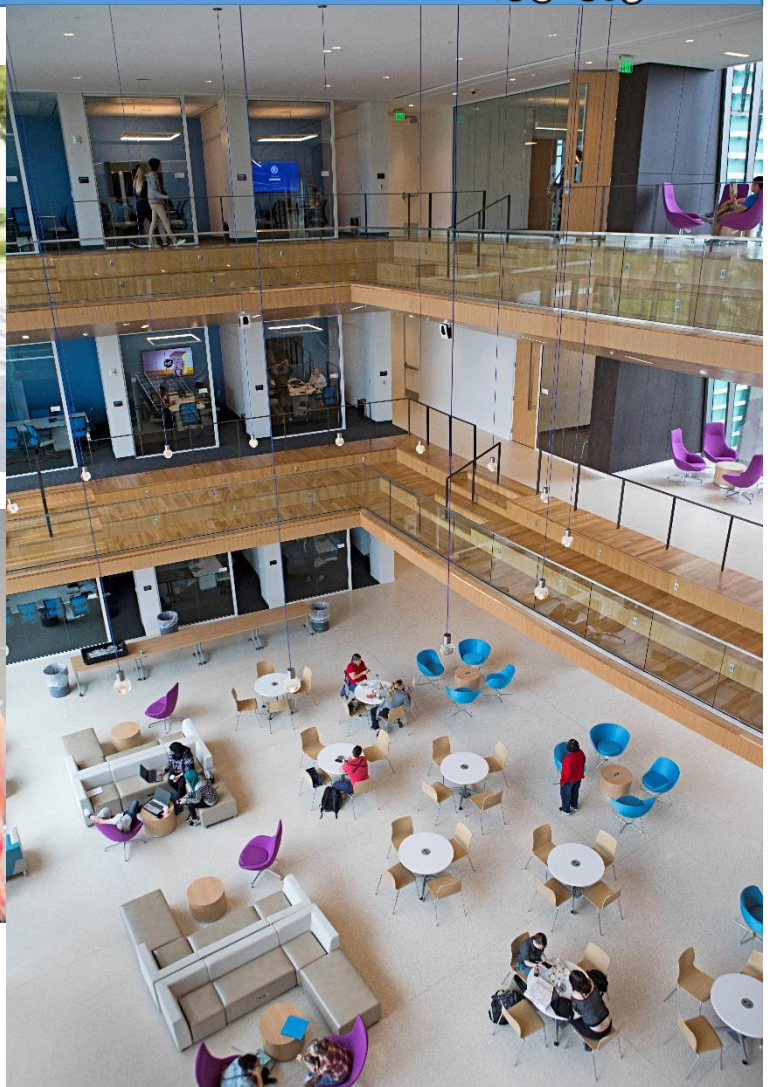




Dual Enrollment Guide

2021 – 22 Academic Year



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 mixed mode
- ✓ Experience the college atmosphere
- ✓ Offset the cost of a college education
- ✓ Stand out among your peers

INITIAL ENROLLMENT ELIGIBILITY

- Be enrolled in 6th-12th grade as a Public, Private, or Home Educated student registered with Volusia or Flagler county
- Have a qualifying cumulative, unweighted high school GPA:
 - For College Credit (A.A. degree, A.S. degree, A.S. certificate):
 - 3.0 unweighted high school GPA
 - Qualifying test scores on the SAT, ACT, or PERT
 - For Vocational Programs:
 - 2.0 unweighted high school GPA
 - Qualifying test scores on the TABE

TESTING

- Once admitted, students are eligible to take the PERT or TABE at a DSC Assessment Center on any campus.
- The initial test at DSC is free of charge, additional attempts will be a \$10 fee each to the student.
- If a student scores within five points of the required PERT score, they may 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. Students may appeal in writing to dualenrollment@daytonastate.edu for permission to take the PERT for a fourth and final 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.
- All exam sessions are monitored and recorded.
- ALL student and non-student examinees (regardless of age, testing for Dual Enrollment, or other purposes) must have a current/valid photo identification (ID) to take any examination. This is including but not limited to a state ID, learner's permit, driver's license, school ID, or passport. Assessment Services may deny entrance to an exam for individuals who do not have valid identification required for that exam.

REQUIRED TEST SCORES

SAT Required Scores	Reading*	Writing*	Math
SLS1122**	22	23	-
ENC1101	24	25	-
MAT1033/MGF2106/MGF2107	-	-	24
MAC1105	-	-	26.5
ACT Required Scores	Reading*	English*	Math
SLS1122	17	15	-
ENC1101	19	17	-
MAT1033/MGF2106/MGF2107	-	-	19
MAC1105	-	-	21
PERT Required Scores	Reading*	Writing*	Math
SLS1122	84	90	-
ENC1101	106	103	-
MAT1033/MGF2106/MGF2107	-	-	114
MAC1105	-	-	123-134
MAC1140/MAC1114/STA2023	-	-	135-144
MAC2233/MAC2311c	-	-	145-150

*Students are required to meet the reading AND writing scores to begin, and score combinations are permitted.

**Students may enroll in SLS1122 to begin if they have a minimum cumulative, unweighted high school GPA of 2.5 and meet the reading and writing test scores. Students under this exception who earn a B or higher in SLS 1122 may move on to SLS2301 without retesting but will need to earn the minimum reading and writing scores for ENC1101 to continue to any other courses.

- Students may not register for courses that requires math as a pre/co-requisite if they do not pass the math portion of a placement exam. 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 admitted in Fall 2020 under the Emergency Order that did not successfully complete English & Math courses with a C or better, will need to take the PERT to continue.
- Students must also meet all other pre-requisites or co-requisites; however, students who are concurrently enrolled in a high school AP or AICE English course will be considered to have met the English pre-requisites or co-requisite for DSC courses, except ENC 1102. Verification of the student's AP and/or AICE enrollment or credit will be required at registration.

REQUIRED TABE SCORES FOR VOCATIONAL CERTIFICATE PROGRAMS

Program	11/12 Reading	11/12 Language	11/12 Math
A/C, Refrigeration, Heating Mechanic	576	584	627
A/C, Refrigeration, Heat Tech	576	584	627
Auto Collision Repair	576	584	596
Auto Service Technology	576	584	627
Bldg. Trades/Construction & Design Technology	576	584	596
Machining	576	584	627
Welding Tech (Applied)	576	584	596

- TABE score requirements vary depending on the program. Students must take the test prior to enrolling in a vocational program but may begin without meeting the exit scores. Students must pass the TABE with the required exit score to be eligible to earn their certification.
- 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.

PROGRAMS AUTHORIZED FOR DUAL ENROLLMENT

Students should speak with an Academic Advisor to discuss the best program based on their intended degree and academic goals.

1. ASSOCIATE OF ARTS (AA) DEGREE

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.

2. ASSOCIATE OF SCIENCE (AS) PROGRAMS

Accounting Technology	Electronics Engineering Technology
Architectural and Building Technology	Engineering Technology
Broadcast TV Production	Environmental Science Technology
Business Administration	Hospitality Management
Computer Engineering Technology	Interior Design Technology
Computer Information Technology	Music Production Technology
Computer Programming and Analysis	Network Systems Technology
Culinary Management	Office Administration (all specializations)
Databased Technology	Paralegal Studies
Digital and Interactive Media Production	Photographic Technology
Drafting and Design (CAD)	Simulation and Robotics Technology
Early Childhood Education	

3. COLLEGE CREDIT CERTIFICATE PROGRAMS

Accounting Technology Management	Culinary Arts
Accounting Technology Operations (Tax)	Drafting and Design Technology
Applied Technology Specialist	Engineering Technology Support Specialist
Audio Electronics Specialist	Information Technology Analysis
Audio/Recording Technology	Interior Design Technology (Kitchen and Bath)
AutoCAD Foundations (Architectural)	Marketing, Sales and Service (Entrepreneurship)
AutoCAD Foundations (Engineering)	Network Server Administration
Baking and Pastry Arts	Office Management
Broadcast TV Production	Office Support (Technical Certificate)
Business Management	Television Studio Production
Business Operations (Entrepreneurship)	Web Development Specialist
Computer Programming	

4. VOCATIONAL CERTIFICATE PROGRAMS

*Students must be enrolled in the program to take any of the courses

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)
 Building Construction Trades Technology (ATC and Flagler Campus)
 Machining (ATC and New Smyrna Campus)
 Welding Technology (Daytona Campus)

5. BACHELOR’S DEGREES

All Bachelor’s degrees are two-plus-two programs. Students must have the required Associate degree, pre-requisites, and be admitted to the program to take bachelor’s level courses.

- Bachelor of Applied Science in Supervision and Management (all concentrations)
- 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

ELIGIBLE COURSES

- Students must declare a major and may only take classes required for their declared major.
- Students in an AA 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.
- Students may take a combination of face-to-face, hybrid, and online courses. Review the details on each modality in the [Course Types InfoGuide](#).
- Students are limited to 2 online classes per 15-week term, unless they have earned 30 or more credits and maintained a 3.5 DSC GPA at the time of enrollment.
- Students may not enroll in developmental courses or physical education courses.
- Students may not take any course that is less than 3 college credits, with the exception of students in the QUANTA or Music programs.

Semester/Term	Max # of Credits	Notes
Fall & Spring	15	<ul style="list-style-type: none"> ▪ Maximum 9 credits per A/B term ▪ Students with a 3.0 DSC GPA may be allowed an additional 1 extra credit hours for labs, if needed. ▪ Graduating seniors may take up to 18 credit hours in the Spring semester of their graduating year if the courses will complete their degree.
Summer	14	<ul style="list-style-type: none"> ▪ 2 classes in the “A” term, two classes in “B” term, and two extra credit hours for labs, if needed. ▪ 10-week courses will be counted in the “A” term credits.

THE DUAL ENROLLMENT PROCESS

NEW STUDENTS -

New students may enter the Dual Enrollment program during the Fall & Spring semesters only.

Step 1: Eligibility – Talk to your school counselor to verify GPA, eligibility, high school graduation requirements, and college readiness.

Step 2: Apply to DSC – Follow these steps, choosing "Dual Enroll" as your Academic Plan.

- Home Education students must also submit a [Home School Articulation Agreement](#), [Home Education Verification](#), and documentation from the school district verifying that you are a registered home education student with Volusia or Flagler County.

Step 3: Placement Testing – Visit any [DSC Assessment Center](#) for placement testing. Already have test scores? Submit them with your Dual Enrollment form.

- [How to get your ACT scores](#)
- [How to get your SAT scores](#)

Step 4: New Student Advising – Schedule your [Virtual Group New Student Advising session](#) for an overview of the programs offered, how to select courses, important dates, Dual Enrollment guidelines, and your Dual Enrollment form.

Step 5: Complete Your Dual Enrollment Form – Complete your [Dual Enrollment form](#), then connect with your school counselor to review your course selections. Submit completed forms to DualEnrollment@DaytonaState.edu. Use the [Dual Enrollment Course Search Guide](#) to review and select courses.

Step 6: Check Your FalconMail – All registration questions/confirmations will be sent to your [DSC FalconMail account](#).

RETURNING STUDENTS -

- **Complete your [Dual Enrollment form](#)**, connect with your school counselor to verify you still meet eligibility requirement and to review your course selections.
- Submit your completed form to DualEnrollment@DaytonaState.edu to begin the registration process from your [FalconMail student email](#).
- Home education students are required to sign a new articulation agreement each academic year.

ITEMS TO NOTE

- A Dual Enrollment Hold is placed on each student's account while they are dual enrolled.
- Dual Enrolled students do not have access to register for courses on their own.
- All course selections must be submitted on a completed Dual Enrollment form to DualEnrollment@DaytonaState.edu.
- 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.

IMPORTANT DATES

Fall 2021	Full Term (15-week)	Fall A	Fall B
Registration begins	April 15	April 15	April 15
Deadline to enroll	May 28	May 28	May 28
Classes begin	August 23	August 23	October 18
Drop Deadline	August 25	August 24	October 19
Withdraw Deadline	November 3	September 27	November 23
Spring 2022	Full Term (15-week)	Spring A	Spring B
Registration begins	October 28	October 28	October 28
Deadline to enroll	December 1	December 1	December 1
Classes begin	January 18	January 18	March 21
Drop Deadline	January 20	January 19	March 22
Withdraw Deadline	April 5	February 21	April 21
Summer 2022	Summer A	Summer 10-week	Summer B
Registration begins	March 31	March 31	March 31
Deadline to enroll	May 4	May 4	May 4
Classes begin	May 17	May 17	June 30
Drop Deadline	May 18	May 18	July 1
Withdraw Deadline	June 13	June 29	July 27

DROPS/WITHDRAWALS

- 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 complete and submit a signed a drop/withdraw form before they can be dropped or withdrawn from a course. The form must be signed by a school counselor and parent, then submit to DualEnrollment@daytonastate.edu to be officially dropped or withdrawn from the course.
- 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 Dual Enrollment and 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.
- **All course attempts can impact future dual enrollment and financial aid eligibility.**

BOOKS

- **Public school students** will be provided books and access codes by the textbook coordinator at each school. All book issues will be handled by your High School. Books are to be returned at the end of each semester. **VOL students** will need to contact their zoned school.
- **Private School and Home Educated students** will receive a voucher via FalconMail for use in the Daytona campus bookstore during the designated book voucher redemption dates for each semester. Books must be returned by the end of each semester to remain eligible for Dual Enrollment.
- Florida Virtual School (FLVS) students should contact their counselor for books and access codes.

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 privacy guidelines as any other college teacher.
- 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

- Grades are reviewed at the end of each semester.
- 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.
- Dual Enrolled students must maintain a minimum 2.0 cumulative Daytona State College GPA 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 the course to be eligible for continued participation in the Dual Enrollment program.
- 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, please refer to the appeals section below..
- Dual Enrolled students are not permitted to take any course more than twice.
- Dual Enrolled students must request to withdrawal if they do not wish to complete their course. This must take place within the [dates designated by the college each semester](#) for withdrawing without a grade penalty. The school counselor (or parent for home school students) must sign the withdrawal form.

- 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 or who are on track to graduate high school before the completion of the course are not eligible to participate in the Dual Enrollment program.
- Home Educated students are no longer eligible to register for courses after their 19th birthday.
- 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 or have disclosed their intended transfer major and the courses are required pre-requisites.
- Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process. In such cases, the college instructor will refer the student to the DSC Judicial Affairs office at the college where a decision will be rendered, and school counselors will be notified.

STUDENTS WITH DISABILITIES

Students who have a disability should register with the 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

APPEALS

Appeals for major extenuating circumstances may be made in the following cases:

- Serious illness or injury
- Unforeseen emergency or natural disaster
- Death of an immediate family member (parent/legal guardian, sibling, spouse/partner, or child)
- Non-voluntary military activation
- Other extraordinary circumstance

Events such as child-care issues, transportation issues, employment changes, normal pregnancy, incarceration, disagreement with instructor teaching method, difficulty learning the course material, college disciplinary actions, or judicial sanctions are not typically considered extenuating circumstances for college appeals, but we want to help you navigate life's hurdles.

Learn more about appeals [here](#), at Appeals@daytonastate.edu, or by calling 386-506-3781.

Students who have lost eligibility for dual enrollment should follow the standard appeals process first, and if they do not have extenuating circumstances, or the appeal is denied, they may appeal with the support of their school counselor to dualenrollment@daytonastate.edu.

CONTACT US:

DualEnrollment@daytonastate.edu | 386.506.3661 | **Appointments** – 386.506.3602