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STATEMENT OF PURPOSE

Dual Enrollment is authorized under **Florida Statute 1007.271** as an articulated acceleration mechanism. It is intended to shorten the time necessary for students to complete the requirements associated with the conferral of a high school diploma and college degree, broaden the scope of curricular options available to students, and increase the depth of study available.

Specifically the state of Florida defines dual enrollment as follows: **F.S.1007.271(1)**: The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

The Daytona State College Dual Enrollment program is a cooperative effort between Daytona State College and the Volusia and Flagler county school districts as well as interested private and home schools. Co-sponsored courses are selected jointly by the individual high schools and Daytona State College to avoid unnecessary duplication and assure that Daytona State College courses are complimentary to the high school curriculum. Courses taken through the Dual Enrollment program are creditable toward the high school diploma, Associate of Arts (A.A.) Associate of Science (A.S.), Baccalaureate degrees, and/or certificate programs.

Daytona State College values each student as a unique individual; the college is committed to providing a variety of opportunities that support student academic and personal development. While not for everyone, the dual enrollment program is designed to meet the needs of the academically motivated, socially mature high school student.

Daytona State College’s commitment to teaching excellence is reflected in the dual enrollment program. Course content, requirements, and evaluation components are identical to those of traditional college courses, regardless whether taught on the Daytona State College campuses or the high school campuses. Faculty selected to teach dual enrollment courses, whether employed by Daytona State College or the School District, must meet teaching credentials established by the Commission of the Southern Association of Colleges and Schools.

**BENEFITS OF DUAL ENROLLMENT**

- Get a head start on earning college credit
- Gain access to college resources and campus life
- Explore interesting subjects through a variety of course offerings
- Engage with different instructional methods available: classroom, online, or hybrid
- Experience the college atmosphere
- Offset the cost of a college education
- Stand out among your peers
**INITIAL ENROLLMENT ELIGIBILITY**

Students must meet the following eligibility requirements to participate in the dual enrollment program:

- Be enrolled in grade 6\textsuperscript{th} through 12th grade in an eligible public, private, or home school
- Have a 3.0 or higher cumulative, unweighted high school GPA
- Have a GPA in a high school level course
- For College Credit (A.A. degree, A.S. degree, A.S. certificate), a minimum of a 3.0 unweighted high school GPA and qualifying test scores on the SAT, ACT, or Post-Secondary Education Readiness Test (PERT).
- For Vocational Programs, a minimum 2.0 GPA, and must take the Test of Adult Basic Education (TABE).

**THE DUAL ENROLLMENT PROCESS**

1. Students who wish to dual enroll begin the conversation with their High School counselor.

2. The school counselor will provide students who have a qualifying unweighted high school GPA with the dual enrollment form. The student will complete the personal information on the form and the parent, student, and counselor are required to sign. Home school students are not required to have a GPA, but will need to submit a notarized Home Education Verification Form.

3. The student visits the Admissions/Enrollment Services Office at any of the five DSC locations to be admitted to the college. During the admissions process, the student will be issued a student identification number.

4. If the student already has qualifying SAT, ACT, or PERT scores, they will not be required to test. If the student does not already have acceptable test scores, they will be sent to the Assessment Office to take the PERT or TABE.

5. After testing, the student will take their scores back to their school counselor.

6. The school counselor will assist qualifying students with the selection of classes based on what they need to meet both high school graduation and college degree requirements. The course information and section number will be entered on the dual enrollment registration form, along with the school counselor’s signature, indicating approval for each selected course.

7. The student will return to the college and will meet with a DSC academic advisor. The advisor will review the form and verify that the student has the appropriate test scores, pre-requisites for the course(s), and signatures. The advisor will show the student how to access their records and college email through their college email account, and review information listed on the Dual Enrollment Checklist.

8. The student will be registered for classes, and provided with two copies of their schedule, one for them, and one to return to their school counselor.

9. Grades earned by dual enrolled students become a permanent part of both their high school and college transcripts and are weighted on the high school transcript the same as IB and AP courses.

10. Grades are reviewed at the end of each semester to determine future eligibility.
REQUIRED TEST SCORES

SAT
Critical Reading ≥ 440 ENC1101 English Composition I
Math ≥ 440 MAT1033 Intermediate Algebra/MGF2106
≥ 500 Survey in Mathematics/MGF2107 Liberal Arts Math
MAC1105 College Algebra

ACT
Reading ≥ 19 and ≥ 17 English ENC 1101
Math ≥ 19 MAT1033/MGF2106 Survey in Mathematics/
MGF2107 Liberal Arts Math
≥ 21 MAC1105

Post-Secondary Education Readiness Test (PERT)
Reading ≥ 106 and Writing ≥ 103 ENC1101
Math 114 - 122 MAT1033/MGF2106/MGF2107
123 - 134 MAC1105
135 - 144 MAC1140 Calculus I/MAC1114 College Trigonometry/
STA2023 Elementary Statistics
145 - 150 MAC2233 Calculus for Business & NonPhysical Sciences/MAC2311
Calculus I & Lab

<table>
<thead>
<tr>
<th>CODE</th>
<th>PROGRAM</th>
<th>READING Scores</th>
<th>LANGUAGE Scores</th>
<th>MATH Scores</th>
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</thead>
<tbody>
<tr>
<td>1054</td>
<td>A/C, REFRIG, HEAT MECH</td>
<td>A</td>
<td>567</td>
<td>563</td>
</tr>
<tr>
<td>1011</td>
<td>A/C, REFRIG, HEAT TECH</td>
<td>A</td>
<td>567</td>
<td>563</td>
</tr>
<tr>
<td>1097</td>
<td>AUTO COLLISION REPAIR</td>
<td>D</td>
<td>567</td>
<td>563</td>
</tr>
<tr>
<td>1049</td>
<td>AUTO SERVICE CERTIFICATE</td>
<td>D</td>
<td>567</td>
<td>563</td>
</tr>
<tr>
<td>1201</td>
<td>AUTO SERVICE TECHNOLOGY</td>
<td>A</td>
<td>567</td>
<td>563</td>
</tr>
<tr>
<td>1034</td>
<td>BAKING &amp; PASTRY CUL. OPS.</td>
<td>D</td>
<td>567</td>
<td>563</td>
</tr>
<tr>
<td>1204</td>
<td>BARBERING</td>
<td>D</td>
<td>567</td>
<td>563</td>
</tr>
<tr>
<td>1209</td>
<td>BLDG. TRADES/CONST &amp; DESIGN TECHNOLOGY</td>
<td>D</td>
<td>567</td>
<td>563</td>
</tr>
<tr>
<td>1084</td>
<td>COSMETOLOGY</td>
<td>D</td>
<td>567</td>
<td>553</td>
</tr>
<tr>
<td>1202</td>
<td>MACHINING</td>
<td>D</td>
<td>567</td>
<td>553</td>
</tr>
<tr>
<td>1033</td>
<td>WELDING TECH (APPLIED)</td>
<td>D</td>
<td>567</td>
<td>563</td>
</tr>
</tbody>
</table>

- Students will be permitted to take SLS 1122, Managing Your Success, if they have a minimum 2.5 unweighted high school GPA, a minimum score of 84 on the PERT reading section, and a minimum score of 90 on the PERT writing section.

- Students pursuing a Career (Vocational) Certificate must have a 2.0 or higher unweighted high school GPA and take the Test of Adult Basic Education (TABE) before starting the certificate program. Students must obtain the required exit score for the program in order to graduate from DSC with a certificate in their area of study.

- TABE score requirements vary depending on the program. Students must take the test prior to enrolling in the program, but may begin without meeting the exit scores. Students must pass the TABE with the required exit score in order to be eligible to earn their certification. Required test
scores are state mandated. These score requirements will change if required by the Florida Department of Education.

- Students who have tested into ENC1101 and MAT1033 on the PERT, SAT, or ACT or have taken ENC1101 and MAT1033 are exempt from TABE testing.

- Students may register for courses that do not require math as a pre/co-requisite if they do not pass the math portion of a placement exam. Additionally, students who pass the math but not the reading/writing portion of the exam may register for math courses but may not register for other courses.

- Students must also meet all other pre-requisites or co-requisites; however, students who are concurrently enrolled in a high school AP English course will be considered to have met the English pre-requisite or co-requisite for DSC courses, with the exception of ENC1102. Verification of the student's AP enrollment or credit will be required at registration.

**TESTING**

- Once admitted, students are eligible to take the initial PERT at the DSC Assessment Center.

- The initial test at DSC is free of charge, additional attempts will each require a $10 retest fee, paid by the student.

- If a student scores within five points of the required PERT score, they can visit an Academic Advisor for permission to immediately retest at the college. If their scores are not within 5 points, students must attend a full high school semester before they will be permitted a second attempt (Not including summer).

- Students will be limited to three attempts taking the PERT at the college and must wait at least one full high school semester between attempts. Attempts taken at the high school will not be counted in these attempts. Students may appeal in writing to the Director of Dual Enrollment for permission to take the PERT for a fourth time at the college.

- Students may also be eligible to take the PERT on their high school campus (if offered). Attempts at the high school do not count toward the three college attempts. Students who take the PERT on their high school campus are also permitted to use the test scores for dual enrollment purposes.

ALL student and non-student examinees (regardless of age, testing for dual enrollment, or other purposes) must have a current/valid photo identification (ID) in order to take any examination. No exceptions.

- All exam sessions are monitored and recorded.

- Assessment Services can deny entrance to an exam for individuals who do not have valid identification required for that exam.

**Daytona State College Assessment Services Acceptable Forms of Identification (ID) -**

- All forms of identification must be original, no photocopies or digital copies. The ID information must match the information on the exam record (DSC record system, exam ticket, vendor registration, etc.).
Students must present at least one form of identification which must be a current/valid official photo ID from the list below:

- Driver’s License issued by the United States
- Official State issued ID card
- DSC ID Card (limited to PERT & TABE)
- High School ID Card with photo (limited to, PERT, ACCUPLACER, CASAS, and TABE)
- High school graduates cannot use their high school ID after the first day of the following semester after graduation (example: student graduates from high school in May/June, the ID is considered not valid after the first day of the DSC Fall Semester).
- U.S. Passport, U.S. Passport Card, or Permanent Resident Card or Foreign passport with U.S. Visa

PROGRAMS AUTHORIZED FOR DUAL ENROLLMENT

A. ASSOCIATE OF ARTS (AA) DEGREE

Students may enroll in courses listed in the A.A. program guide, with the exception of courses that are less than three credit hours or private lesson courses.

B. ASSOCIATE OF SCIENCE (AS) PROGRAMS

<table>
<thead>
<tr>
<th>Accounting Technology</th>
<th>Electronics Engineering Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural and Building Technology</td>
<td>Engineering Technology</td>
</tr>
<tr>
<td>Broadcast TV Production</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>Computer Engineering Technology</td>
<td>Interior Design Technology</td>
</tr>
<tr>
<td>Computer Information Technology</td>
<td>Networking Services Technology</td>
</tr>
<tr>
<td>Computer Programming and Analysis</td>
<td>Office Administration</td>
</tr>
<tr>
<td>Culinary Management</td>
<td>Paralegal Studies</td>
</tr>
<tr>
<td>Drafting and Design (CAD)</td>
<td>Simulation and Robotics Technology</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td></td>
</tr>
</tbody>
</table>

C. COLLEGE CREDIT CERTIFICATE PROGRAMS

<table>
<thead>
<tr>
<th>Accounting Technology Management</th>
<th>Information Technology Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Technology Operations (Tax)</td>
<td>Information Technology Support Specialist</td>
</tr>
<tr>
<td>Advanced Network Infrastructure</td>
<td>Information Technology Administration</td>
</tr>
<tr>
<td>Applied Technology Specialist</td>
<td>Information Technology Analysis</td>
</tr>
<tr>
<td>AutoCAD Foundations</td>
<td>Microcomputer Repair/Installer</td>
</tr>
<tr>
<td>Broadcast TV Production</td>
<td>Network Communications (LAN)</td>
</tr>
<tr>
<td>Cable Installation</td>
<td>Network Communications (WAN)</td>
</tr>
<tr>
<td>Computer Aided Design and Drafting</td>
<td>Network Infrastructure</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>Network Server Administration</td>
</tr>
<tr>
<td>Computer Specialist</td>
<td>Network Support Technician</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Office Administration</td>
</tr>
<tr>
<td>Drafting and Design Technology</td>
<td>Web Development Specialist</td>
</tr>
<tr>
<td>Engineering Technology Support Specialist</td>
<td>Wireless Communications</td>
</tr>
<tr>
<td>Information Technology Administration</td>
<td></td>
</tr>
</tbody>
</table>
D. VOCATIONAL CERTIFICATE PROGRAMS (CAREER DUAL ENROLLMENT)

- Air Conditioning, Refrigeration and Heating Mechanic (ATC Campus)
- Air Conditioning, Refrigeration and Heating Technology (ATC Campus)
- Automotive Collision, Repair and Refinishing (ATC Campus)
- Automotive Service Technology (ATC Campus)
- Baking and Pastry (Daytona Campus)
- Barbering (Daytona Campus)
- Construction Technology (ATC Campus)
- Cosmetology (Deltona and Daytona Campuses)
- Machining (ATC Campus)
- Welding Technology (Daytona Campus)

E. BACHELORS DEGREES

All Bachelor’s degrees are two plus two programs. Students must have the required Associate degree and be admitted to the program to take bachelor’s level courses. Students must also complete the prerequisites for the Bachelor’s programs while they are in the associates program.

- Bachelor of Applied Science
- Bachelor of Science in Engineering Technology
- Electrical Engineering Technology Concentration
- Bachelor of Science in Information Technology
- Bachelor of Science in Education
  - Elementary Education
  - Exceptional Education
  - Secondary Biology Education
  - Secondary Chemistry Education
  - Secondary Earth/Space Science Education
  - Secondary Mathematics Education

While Daytona State College strives to provide a safe learning environment for our students please be aware that this is an open access institution and, our campuses are open to the public. Unlike high schools, the college cannot restrict access to our campuses and we do not do background checks on our students. Dual Enrollment students are in classes with a diverse group of students and will be interacting with people of various age groups.

AVAILABLE COURSES

- Students may enroll in up to 15 credit hours total per 15-week semester at DSC during the fall and spring semesters.
- Students may enroll in up to nine credits in a sub-session (A/B session).
- Students may take an additional one credit hour per semester for any needed lab if their cumulative college GPA is 3.0 or above. In addition, graduating seniors may take up to 18 credit hours in the spring semester of their graduating year if the extra class allows the student to complete their degree.
- During the summer semester, students may take no more than 14 credit hours (two classes in the “A” term, two classes in “B” term, and two extra credit hours for labs, if needed). Ten week courses will be counted in the “A” term credits.
- Students must declare a major on the dual enrollment form.
- Students may only take classes required for their declared major.
- Students must take SLS 1122 – Managing Your Success during their first semester.
- Students in an Associate of Arts program must complete the General Education requirements and any pre-requisite course(s) needed to transfer into their intended bachelor’s degree program before they will be permitted to take other elective courses.
- Dual enrolled students may take only two fully online courses per 15-week semester at the college.
- They may also take hybrid or mixed mode courses.

HIGH SCHOOL CREDIT EQUIVALENCY

There are hundreds of courses available to students through dual enrollment. The Dual Enrollment Course-High School Subject Area Equivalency List is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education as a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements.

For career dual enrollment in certificate programs, students are awarded the equivalent high school credit upon completion of the entire dual enrollment course.

RESTRICTIONS

- Students may only register for two totally online courses at DSC per 15-week semester.
- Students may not enroll in developmental courses.
- Students may not take any course that is less than 3 college credits.
- Vocational courses must be part of the high school student’s approved certificate program.
- Single-semester vocational course offerings and programs which require clinicals are not eligible for dual enrollment.

DROPS/WITHDRAWALS

- **Drops** - Students can request to be dropped from dual enrollment courses during the add/drop period posted on the Academic Calendar. Drops completed during this time will not reflect on a student’s transcript or count as an attempt.

Students must obtain a drop/withdraw form from their school counselor before they are permitted to drop or withdraw from a course, and the form must be returned to DSC in order to officially drop/withdrawal from the course. *The student must be present, and should talk to an Advisor before withdrawing from any courses.*

- **Withdrawals** - Once the add/drop period ends, the withdrawal period begins. If a student withdraws from a course a “W” grade is entered on the student’s transcript. The “W” does not count toward the student’s GPA; however, it does count as a course attempt, and can impact future financial aid eligibility.

Students reported by faculty as inactive after the withdrawal deadline will be administratively withdrawn and assigned a grade of “W1”, which will not impact a student’s GPA, but will count as a course attempt. The drop and withdraw dates are listed below and are also available on the college website on the Academic Calendar.
**IMPORTANT DATES**

**Fall 2018 Registration:** April 5, 2018 – August 28, 2018  
**Spring 2019 Registration:** November 1, 2018 - January 17, 2019  
**Summer 2019 Registration:** April 4, 2019 - May 15, 2019

<table>
<thead>
<tr>
<th>Term</th>
<th>Classes Begin</th>
<th>Last Day to Add/Drop</th>
<th>Last Day to Withdraw</th>
<th>Last Day of Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Full Term</td>
<td>Aug. 27</td>
<td>Aug. 29</td>
<td>Nov. 2</td>
<td>Dec. 14</td>
</tr>
<tr>
<td>Fall A</td>
<td>Aug. 27</td>
<td>Aug. 28</td>
<td>Sept. 28</td>
<td>Oct. 19</td>
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<tr>
<td>Fall B</td>
<td>Oct. 22</td>
<td>Oct. 23</td>
<td>Nov. 26</td>
<td>Dec. 14</td>
</tr>
<tr>
<td>Spring Full Term</td>
<td>Jan. 14</td>
<td>Jan. 16</td>
<td>March 29</td>
<td>May 10</td>
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<tr>
<td>Spring A</td>
<td>Jan. 14</td>
<td>Jan. 15</td>
<td>Feb. 22</td>
<td>March 8</td>
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<td>Spring B</td>
<td>March 18</td>
<td>March 19</td>
<td>April 22</td>
<td>May 10</td>
</tr>
</tbody>
</table>

**BOOKS**

- **Public school students** will be provided books by the textbook coordinator at their school. If you need a computer code for your class or if your school gives you the wrong textbook, please go back to the textbook office. All book issues will be handled by your high school.

- **Private school students** are responsible for purchasing their own textbooks.

- **Home school students** will receive a voucher via FalconMail for use in the college’s bookstore on the Daytona campus only during the designated book voucher redemption dates for each semester.

**ATTENDANCE**

Students are expected to actively participate and abide by both high school and college attendance policies. All DSC instructors will indicate attendance policies in the syllabus. Students are expected to abide by the attendance policies in the syllabus.
DUAL ENROLLMENT CLASSES ON THE HIGH SCHOOL CAMPUS

Dual enrollment classes taught on the high school campus by high school teachers are the same as college classes on campus. Students will be held to the same standards and teachers must follow the same Family Educational Rights and Privacy Act (FERPA) laws as any other college teacher. In addition, grades are posted on both the permanent high school and college transcripts. Students enrolled in courses on the high school campus are still required to follow all deadlines in the College’s Academic Calendar.

ELIGIBILITY FOR CONTINUED DUAL ENROLLMENT

- Students must maintain a minimum 3.0 cumulative, unweighted high school GPA (2.0 for Career/Vocational) to continue to participate in the dual enrollment program. There are no exceptions for the high school GPA requirement.

- Dual enrolled students must maintain a minimum 2.0 cumulative Daytona State College GPA in order to continue participating in dual enrollment.

- Students who earn a “D”, “F”, “FN”, or “W1” in a college course but still meet the GPA requirement for both high school and college are required to repeat the course in which they earned the “D”, “F”, “FN” or “W1” grade; however, they may only enroll in that course alone during the following semester.

- Students must earn a “C” or better in the second attempt at a course to be eligible for continued participation in the dual enrollment program. Students can repeat the course during a full 15-week term, or during an A term; if they earn a grade of “C” or better they can continue in additional courses during the B term.

- Students who earn a “D” during their first semester of dual enrollment are exempt from the college GPA requirement for that semester only. The student must meet the high school GPA requirement to be permitted to repeat the course.

- Dual Enrolled students are not permitted to take any course more than twice.

- Students who have graduated from high school or who are on track to graduate before the completion of the dual enrollment course are not eligible to participate in the dual enrollment program.

- Dual enrolled students must request to withdraw if they do not wish to complete their dual enrollment course. This must take place within the dates designated by the college each semester for withdrawing without a grade penalty. The high school counselor (or parent for home school students) must sign the withdrawal form. Withdrawal deadlines are posted in the DSC academic calendar. Students must be present at the college to withdraw from a course.

- If a dual enrolled student earns a grade of “F”, “FN”, “W”, or “W1” in more than one semester, they will no longer be eligible to participate in dual enrollment courses. Exceptions may be granted in cases of extenuating circumstances, which must be submitted in writing with supporting documentation and submitted to the Appeals office.

- Grade forgiveness applies when students repeat a course in which they earned a grade of "D" or "F". A student may not repeat courses in which a grade of "C" or better was earned. Once a course is repeated, the highest grade earned will count in the DSC GPA. Students should check with their intended transfer institution to determine if that institution will honor Grade Forgiveness awarded at DSC.

- Students who have graduated from high school or who are on track to graduate before the completion of the course are not eligible to participate in the dual enrollment program.

- Fifth year seniors are not eligible to dual enroll.
Students who have completed the requirements for the degree they are seeking may only continue in the dual enrollment program if they graduate with their degree and admit under a new major. Students may only take classes toward the major they declare.

APPEALS

Appeals are meant to address documented extenuating circumstances such as an extended illness or emergency. They are not an appropriate remedy for failure to pay adequate attention to details about published processes or deadlines. In order to file an appeal, it is important for a student to follow the appeals process very carefully, and supporting documentation is required.

STUDENTS WITH DISABILITIES

Students who have a disability should register with Counseling & Accessibility Services for accommodations. Reasonable accommodations will be provided in accordance with Section 504 of the Rehabilitation Act of 1973, as amended. There are representatives at each DSC campus to assist. For more information please contact (386) 506-3988.

STUDENT BEHAVIORAL EXPECTATIONS

In determining readiness for dual enrollment, factors such as the student’s previous school attendance and disciplinary records will be considered. Dual enrollment students are expected to follow the same behavioral guidelines as adult DSC students. Information about behavioral guidelines for DSC students can be found in the Student Handbook in print or online. Students who violate the college Code of Conduct will be referred to Judicial Affairs for possible disciplinary action.

TRANSFERABILITY

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

According to the articulation agreement among all Florida public institutions of higher education, students who receive an A.A. degree from Daytona State College have met the general education requirements for admission to the state’s upper division public institutions. Although an A.A. degree guarantees admission to a Florida public institution, it does not guarantee acceptance to specific university or a university’s selected, special or limited access programs. Associate of Arts Degree recipients will have to compete on the same basis as students already enrolled at the institutions for admission to these programs. For further information regarding an A.A. Degree at DSC, please refer to the current college catalog.
DUAL ENROLLMENT 101 - COLLEGE CLASSROOM BASICS

Welcome to college! However long you spend with us at Daytona State, your years in college are a special time in your life when you’ll have unequaled access to some of the smartest and most accomplished people in your community. Whether you plan to study art, literature, business, mechanics, or medicine, the opportunities for you here at DSC are immense. To help you get the most out of your time as a Dual Enrolled student, here’s eleven helpful tips that new college students should know:

1. There is no special mark that tells your professors you are dual enrolled. You’ll appear on your teachers’ class rosters just like any other student, and you’ll be treated just like any other college student.

2. All the students at DSC choose to be here. College students are spending valuable time out of their lives to learn and improve themselves. Since no one knows you’re dual enrolled, they’ll assume that you’re an adult and expect you to act like one. This means coming to class prepared to pay attention and learn, and treating your teachers and classmates with respect as fellow professionals.

3. In college, you spend less time in class but more time on homework. As a high school student, you’re pretty much at school 35 to 40 hours a week, and then have a few hours of homework when you get home. As a college student, those times are flipped: for each credit you take in a semester, you’ll spend about one hour per week in class, and have about two hours of homework. This means that for a full-time college student taking 12 credits—four classes—you’ll only be physically in class 12 hours per week, but you’ll have about 24 hours of homework, study time, and research projects.

4. Online and hybrid classes are not like Florida Virtual School. In some classes offered by Florida Virtual School, there are no deadlines and you can turn the work in whenever you want, even on the last day! Online classes in college are not like that at all. Although you don’t have to log in at a specific time each day for an online class, you do have to meet the class deadlines for assignments. For instance, you may have a paper due by Friday at midnight, or have a test that is only available to work during in a 48 hour window. If you don’t turn the work in by the deadline, you could get a failing grade! This is important for “hybrid” courses, also. For hybrid classes, you still go to a physical class a few times a week, but half of the class work is done online—it is basically half online and half face-to-face.

5. Each of your classes will have a syllabus, which has important information about the class. The syllabus will lay out the professor’s policies for attendance, grading, make-up work, your professor’s office hours and contact info, and other critical information about the class. Sometimes, it may also include a list of assignments and due dates. Every class is different, and every professor has different policies, so you want to make sure you read the syllabus each semester.

6. Each professor has different classroom policies for attendance and grading, which are separate from your high school. Many professors count attendance as part of your grade. Some may have a maximum number of absences, after which you fail the class. Similarly, some classes may count homework, quizzes, and tests to calculate your final grade, and others may rely on just one or two major research papers. Make sure to read the syllabus to find out your professor’s specific policies. And remember, just because you’ve got an excused absence from your high school doesn’t mean that you’re excused from your college classes! Always contact your professor if you’re going to miss class.

7. You are responsible for keeping track of your assignments and getting your work in on time. Some professors will remind you about upcoming assignments or due dates, but others may not. As a college student, you’re responsible for making sure your work is complete and turned in on time—excuses like computer errors or losing internet access won’t help, so make sure you don’t procrastinate.
8. **Your professor does not have to let you make up missed work.** If you miss a deadline or forget about an assignment, your college professors are not required to let you make the work up or to offer partial credit. Check your class syllabus to see if your professor has a late policy. If you know ahead of time that you’ll be missing class or won’t be able to make a deadline, make sure to talk with your professor to see what options you have.

9. **Daytona State College and your professors can’t share any information about you with your parents/guardians without your permission.** The Family Educational Rights and Privacy Act (FERPA) makes it so we can’t share anything about your grades, class attendance, or other personal information with anyone else, unless we have your written permission. This applies even if you’re not 18 yet! If you want to set it up so someone else can access your information, ask an Academic Advisor for help with “delegating access” to that person in your student portal.

10. **The college runs on a different schedule than your high school, and has special deadlines for when you can change your schedule, add, or drop classes.** Make sure to check the Academic Calendar for important dates for adding, dropping, or withdrawing from classes. Remember that you’ll need special forms signed by your high school counselor to make changes to your college class schedule, so plan accordingly.

11. **If you need help, ask!** If you feel like you need help in any of your classes, DSC offers a variety of resources—Supplemental Instruction for many subjects, free tutoring at the ASC, and free writing help at the Writing Center—this is all in addition to your professors’ office hours. There are services all over campus to make sure you’re successful, so use them!

**CONTACTS**

Academic Advising/Dual Enrollment Office - (386) 506-3661  
DualEnrollment@daytonastate.edu

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FAQ's can be found at - [http://www.fl doe.org/core/fileparse.php/5421/urlt/DualEnrollmentFAQ.pdf](http://www.fl doe.org/core/fileparse.php/5421/urlt/DualEnrollmentFAQ.pdf)