PLANTS **3 Hrs**

Course: identification, characteristics and uses of woody ornamentals, including deciduous and evergreen trees and shrubs, as well as ground covers and vines. Selection of plant materials for selected sites included.
Text Book: Contact Instructor

HSL 2324 ORGANIC AND ALTERNATIVE PRODUCTION **2 Hrs**

An advanced production class focused on new and innovative ways to produce traditional horticulture crops. This course will look at existing methods of creative production and the challenges each of these may encounter. A focus will also be made on understanding how production demand follows cultural needs. The combination of the high tunnel, traditional field production, and many case studies will be used.
Supplies: Lab space required; instructor to help with lab
Text Book: Contact Instructor

General Education Courses

MTH 1503 COLLEGE ALGEBRA – Transferable **3 Hrs**

45 Classroom hours = 45 Lecture hours (Pre req: MATH 1010 or adequate level on the math placement test) Functions, inverse functions, graphing of linear and quadratic functions, the conic sections, polynomial functions, rational functions, exponential and logarithmic functions, systems of equations, determinants and matrices, and higher degree equations. **NOTE: Live delivery of this course requires coordination with instructor prior to registration. Course times will be determined.**
Text Book: Contact Instructor
Transfer to: UNL MATH 101: College Algebra
UNK MATH 102: College Algebra

HTY 1303 AMERICAN HISTORY AFTER 1877 – Transferable **3 Hrs**

Examines the economic, political, social, and cultural development of the United States from the end of the Reconstruction era through the modern era. Through lectures, readings, assignments, and discussion, students will be asked to interpret and critically evaluate historical documents, perspectives, concepts, and events.
Text Book: Contact Instructor
Transfer to: UNL HIST 111: American History After 1877
UNK HIST 251: American History

MTH 2203 ELEMENTS OF STATISTICS - Transferable **3 Hrs**

Frequency distributions, elementary probability theory, measures of dispersion and central tendency, normal distributions, confidence intervals, hypotheses testing, regression, and correlation.

Text Book: Contact Instructor

Transfer to: UNL STAT 218: Intro to Statistics
UNK STAT 241: Elementary Statistics

MTH 2253 TRIGONOMETRY **3 Hrs**

Designed for students who plan further study at the calculus level. Numerical trigonometry, trigonometric analysis, inverse trigonometric functions, and complex numbers.

Text Book: Instructor will assign

Veterinary Technology Systems

VTE 1512 ANIMAL CARE **2 Hrs**

This on-line survey course introduces the student to canine and feline husbandry, including restraint, behavior, species and breed identification, basic technical techniques and the human-animal bond. Humane animal care and management is emphasized. Care, handling, feeding, basic nursing skills, normal values, administration techniques, basic grooming and sample collection are included. Access to a veterinary clinic is not required. Both VTE 1512 and VTE 1511 must be taken and passed with a 70% to take Nursing I on campus.

Text Book: Contact Instructor

VTE 1404 ANATOMY AND PHYSIOLOGY **4 Hrs**

Basic body systems are studied at the tissue, organ, and system levels. Comparison of various species of common, domestic animals is stressed. Laboratory exercises include a study of the skeletal system and the dissection of a typical mammal. **NOTE: This online course takes two semesters to complete. The students start in the fall and do not finish until the end of the spring semester. There are also major lab specimen requirements.**

Text Book: Contact Instructor

VTE 2411 CANINE AND FELINE NUTRITION **2 Hrs**

This course includes the nutrition of dogs and cats. It takes into account the various life cycles and disease processes that diet affects.

Text Book: Small Animal Clinical Nutrition

VTE 2522 EXOTIC PETS: SELECTION AND CARE **2 Hrs**

This online course is designed to introduce students to the selection decisions and overall concerns of owning common exotic animal pets. Specifics about animal species, housing, and nutrition requirements as well as expectations of pet behavior and interact will be addressed within the course.

Text Book: Contact Instructor

VTE 2322 INTRO TO THE VET OFFICE **2 Hrs**

This class provides an introduction into the Veterinarian's office and the knowledge essential for working in this position. It focuses on the terminology used in the clinic that is important for communication with clients, technicians, and veterinarians. Terminology expands into knowledge of areas such as infectious diseases, surgery, client relationships, animal care, and vaccinations.

Text Book: None

VTE 2821 RADIATION SAFETY **1 Hr**

This course is designed for interested persons or for veterinary assistants who are working in a private practice. Successful completion of this course will allow the individual to meet the State of Nebraska's Radiation Safety requirements.

Text Book: Contact Instructor

VTS 1301 MEDICAL TERMINOLOGY **1 Hr**

Medical Terminology introduces the student to basic words and word structure that are essential in reading and writing medical literature. This course is essential for anyone seeking a better understanding of veterinary medical and scientific terms.

Text Book: *Veterinary Medical Terminology 3E*

By: Janet Amundson Romich

VTS 1513 ANIMAL CARE **3 Hrs**

This is a survey course that introduces the care, handling, housing, feeding, breeds, and behavior of primarily dogs and cats.

Supplies: Clinical skills portion requires access to a veterinary clinic.

Text Books: *Clinical Textbook for Veterinary Technicians 7E*

By: McCurnin

Animal Restraint for Veterinary Professionals

UNIVERSITY OF Nebraska NCTA

NEBRASKA COLLEGE OF TECHNICAL AGRICULTURE

Application for Dual Credit

Mail, Scan or Fax form to:
Admissions Office
Nebraska College of Technical Agriculture
404 East 7th
Curtis, NE 69025
Phone (308) 367-4124 Fax (308) 367-5203
Toll Free (800)328-7847
Website: ncta.unl.edu

Type or print legibly in black ink all information

A. PERSONAL INFORMATION

Full Legal Name: _____
Last Name First Name Middle Name Previous Last Name(s)

Permanent Mailing Address: _____
Street and/or P.O. Box City State Zip

Student Home Phone: (____) _____ Student Cell Phone: (____) _____

Birthdate: _____ Social Security Number: _____ Male Female

Student Email Address: _____ **(A valid STUDENT email address is required)**

Parent, Spouse or Emergency Contact: _____
Name Relationship Phone/Specify Type

_____
Permanent Address City State Zip

Racial/ Ethnic Information (This information is optional to comply with federal guidelines and will not be used in determining admission status)

1. Without regard to your race, what is your ethnicity?

- ☐ Not Hispanic / Latino
- ☐ Hispanic / Latino

2. Without regard to your ethnicity, please select **one or more** racial categories.

- ☐ Alaskan Native / American Indian
- ☐ Asian
- ☐ Black / African American
- ☐ Native Hawaiian / Pacific Islander
- ☐ White

Current High School: _____ _____
Year of Graduation

_____
City State Instructor

B. Semester and System

I am applying for admission for the semester beginning: Fall (August) _____ -or- Spring (January) _____
Year Year

(Check all that apply):

- ☐ New Dual Credit Student (Blackboard System)
- ☐ Returning Dual Credit student
- ☐ New Distance Learning Student (TV System)
- ☐ Returning Distance Learning Student (TV System)

C. Courses

Please indicate the course name(s) and number(s) you wish to register for:

1. _____ 2. _____

3. _____ 4. _____

OFFICE USE ONLY

Date Received _____ By _____

Type or print legibly in black ink all information

D. NCTA DUAL CREDIT PROGRAM STUDENT CONTRACT

We are excited that you have chosen to participate in the University of Nebraska Nebraska College of Technical Agriculture (NCTA) Dual Credit Program. We hope you will have a successful academic experience. If at anytime you have questions, please feel free to contact your high school representative or Tina Smith at (308) 367-5267, email tsmith24@unl.edu.

Complete the NCTA Dual Credit Application and return it to your Dual Credit course representative with this signed contract.

Applications will not be processed without a completed, signed application and contract.

1. Dual Credit students should be juniors and seniors who have a 3.0 GPA or better in all high school courses. If not please see your high school representative or contact Tina Smith @ (308) 367-5267, email tsmith24@unl.edu.
2. It is the student's responsibility to drop or add a course. If a course is not properly dropped, it will continue on the transcript and the student will receive the grade earned in the course. Please check ncta.unl.edu for a complete list of deadlines.
3. Students enrolled in a Dual Credit course should verify with their instructors that they are on the NCTA class list. If their names do not appear on the class list, their high school representative will assist in completing an add form.
4. Each student will agree to pay $43.75 per credit hour, per course registered for, plus the cost of books. This fee includes registration, course instruction and transcript activation.

E. I CERTIFIY THAT I HAVE READ THE ABOVE GUIDELINES OF THE NCTA DUAL CREDIT PROGRAM.

I certify that the information on this application is complete, accurate, and factually correct. I understand that it is my responsibility to request that official transcripts be sent directly to the Nebraska College of Technical Agriculture from each academic institution I have attended. I also understand that information withheld or misrepresented on my application for admission may make me ineligible for admission, enrollment, and/or scholarships. I agree to abide by the policies and regulations of the Nebraska College of Technical Agriculture. I grant the Nebraska College of Technical Agriculture the irrevocable and unrestricted right to use, reproduce and publish photographs of me, including my image and likeness.

Print Name of Applicant:_____ Date _____

Signature of Applicant (Legal Name) _____ Date _____

Parent Signature_____ Date _____

Instructor Signature _____ Date _____

The University of Nebraska—Nebraska College of Technical Agriculture does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin, or sexual orientation.

OFFICE USE ONLY

Date Received _____ By _____

UNIVERSITY OF Nebraska NCTA

NEBRASKA COLLEGE OF TECHNICAL AGRICULTURE

Dual Credit Instructor Registration Form

Mail, Scan or Fax form to:
Admissions Office
Nebraska College of Technical Agriculture
404 East 7th
Curtis, NE 69025
Phone (308) 367-4124 Fax (308) 367-5203
Toll Free (800)328-7847
Website: ncta.unl.edu

Type or print legibly in black ink all information

A. PERSONAL INFORMATION

Instructor or Counselor _____
Last Name First Name Middle Name Previous Last Name(s)

Name of School: _____

School Mailing Address: _____
Street and/or P.O. Box City State Zip

School or Work Phone: (____) _____ Alternate Phone: (____) _____

Birthdate: _____ Social Security Number: _____
(If you are a 1st time instructor & you would like access to the class)

Email Address: _____ **(A valid email address is required)**

B. Semester and Delivery System

I am applying for admission for the semester beginning: Fall (August) _____ -or- Spring (January) _____
Year Year

(Check all that apply):

- ☐ New Dual Credit Instructor (Blackboard System)
- ☐ Returning Dual Credit Instructor
- ☐ New Distance Learning Instructor (TV System)
- ☐ Returning Distance Learning Instructor (TV System)

C. Courses

Please indicate the course name(s) and number(s) you wish to register for:

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

D. High School Instructor and Principal Signatures and Date

_____
Instructor Signature/ Date Principal Signature/ Date

OFFICE USE ONLY

Date Received _____ By _____