DUAL ENROLLMENT GUIDELINES FOR STUDENTS AND PARENTS

2017-2018
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DAYTONA STATE COLLEGE
DUAL ENROLLMENT

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 conference of a high school diploma and college degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject.

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.) and Associate of Science (A.S.) 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 academic 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.
CONTACTS

Daytona State College:
Advising/Dual Enrollment
Daytona  (386) 506-3661
DeLand  (386) 785-2076
Deltona – Bruce Warner  (386) 789-7328
New Smyrna Beach – Melinda Hamilton  (386) 423-6321
Flagler – Leida Nieves  (386) 246-4845

DUAL ENROLLMENT

Dual enrollment is authorized under Florida Statute 1007.271 as an articulated acceleration mechanism. Dual enrollment requires a reciprocal agreement between a college and a school district or private school for students to attend college classes to receive credit both at the high school level and at the college level. While not for every student, the dual enrollment program is designed to meet the needs of the academically motivated, socially mature student.

ATTENTION PARENTS: PLEASE BE AWARE THAT IT IS IMPORTANT NOT TO FORCE YOUR CHILD TO DUAL ENROLL. OFTEN STUDENTS WHO DO NOT WANT TO PARTICIPATE IN THE PROGRAM DO NOT PASS THEIR CLASSES AND THEN THE BAD GRADES ARE ON THEIR PERMANENT HIGH SCHOOL AND COLLEGE TRANSCRIPT. STUDENTS WHO DUAL ENROLL NEED TO BE SELF MOTIVATED AND BE ABLE TO WORK INDEPENDENTLY.

REQUIREMENTS FOR ADMISSION

1. Students may be in Public School, Home School, or Approved Private Schools.

2. All home school students must have a signed Home School Articulation Agreement each academic year that they are dual enrolled. Private schools must have a signed articulation agreement for their students to register with Daytona State College.

3. Students enrolling in an Associate of Arts (AA), Associate of Science (AS) degree, or College Credit Certificate courses must have a cumulative unweighted minimum grade point average (GPA) of 3.0 in regular or advanced high school level courses.

4. Students enrolling in vocational certificate courses must have a minimum cumulative unweighted GPA of 2.0 in regular or advanced high school level courses.

5. Students must take the appropriate portion/portions of the Post-Secondary Readiness Test (P.E.R.T.) to enroll in A.A., A.S., or College Credit Certificate courses, or the Test of Adult Basic Education (TABE) for vocational certificate courses, and demonstrate achievement at norms established as a prerequisite for the type of course requested. Students may also qualify by taking and meeting course specific standards on the SAT or ACT.

The following scores should be used when placing Dual Enrollment students into college courses:

Revised June 2017
ENC 1101
ACT: 19 or higher in Reading, 17 or higher in English
SAT: 440 or higher in Critical Reading
P.E.R.T: 106 or higher in Reading and 103 or higher in Writing

MAT 1033/MGF2106/MGF2107
ACT: 19 or greater in Math
SAT: 440 or greater in Math
P.E.R.T: 114-122 in Math

MAC 1105
ACT: 21 or greater in Math
SAT: 500 or greater in Math
P.E.R.T: 123-134 in Math

MAC 1140, MAC 1114, STA 2023
P.E.R.T: 135-144 in Math

MAC 2233, MAC 2311
P.E.R.T: 145-150 in Math

**TABE SCORE:** Score requirements vary depending on the program. Students must take the test when registering for the program. Students may start without meeting the exit scores however, the Certificate cannot be awarded until the student passes the TABE with the required exit score for the program.

***Required test scores are state mandated. These score requirements will change if required by the Florida Department of Education.

10. All college credits earned through the dual enrollment program prior to graduation from high school will be recorded on the student’s permanent academic record (transcript) at DSC. **It is important to be aware that dual enrollment can affect a student’s eligibility for future financial aid. Students who fail, withdraw, or take classes they do not need may not be eligible for financial aid upon high school graduation.**

11. **Students must declare a major on the dual enrollment form. Students may only take classes required for their declared major. 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.**

12. The college falls under a different set of privacy laws than the high schools. Once the student is in our system as a college student, we cannot give any information to the parent about the student’s records and faculty members cannot give information to the parent about how the student is doing in the class. **This applies regardless of the student’s age.** In addition, the student must be present for all enrollment processes: admissions, registration, and all schedule changes. **Parents cannot process forms without the student being present.**

13. Eligible students may enroll in the following dual enrollment programs:

**A. ASSOCIATE OF ARTS 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**
Accounting Technology          Electronics Engineering Technology
Architectural and Building Technology  Engineering Technology
Broadcast TV Production     Hospitality Management
Computer Engineering Technology  Interior Design Technology
Computer Information Technology  Networking Services Technology
Computer Programming and Analysis  Office Administration
Culinary Management          Paralegal Studies
Drafting and Design (CAD)     Simulation and Robotics Technology
Early Childhood Education

C. COLLEGE CREDIT CERTIFICATE PROGRAMS

Accounting Technology Management  Information Technology Analysis
Accounting Technology Operations (Tax)  Information Technology Support Specialist
Advanced Network Infrastructure  Information Technology Administration
Applied Technology Specialist  Information Technology Analysis
AutoCAD Foundations  Microcomputer Repair/Installer
Broadcast TV Production  Network Communications (LAN)
Cable Installation  Network Communications (WAN)
Computer Aided Design and Drafting  Network Infrastructure
Computer Programming  Network Server Administration
Computer Specialist  Network Support Technician
Culinary Arts  Office Administration
Drafting and Design Technology  Web Development Specialist
Engineering Technology Support Specialist  Wireless Communications
Information Technology Administration

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 (ATC Campus)
Barbering (New Smyrna Beach Campus)
Barbering (New Smyrna Beach and Deltona Campus)
Construction Technology (ATC Campus)
Cosmetology (Deltona and Daytona Campuses)
Machining (ATC Campus) Welding Technology (Daytona Campus)

Note: Students who register for Barbering or Cosmetology must pay the cost of their kit in the first semester. The Barbering kit costs: $527.96 and Cosmetology: $401.00.

E. BACHELOR’S 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 pre-requisites for the programs while they are in the associates program.

Bachelor of Applied Science
Bachelor of Science in Information Technology
Bachelor of Science in Education
    - Elementary Education
While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

DAYTONA STATE COLLEGE
DUAL ENROLLMENT TEST/RETEST RULES

DSC limits all students to two P.E.R.T. attempts which are used for college credit programs, and the Test of Adult Basic Education (TABE) which is used for Vocational programs.

1. Students will take the initial P.E.R.T. at the DSC Assessment Center; their high school counselor will refer them for this assessment. If the student does not pass and has a score within 5 points of the required test score the Academic Advisor can approve the student for an immediate retest. If the student does not pass on the second attempt he or she must wait a full high school semester to retest.

2. Students must attend school for a full semester before they will be permitted a second attempt if their scores are not within 5 points.

3. Students are allowed no more than 3 college attempts at the placement test. Attempts taken at the high school will not be counted in these attempts.

Students who take the P.E.R.T. on their high school campus are also permitted to use the test scores for dual enrollment purposes.

A.A. DEGREE PROGRAMS

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 their current college catalog.
RESTRICTIONS

- Students may only register for two totally online course 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. Singular vocational course offerings will not be approved.
- Students may take a maximum of 15 semester hours or the equivalent at DSC during any 15-week semester and 14 semester hours during summer terms (four courses total; two courses in “A” term and two in “B” term with two extra hours if labs are required).

ONLINE COURSES

Online courses at the college are different than the online courses students take through Florida Virtual School. College online courses are run on a schedule just like if they were in a classroom. **WORK MUST BE TURNED IN BY THE DEADLINE IN THE SYLLABUS.** It is recommended that you take the quiz titled: “ARE YOU PREPARED FOR ONLINE LEARNING”. It can be found at www.daytonastate.edu/online/index.html.

RIGOR OF COLLEGE COURSES

Students and parents should understand that dual enrollment courses are college courses and the same guidelines apply for both dual enrolled students and DSC adult students. This is mandatory, in order to comply with state regulations and the Southern Association of Colleges (SAC) accreditation requirements. **Students are required to comply with the course syllabus, assignment deadlines and attendance policies as stated in the syllabus; absences such as school sports events, band trips, family trips, etc. are not exempt from attendance requirements.**

Grades earned by dual enrolled students become a permanent part of both the high school and college transcript and are weighted on the high school transcript the same as IB and AP courses. Courses are not removed from the student’s transcript unless there was an extenuating circumstance such as an extended illness or emergency. In this case the student would need to file an appeal and provide documentation. See a College Advisor for more information about Appeals.
STUDENT RESPONSIBILITIES

Dual Enrollment requires students to be self-motivated. College is a very different environment than high school. **Students must:**

a. **Make sure you are on time for class, stay the entire class, and attend all sessions.** College instructors have attendance policies and missing class may negatively impact student’s grade (regardless of the reason for the absence or tardiness).

b. **Maintain regular communication with your instructor.**

c. **Track your grades as you go through the course.** If you think there is a mistake talk to your instructor right away. Don’t wait until it’s time for grades to post at the end of the term.

d. **Every instructor has office hours that are posted in their syllabus.** This is your time to go to the office and ask questions or get clarification on assignments.

e. **Realize that College instructors do not necessarily allow make-up work for assignments or tests missed.** Missed work may mean a “0” for that assignment. Very few instructors provide opportunities for make-up work and if they do, it usually comes with a penalty (i.e. ½ credit for the assignment or test).

f. **Read your syllabus and follow the instructions.** This is the document that contains information about what is expected in the class. Keep a copy of it in your binder so you can refer back to it when needed.

g. **Read the material assigned by the instructor.**

h. **Don’t wait until the last minute to do your assignments.** You never know when your internet will not work or your computer will crash, etc. It is your responsibility to make sure your work is turned in and is complete and on time.

i. **Make sure you have enough time to study.** National statistics show that successful students study 2-3 hours per week for every one credit hour of the course. That means 4-6 hours of homework/reading/study time per week besides class time. Some classes may take more time and some may take less time.

j. **Complete your homework and turn it in ON TIME.** Most college instructors do not accept late assignments even if your mom or dad call the instructor. You will be treated like every other student in class.

k. **Make sure you know how to read the Academic Calendar and if you need to drop or withdraw don’t wait until the last minute.** You will need a form from your high school counselor to drop or withdraw so you need time to go get it before the deadline. If you wait until the last minute to start the process it might be too late. You are required to follow the same deadlines as other students.

l. **Pay attention!** Do not talk with your friends, text, surf the internet, etc. during class.

m. **If you are required to do work on the internet** and you cannot log in or you are having problems call the help desk. The number is listed on the log in page. Teachers do not give exceptions because your internet is not working. There are computer labs on campus if you are having trouble accessing your internet at home.

n. **Check your grades in MyDaytonaState at the end of the semester.** You should know if you did not successfully complete the class. Also, you are responsible to check your college email through MyDaytonaState as well. If you don’t know how to use it ask an Academic Advisor to show you.
o. Use the Writing Center and/or the Academic Support Center if you need help with Math and/or English. These services are located on every campus to assist you.

p. Learn how to read your Academic Requirements in MyDaytonaState. This is how you know which classes you need to complete your degree and what you have completed. If you need help with this ask an Academic Advisor.

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in high school classes. Courses will not be modified to accommodate variations in student age and/or maturity.

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

Please be aware that 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 privacy laws as any other college teacher. In addition, grades are posted on both the permanent high school and college transcripts.

CONTINUED DUAL ENROLLMENT

1. Students will be awarded high school and college credit as stated in the list of approved courses for dual-enrollment. This list can be found at: http://www.flvc.org.

2. 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 absolutely no exemptions for the high school GPA requirement.

3. Dual enrolled students must maintain a minimum 2.0 cumulative college GPA in order to continue participating in dual enrollment.

4. Students who earn an “F” or “FN” in a college course will be required to repeat the course in the next semester and will not be able to take any other course until the F/FN grades are repeated successfully. Students must earn a C or better when they repeat the course or they will no longer be eligible to participate in dual enrollment.

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

6. Students who earn a “D” in a course, but still meet the GPA requirement for both high school and college, are permitted to repeat the course in which they earned the “D” grade; however, they may only enroll in that course during the following semester. Students must earn a “C” or better in the second attempt at the course to be eligible for continued participation in the dual enrollment program.
7. 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.

8. Dual enrolled students must request to withdrawal 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.

9. The following behavioral requirement is addressed in F.S. 1007.271(3) … “Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered”. Students who violate the college code of conduct will be referred to judicial affairs and may lose the opportunity to continue to participate in the dual enrollment program. The code of conduct can be found in the student handbook at: http://daytonastate.edu/files/studenthandbook201011.pdf

10. Some private and/or out of state colleges or universities may not accept dual enrollment credit. Students should check with the admissions office of the college they plan to attend to determine if their dual enrollment credit will be accepted.

11. Students who are denied future dual enrollment due to college GPA, course withdrawal, or failing grades may file an appeal for a late drop or late withdraw with the college. Acceptable appeals may be based on student illness, family emergency, or other extenuating circumstances that prevented the student from successfully completing the course(s). Documentation will be required, including the student’s plan to ensure future success.

While Daytona State College strives to provide a safe learning environment for our students please be aware that this is a public institution and as such 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 class with a diverse group of students and will be interacting with people of various age groups.

Public and Private school student are required to give their school counselor a copy of their schedule.

Public school students will be provided books by 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 and get a book voucher. All book issues will be handled by your school.

Home school and private school students are required to purchase their own textbooks.

NOTE: DUAL ENROLLMENT STUDENTS ARE ELIGIBLE TO USE COLLEGE RESOURCES SUCH AS: The Academic Support Center, the Writing Center, the Library, Student Disability Services, Academic Advising, the Career Center, Student Activities/clubs, etc. Research shows that successful college students utilize available college resources. Dual enrollment students are encouraged to make full use of all available college resources.
DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

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.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don’t know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

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.

July 2012

Downloaded from Florida Department of Education/Aug. 2013/ http://www.fldoe.org/articulation