Dual Enrollment Procedures and Guidance Information

Student eligibility:

- Enrolled in a Florida Public or non-public secondary school or in a home education program. 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.
- Enroll in a course found on The Dual Enrollment-High School Subject Area Equivalency List. Applied academics for adult education instruction, developmental education, and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical education of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the program.
- College Credit Dual Enrollment students must maintain a 3.0 un-weighted Grade Point Average (GPA) and minimum score on a common college placement test.
- Career Certification Dual Enrollment students must maintain a 2.5 high school un-weighted GPA.
- School districts and Florida College System Institutions must weight dual enrollment courses the same as Advance Placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated.
- A key advising resource is the state approved dual enrollment courses which can be found at www.fldoe.org/articulation/pdf/DELList.pdf.
- Dual Enrollment Courses that count toward Bright Futures can be found in the Bright Futures Comprehensive Course Table at https:\\www.osaffelp.org/bfiehs/fnbpcm02CCTMain.aspx

Dual Enrollment SCPS/Hagerty High School Recommendations:

- Graduation Requirements should be considered when reviewing Dual Enrollment courses for a student. Students who enroll in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student and therefore should not be approved.
- Pre-collegiate instruction, as well as physical education courses that focus on the physical education of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program.
- No more than (2) Dual Enrollment credits per semester will be scheduled.
- Dual Enrollment will only be scheduled during the 5th and 6th period hours.
- Dual Enrollment courses should be selected off of the Dual Enrollment Course – High School Subject Area Equivalency List.
- The Principal reserves the right to final approval of all Dual Enrollment Courses.
Suggested Procedures for enrolling students in Dual Enrollment:

1. Meet with high school counselor to review academic summary and grade point average and discuss course options (Refer to the State’s High School Equivalency List-not all courses on the list are offered at SSC or UCF) www.Seminolestate.Edu/dual-enrollment
   Discuss the consequences of dropping a Dual Enrollment course during the college “drop/add” window with regards to high school graduation requirements and the integrity of the transcript. It is the student’s responsibility to check with perspective colleges regarding how dropping or failing a Dual Enrollment college course will impact the admission process.

2. Complete the SSC or UCF application and get an official high school transcript from guidance office. Meet with the college to review the application, transcript and course request for admission

3. After being accepted by the college, meet with high school counselor and complete the 868 form

4. Take 868 form to the Principal for signature and final approval

5. If the 868 is approved by the Principal, the student registers for the post-secondary course (or courses) at the college or university. The counselor or FTE clerk schedules the student’s course in Skyward using the criteria provided in the IS/FTE documentation.

6. The student takes the 868 to the bookstore once registration is complete and obtains his/her required instructional materials for the class (classes). The bookstore then submits the 868 to the county office for reimbursement.

7. Once the student has completed the Dual Enrollment course the grade is entered into Skyward Academic History using the criteria in the documentation provided by the IS/FTE Team.

8. If the student withdrawals from the Dual Enrollment course prior to the college “drop/add” deadline the high school can drop the Dual Enrollment course with an “NG” for “No Grade Assigned” and omit for the student’s transcript.

9. If the student withdrawals from the Dual Enrollment course prior to the college “drop/add” deadline the high school counselor or FTE must notify Kathy Green (50161) at the county office to stop payment on that students Dual Enrollment course.

10. If the student withdrawals from a Dual Enrollment course after the “drop/add” deadline the high school will enter a “W” and remove the Dual Enrollment course from the student’s high school transcript. The college or university will apply an appropriate grade to the student’s college transcript.

11. Students who withdrawal from Dual Enrollment courses must notify their counselor immediately in order to facilitate high school course replacements and minimize the impact on meeting graduation requirements.

I have read and understand the above procedures and guidelines for Dual Enrollment.
Student Signature/Date __________________________________________

Parent Signature/Date ____________________________________________

Counselor Signature/Date _________________________________________