

Dual Enrollment Handbook

2014-15



Participating Public Schools Contact Information

For questions regarding Dual Enrollment, your first point of contact is your high school guidance counselor.

Gadsden County Public Schools

East Gadsden High School	(850) 662-2300
West Gadsden High School	(850) 442-9500

Leon County Public Schools

Amos P. Godby High School	(850) 617-4700
James S. Rickards High School	(850) 488-1783
Lawton Chiles High School	(850) 488-1756
Leon High School	(850) 617-5700
Lincoln High School	(850) 487-2110
SAIL High School	(850) 488-2468

Leon County Charter Schools

Florida State University School	(850) 245-3700
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Wakulla County Public Schools

Wakulla High School	(850) 926-7125
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For participating private schools, please contact the private school.



GoToTCC.com
(850) 201-6200



Dual Enrollment

Dual Enrollment allows students who are still in high school to take college-level courses and accelerate their educational achievement. Dual enrolled students earn credit towards high school graduation, while at the same time earning college credits.

Registration fees, tuition and lab fees are waived for dual enrollment students.

All services available to regular college students, such as use of the Library and Learning Commons are also available to dual enrolled students.

Textbooks are purchased by the participating public high schools; private and homeschool students need to purchase their own textbooks.

Enrollment Eligibility

In order to be eligible to join the Dual Enrollment program, a student has to show that he/she is able to perform college-level work.

Students wishing to enroll in college credit academic courses have to show a 3.0 unweighted cumulative high school GPA. In certain cases, an exception to the high school GPA requirement might be possible. This requires a recommendation from your high school and approval by TCC's Dean for Curriculum and Instruction.

For the Early Admission Program, the unweighted cumulative high school GPA has to be at least 3.5.

In addition to their high school GPA, Florida students need test scores to demonstrate they are ready for college-level work. Students can take the FCAT 2.0, PERT, SAT or ACT tests to establish college readiness. The tests scores submitted for entry into the Dual Enrollment program cannot be older than two years.



The following placements are required:

	Placement in college-level Reading required	Placement in college-level English required	Placement in college-level Mathematics required
9th Grade	✓	✓	✓
10th Grade	✓	✓	✓
11th Grade (FCAT 2.0 completed)	✓	✓	<i>Not required, enrollment limited until test passed</i>
12th Grade	✓	✓	<i>Not required, enrollment limited until test passed</i>



Depending on your test scores*, you can be placed at the following levels:

P.E.R.T.

Reading	106	ENC 1101
Writing	103	
Mathematics	114-122	MAT 1033
Mathematics	123	MAC 1105, STA 2323, MGF 1106, MGF 1107

SAT-I, The College Board

Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	550	MAC 1105, STA 2323, MGF 1106, MGF 1107

Enhanced ACT, American College Testing Program

Reading	19	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2323, MGF 1106, MGF 1107

Grade 10 FCAT 2.0 Reading

Reading	262	ENC 1101
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* For tests taken before 10/22/2013, please refer to the placement chart on TCC's Dual Enrollment website.

How do I get started as a new Dual Enrollment Student?

- Step 1:** Complete an online TCC application at www.GoToTCC.com
- Step 2:** Complete the Permission to Register form. Home educated students also submit a Home Education Articulation Agreement.
- Step 3:** Submit transcripts to TCC's Dual Enrollment adviser.
- Step 4:** Submit ACT, SAT, PERT or FCAT 2.0 scores to TCC's Dual Enrollment adviser.

Continued Eligibility

Each term you wish to participate in the Dual Enrollment program, you will have to submit a new "Permission to Register" (signed by your high school official), and a current high school transcript. TCC will check your cumulative unweighted high school and TCC GPAs to determine if you will be allowed to continue participating in Dual Enrollment.

General Dual Enrollment:

Your cumulative unweighted high school GPA will have to be 3.0 or higher and your TCC GPA will have to be 2.5 or higher. You also need a 75% successful completion rate for your TCC courses.

If your TCC GPA has fallen below 2.5 or your completion rate is lower than 75%, you will be allowed to continue as a dual enrolled student for only one more semester. This grace period gives you time to bring up your TCC GPA and success rate to the regular Dual Enrollment standards.

If you were granted an exception because your high school GPA is lower than 3.0, then you must have B's or higher in your high school classes in order to continue, as well as maintain the TCC GPA of 2.5 with 75% completion.

Early Admission:

For Early Admission, the unweighted cumulative high school GPA will have to be 3.5 or higher, and your TCC GPA will have to be 3.0 or higher. You also need a 75% successful completion rate for your TCC courses. There are no exceptions to the early admission GPA.

How do I continue as a Dual Enrollment student?

Step 1: Complete the Permission to Register form.

Step 2: Submit transcripts to TCC's Dual Enrollment adviser.

High School Credit for Dual Enrollment Courses

All classes you choose must count towards your high school graduation requirements. The Florida Department of Education publishes an updated course equivalency list on their Web site each year.

<http://www.fldoe.org/articulation/pdf/DEList.pdf>

This list helps determine how much high school credit can be awarded for each completed college course. It is advisable to choose general education courses in the areas of communications, mathematics, social studies, science and humanities.

Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.



Dual Enrollment Delivery Options

Classes are taught at the TCC main campus, and at TCC's Wakulla Center. A limited number of classes may be offered at your high school. Online classes are also available for dual enrolled students.

Classes taught on TCC's main campus can be taken year-round, including during the summer semester (B Term only.)

Online Learning

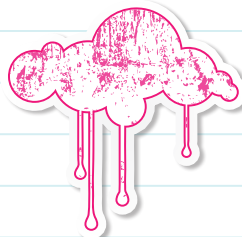
Dual enrolled students are eligible to enroll in web-based (online only) classes. As a new distance learner at TCC, you will need to successfully complete the workshop CDL-STU008 before registering for a web-based course. This workshop is facilitated online free of charge. The workshop is facilitated over 5 days, and you will be required to complete 5 units. Each unit should take about an hour to complete.

www.tcc.fl.edu/cdl

Orientation

All new dual enrolled students must attend a mandatory orientation.

The orientation will cover all important college dates and deadlines, introduce you to TCC's learning resources like the Learning Commons and the Library, and provide strategies on becoming a successful college student.



Academic Advising

Your main adviser for college classes is TCC's Dual Enrollment adviser. This adviser will be able to advise you on the appropriate courses to take for college credit. Your high school guidance counselor will make sure the courses align with your high school graduation requirements. TCC's Dual Enrollment adviser is available for individual meetings. It is the high school's responsibility to advise students about high school graduation requirements and Florida Bright Futures requirements.

Student Conduct

It is very important to understand that by joining the Dual Enrollment program, you will create a permanent college transcript. Poor performance, either academically or otherwise, can have implications for your future plans after high school.

TCC faculty, staff and students have an obligation to foster an atmosphere of mutual respect. The campus should be a place of learning, safety, shared responsibility and harmony. Student conduct on campus and at off-campus sponsored activities is expected to be supportive of these interests.

All policies and procedures covering student conduct and academic honesty are published in TCC's catalog, the student handbook and on TCC's Web site: **www.tcc.fl.edu**.

Attendance

If you are attending classes at TCC, make sure to familiarize yourself with the TCC schedule. Breaks and holidays might be different than at your high school, and each TCC professor can establish their own attendance policy.

Instructors will provide you with their course syllabus, which includes the attendance policy, on the first day of class. The syllabus is the contract between the instructor and the student, so make sure to adhere to it.

Credit and Grading

You will receive a final course grade for each class in which you enroll.

Your instructor will communicate directly with you regarding your academic progress and grades. All students have access to their unofficial transcript through TCC Passport at **<https://tccpassport.tcc.fl.edu>**

Withdrawals/Change of Schedule

Dual enrollment students follow the same rules as regular TCC students. This means, if you wish to drop a class or change your schedule, you have to do so by the published deadlines. If you miss the deadline, your class will be graded and becomes part of your college record.

You will need the approval of your high school adviser for any changes you wish to make. Only TCC's Dual Enrollment adviser will be able to change your schedule in any way and only upon official request from your high school by the published deadline.

To withdraw from a course, you must have permission from your high school guidance counselor. The high school guidance counselor must submit a withdrawal form to TCC's Dual Enrollment adviser before the published deadline.



Calendar and Important Deadlines

August 25, 2014	TCC first day of class
August 29, 2014	Last day to change schedules or drop classes
November 3, 2014	Last day to withdraw from class
December 5, 2014	TCC last day of class (not including finals)
December 14, 2014	Deadline for students to submit all paperwork and test scores for enrollment in Spring 2015 semester
January 7, 2015	TCC first day of class
January 13, 2015	Last day to change schedules or drop classes
March 25, 2015	Last day to withdraw from class
April 24, 2015	TCC last day of class (not including finals)

Student ID card

After registering, have your student ID card made as soon as possible. You can get your student ID in the Cashier's Office, upstairs in the Student Union. You will need to show a photo ID and a copy of your student schedule to get your college ID made.

Parking

Tallahassee Community College offers free parking to all students enrolled. Once you are accepted into the Dual Enrollment program, pick up your TCC parking decal. Parking decals are not required, but it is a good idea to have one for your car. You can get your decal soon as you get your ID. To pick up your permit, be sure to bring your TCC student ID and your vehicle registration.

www.tcc.fl.edu/College/Locations/Pages/Interactive-Campus-Map.aspx



College Library Information

Students may check out up to ten circulating items for two weeks, with up to two renewals. A current student ID is required. The TCC Library has computers available for use. Open Wi-Fi access is available on both floors of the library.

Group study rooms are also available on both floors of the library for student groups of two or more students. Study rooms are available in two-hour time blocks.

Learning Commons

The Learning Commons provides learning and technology assistance, resources and computer access to all currently enrolled TCC students and university partners. A multicultural staff of learning specialists, tutors, student success specialists and faculty collaborate to assist TCC's diverse student population in identifying and using resources. The Learning Commons offers a broad range of services including:

- One-on-one and small group tutoring provided by faculty and trained staff
- Learning support, including many textbooks, calculators and hands-on activities
- Study rooms and open access computers
- Technology and multi-media support
- Handouts, science models and electronic resources
- Workshops and seminars

www.tcc.fl.edu/learningcommons

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law that protects students' rights to privacy regarding their student records.

FERPA governs (1) the release of education records maintained by an educational institution and (2) access to these records.

All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution and all records directly related to a student and that are maintained by the institution. A record is directly related to a student if it contains personally identifiable information about the student.

A signed Permission to Release Form must be on file in Enrollment Services and Student Success for someone other than the student to gain access to the student's record. Only the specific individual designated by the student may request access to student information. The student may terminate consent at any time.

www.tcc.fl.edu/Future/Registrar/Pages/FERPA.aspx



Registration Process

New students

Step 1: Apply online at GoToTCC.com

- a. Click on Steps to TCC
- b. Click on Apply for Admission

Make sure to write down your TCC user name and password. This information allows you to log into TCC to retrieve important information such as your TCC Student ID.

Step 2: Complete the Permission to Register form with the assistance of your guidance counselor and submit the form to TCC's Dual Enrollment adviser.

Step 3: Submit transcripts to TCC's Dual Enrollment adviser.

Step 4: Submit ACT, SAT, PERT or FCAT 2.0 scores to TCC's Dual Enrollment adviser.

Continuing students

Step 1: Complete the Permission to Register form with the assistance of your guidance counselor and submit the form to TCC's Dual Enrollment adviser.

Step 2: Submit transcripts to TCC's Dual Enrollment adviser.



After your Dual Enrollment Program

If you plan to continue attending TCC as a degree-seeking student after your Dual Enrollment program, your status at TCC has to be changed.

- Step 1:** Submit the Change of Program form to TCC's Dual Enrollment adviser.
- Step 2:** Submit the Florida Residency Affidavit form to TCC's Dual Enrollment adviser.
- Step 3:** Self-register to attend the New Student Orientation for degree-seeking students.
- Step 4:** Submit your final high school transcript with graduation date to TCC's Dual Enrollment adviser.
- Step 5:** Submit any additional test scores (if applicable) to the Registrar's office.





Tallahassee Community College does not discriminate against any person on the basis of race, color, ethnicity, genetic information, national origin, religion, gender, marital status, disability, or age in its programs and activities. Inquiries regarding the non-discrimination policies may be directed to:

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(850) 201-8510 | tolsonr@tcc.fl.edu