

Dual Enrollment



Parent and
Student
Guide

2010-11



**SOUTH FLORIDA
COMMUNITY COLLEGE**

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Dual Enrollment

Several types of acceleration mechanisms are available to qualified high school students, including Advanced Placement (AP), Dual Enrollment and International Baccalaureate (IB). A comparison of the different types of acceleration mechanisms may be found in the appendices. South Florida Community College (SFCC) offers a strong Dual Enrollment program that allows qualified high school students to begin work early on their college degree while still in high school. Dual Enrollment is an educational program established by law in Florida (Florida Statute 1007.271) for district, private, and home-schooled high school students. Dual Enrollment enables high school students to take a college-level course that can be applied to high school graduation requirements and be awarded both college credit and high school credit for the college course. For example, upon successful completion of the college course ENC 1101-Freshman English, a high school student earns 3 college credit hours in English on his or her SFCC transcript, and the high school awards a corresponding English credit on the high school transcript.

Dual Enrollment:

- Helps a student accelerate his or her education goals
- Eliminates duplication between high school and college course content
- Increases the rigor and challenge of course offerings while in high school

Dual-enrolled students take college courses and earn college credits immediately. No comprehensive post-examination is required. Dual Enrollment also offers many more courses, including career and technical courses. Florida statute allows eligible students to take any college course as Dual Enrollment except remedial pre-collegiate courses, sports, recreation, or leisure courses. A formal agreement between the school district and the college identifies the requirements for early college Dual Enrollment programs. Students may attend Dual Enrollment available on the high school campus or on any college campus during the day or evening and during summer terms. If you are a high school student in a DeSoto, Hardee, or Highlands county public school, a private school, or an approved home education program, you may enroll in SFCC's Early College/Dual Enrollment program provided you have met program requirements and have written permissions (guidance, principal or superintendent, and parent). You should consult a high school guidance counselor or SFCC advisor for more information.

Tuition is Free!

Registration Fees

You will **not** be charged fees for registration or books if you are enrolled in the Early College/Dual Enrollment program at DeSoto, Hardee, or Highlands county public schools if courses meet the core requirements for high school graduation credit. Tuition, books, laboratory fees, and transportation are free of charge to Dual Enrollment students who are taking college classes that apply toward high school graduation. For home-schooled and private school students, only tuition and lab fees are free to qualified students who are taking college classes that apply toward high school graduation. All dual-enrolled students are responsible for payment of other special college courses that exceed the requirements for high school graduation are considered “enrichment” courses and will require that the student pay for tuition, books, and fees.

Instructional Materials

Course textbooks are purchased by the district high schools and provided to students enrolled in Dual Enrollment classes. Students attending classes on SFCC sites must submit an approved voucher to purchase textbooks. After successfully completing the college course (with a grade of C or higher), the student must return the textbook to the high school. All students must purchase their own books for courses not required for high school graduation.

Transportation

Students are responsible for their transportation to and from classes held at college locations, unless otherwise arranged by their school district.

Important Notice to Parents and Students

- Students taking Dual Enrollment courses are subject to the rules and regulations of SFCC as established in the SFCC Catalog and the SFCC DE Parent/Student Handbook.
- While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- High school students will be placed in classes with other college students that will likely include adults of all ages and backgrounds. Dual-enrolled students are expected to act as adults.
- Registration for available seats in all SFCC classes is on a first-come, first-served basis.
- Dual Enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

Student Eligibility

Qualifications have been established to demonstrate that high school students are academically ready to successfully take on the challenge of college coursework. These requirements are as follows for all Dual Enrollment college credit and technical courses:

Students must be high school juniors and seniors for college credit, or sophomores, juniors, and seniors for technical Dual Enrollment.

1. Each term enrolled students must have a minimum 3.0 cumulative unweighted grade point average to take college credit Dual Enrollment and a 2.0 unweighted grade point average is required for technical Dual Enrollment courses.
2. Students must meet established cut scores on the SAT or ACT tests, or Post Secondary Education Readiness Test (PERT) in order to take college credit courses. Completion of the Test of Adult Basic Education (TABE) prior to enrollment is required for technical courses.
3. Parental and high school principal (and/or superintendent) permission is required.

Assessment

All college students must take an approved assessment test and achieve acceptable scores to be placed in college-level work. For college credit courses, approved tests are the SAT, ACT, or PERT. For technical-credit courses, the TABE is the approved placement test. Dual Enrollment students may take the PERT twice per academic year (August to July) without charge. Students are required to wait 30 days before retesting on the PERT unless there are extenuating circumstances. The SFCC testing coordinator will determine if extenuating circumstances exist. SAT and ACT tests have no limit on retakes; however, a fee to take these assessments.

Code of Conduct

Attendance at the college is a privilege, and to maintain the college ideals of scholarship and character development, the right is reserved to withdraw any student at any time for any reason deemed sufficient, and the student concedes this right to the college.

Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the college, including, but not limited to, those that are listed below.

Any of the following violations may constitute a form of disruptive behavior. Such disruptive behaviors, if they take place on campus or at a college function, may lead to suspension or dismissal from the college:

- Sale or consumption of alcoholic beverages on campus
- Illegal use or possession of drugs or narcotics
- Cheating in any form
- Stealing
- The use of indecent or abusive language
- Gambling
- Hazing
- Vandalism or destruction of property
- Falsification of records
- Unauthorized use of the college name
- Lewd or indecent conduct
- Behavior that intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This applies to acts conducted at any college campus or facility or off campus when relevant to such orderly conduct, processes, and functions.

Disruptive conduct shall include, but not be limited to, the following:

- Violence against any member or guest of the college community
- Theft or willful destruction of college property or of the property of others present at the college
- Interference with the freedom of movement of any member or guest of the college
- Obstruction of the normal processes and activities essential to the functions of the college community
- Deliberate interference with the rights of others
- Violations of a federal or state law, a county or city ordinance
- Repeated offenses of a less serious nature

Dual Enrollment Contract

Students and parents are required to sign a contract indicating their understanding of student readiness, social maturity and motivation to participate in Dual Enrollment (See Appendix B).

Enrollment Process

Classes Conducted on an SFCC Campus

Individual students who wish to enroll in a class on a college campus must see their high school guidance counselor to select courses and complete the SFCC application for Dual Enrollment. The application must include specific course titles, course numbers, and counselor signature. Students are required to complete the SFCC admissions application and show proof of successfully completion of the ACT, SAT, or PERT for college credit courses, or the TABE for technical Dual Enrollment.

Students are to contact their designated campus high school guidance counselor to complete all approvals and then may proceed to the college campus to complete the registration processes.

College classes conducted on the SFCC campus will use the college schedule to start and complete classes. High school class schedules tend to run on an 18-week schedule, while college campus classes are on a 16-week schedule.

Students should be aware of the potential for differences in schedules and make arrangements accordingly.

Classes Conducted on the High School Site

Students taking courses offered on their high school campus will work with the high school's Guidance Office. The Guidance Office will disseminate the SFCC application and verify student eligibility (including proof of grade, GPA and test scores). The SFCC admissions office will review and process the applications prior to permitting students to register for classes at SFCC.

College classes conducted on the high school site may use the high school schedule to start and complete classes. Some high school class schedules run on an alternate schedule, while college campus classes are on a 16-week schedule. Students should be aware of the potential for differences in schedules and make arrangements accordingly.

Course Selection

Participating public school students who attend Dual Enrollment classes may take any college academic or career course, with the exception of pre-collegiate remedial courses, sports, recreation, or leisure courses. However, each school district establishes which courses may be accepted for Dual Enrollment credit. Students are required to present an approved School District Approval Form to

register away from their high school campus. State law requires that all college credit students only enroll in 12 credit hours before earning assessment scores which place them into college-level courses in all three areas of reading, writing, and mathematics. Dual enrollment students who have not met this requirement will be prohibited from participation until appropriate assess scores are met.

Choosing Courses

It is vital that students have their course selections approved by their high school guidance counselor and/or an SFCC advisor. Dual Enrollment involves both college and high school credit, and course selection directly impacts student fulfillment of course requirements for both high school graduation and college degree completion. Students must be careful not to take college courses that do not apply toward their intended degree for these reasons:

- They may count as enrichment courses rather than required courses for graduation, thereby resulting in the student having to pay the required tuition and fees.
- Taking excess hours that are not a part of the degree program requirements may influence future scholarship, grant or financial aid funding, after the students enters the college or university of graduating high school.

Your SFCC advisor can assist you in selecting the appropriate courses if you plan to transfer to another college or university program. Please consult with them to develop an individual plan to assist you with the course selections recommended for your degree or certificate.

Students must also meet the established college course prerequisite and co-requisite requirements as identified in the course descriptions in the College Catalog. The College Catalog is available online at www.southflorida.edu. Students planning to enter a bachelor program are encouraged to utilize the FACTS.org web site (www.FACTS.org) to plan course selection as well.

Course Equivalencies

The Florida Department of Education maintains a list of Dual Enrollment courses identified to meet high school graduation requirements. The list, found on the Florida Academic Counseling and Tracking for Students Web site, www.FACTS.org, is not a full list of all allowed college courses, but it does list those which are most frequently taken by Dual Enrollment students in Florida. The list is useful to counselors, parents, and students in determining the high school graduation subject requirement satisfied by the college course (see SFCC Course Equivalency List, Appendix D)

In general, 3 college credit hours are the equivalent of .5 high school credits, with 6 college credit hours equating to 1 full high school credit. However, exceptions exist: The state list of Dual Enrollment courses identified to meet the high school graduation requirements also indicates certain semester-length college courses deemed of sufficient rigor to earn a full high school credit. For example, ENC 1101 (English Composition I) is a 3-credit, one-term college course. It will also earn the student a full high school credit. High school credits are awarded per the status of the list at the time of student enrollment.

Early Admission Option

Early Admission is a form of Dual Enrollment through which eligible high school students may enroll in college on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Students enrolled in Early Admission attend all classes on a college campus and are exempt from the payment of registration, tuition and laboratory fees. Early admission is limited to students who have completed a minimum of 6 semesters of full-time secondary enrollment, including studies undertaken in the 9th grade (FS 1007.271.8). Early Admission students must meet all eligibility criteria for dual-enrolled students. Information regarding SFCC campuses and centers, class schedules, and other admissions requirements may be obtained at any campus or on the college Web site at www.southflorida.edu.

Grades

Student performance and grading shall be evaluated in accordance with SFCC college credit and technical grading criteria and academic standards. Each faculty member will establish course grading criteria, post the information in the course syllabus and share with the student on the first day of classes. Dual Enrollment students must complete the college course with an A, B, or C grade to be considered successful.

Dual Enrollment students who earn a grade of D, F or W will be permitted to retake the course only once as Dual Enrollment, after they have sat out for one full academic term.

RETAKES

Students who wish to retake a course after the dual enrollment maximum attempts will do so at their expense, (including tuition, textbooks, and transportation).

All grades earned in Dual Enrollment classes will be posted on both the permanent college transcript and on the high school transcript. These are permanent grades and will directly affect the student's ongoing college grade point average and eligibility for financial aid (PELL, Florida Bright Futures, Etc.)

A student is only allowed three total attempts in any college course. This includes courses withdrawals. Students with an excessive number of W grades, and students who repeat courses to improve their GPA, may jeopardize their admission to programs in the Florida State University System or other higher education institutions.

Dropping and/or Withdrawals

Dropping and/or withdrawing from classes required counselor signature. Students attending class on SFCC campuses must follow the deadlines posted in the College Catalog if they wish to drop or withdraw from a class. All drops or withdrawals must be handled through both the high school guidance counselor and the SFCC Registrar's Office. Students enrolled in Dual Enrollment classes on their high school campus must contact their guidance counselor, as a drop or withdrawal may negatively impact the student's grade and subsequent eligibility to take Dual Enrollment courses.

To officially drop and/or add a Dual Enrollment course, the student must contact the high school guidance office or an SFCC advisor as appropriate. Drop/add and withdrawal deadlines for students established annually and published in the Academic Calendar located in the SFCC Catalog and Schedule of Classes. This information is readily available on the Web site at www.southflorida.edu. Teachers and guidance counselors can also contact the SFCC Dual Enrollment coordinator for information regarding these deadline dates.

Florida state law has established that students enrolled in the same undergraduate college credit course more than twice (including withdrawals earning a W grade), must pay course fees at the non-Florida resident's tuition rates. This rate is approximately three (3) times higher than the Florida resident rate. Because of the seriousness of these possible outcomes, it may be to the student's advantage to delay retaking a course until graduating from high school. Students will not be permitted a third attempt while in high school.

Transfer of Credit

Dual Enrollment college credits are transferable to any public college or university within Florida and to many other public and private schools. Florida public universities and colleges have a common course numbering system, which greatly expedites transfer. Dual Enrollment students who wish to transfer to other institutions are responsible for checking with that institution to determine whether their SFCC credits will apply towards the general education requirement or as electives at that school. Dual Enrollment students who wish to remain at SFCC after high school graduation must submit a new admissions application to become a "regular degree-seeking" student.

General College Information

Faculty

All Dual Enrollment instructors are credentialed under Southern Association of Colleges and Schools (SACS) accreditation rules, whether they are full-time college professors, adjunct faculty members, or high school teachers who teach dual enrollment classes. A high school teacher who wishes to teach a Dual Enrollment course must, therefore, present the same level of educational credentials and performance that are required of any faculty member hired by the college.

Campus Resources

Dual Enrollment students are entitled and encouraged to use SFCC resources including libraries, computer labs, electronic course management systems and tutorial labs.

Parking

SFCC provides ample parking to serve students and employees. A limited number of spaces are reserved for special permit parking. Dual enrollment students are required to obtain parking decals for their vehicles, if they wish to park on campus. This decal must be displayed on the left side of the rear bumper or rear window of automobiles and in a visible spot on motorcycles. Parking decals may be obtained from the SFCC cashier's office.

Cellular Phones/Other Electronic Devices

Students must turn off or silence portable communication devices before entering classrooms, labs, or other areas of the college. Disruptions attributed to such devices will be considered conduct violations.

Academic Ethics

The faculty of SFCC is committed to a policy of honesty in academic affairs. Conduct which may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. **Dishonesty** consisting of cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another student cheat, you will be subject to the same penalties as the student who is assisted.
2. **Plagiarism** consisting of the deliberate use and appropriation of another's work without identifying the source and then passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

In case of cheating or plagiarism: The instructor may take academic action consistent with college policy that may range from loss of credit for a specific assignment, examination, or project to removal

from the course with a grade of F. Your instructor and you should seek to resolve the problem to your mutual satisfaction. If you are unable to resolve the problem you may request action from the appropriate chair, program manager, program director or dean. See the Grade Appeals process listed in the College Catalog available on the Web site.

Equal Access/Equal Opportunity

South Florida Community College pledges to provide equal access to education and employment opportunity to all regardless of race, color, gender, religion, age, national origin, marital status, political affiliation, sexual orientation, sexual preference, or disability. The administration of the college adheres to federal and state laws controlling equal access/equal opportunity. This pledge covers all aspects of the educational and employment relationship with our students and employees. Concerns regarding this pledge are to be addressed to either the dean of student services, 784-7104, or the director of human resources, 784- 7132.

Special Needs

Students with special needs must coordinate services with their high schools. South Florida Community College seeks to ensure that programs, services, and facilities are accessible to and usable by persons with disabilities. Persons with disabilities who are otherwise eligible for services must help the college accommodate their individual needs by notifying college staff of specific equipment or resource needs. The college will make every effort to reasonably accommodate these specific needs. Individuals have been assigned to assist in ensuring that students have access to the college's programs, services, and facilities. These persons are the Americans with Disabilities (ADA) student coordinator and the ADA employment and facilities coordinator. Their names and numbers are listed in the current College Catalog. Please contact these individuals if you require assistance.

Drug Free Campus

SFCC is a drug-free college and workplace. Illegal use of drugs or alcohol will not be tolerated on any SFCC campus, center, or at any SFCC sponsored event off campus. Alcohol and drug-free campus handouts are distributed to new students at orientation and to continuing students at their first registration in each academic year. These handouts describe standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on campus; health risks, applicable legal sanctions under the law; programs that address counseling treatment or rehabilitation/re-entry programs; and disciplinary sanctions that SFCC will impose on students and employees. You will find information regarding the Drug Free Campus and Drug-Free Workplace Program in the Student Handbook available on the SFCC Web site.

SFCC Application for Admission to Dual Enrollment Program

Students applying for admissions to dual enrollment program should complete the regular SFCC admissions application items 1-19. Student applications requires school certification as noted on the last page of the SFCC admissions application.

SFCC admissions application are available online at:
www.southflorida.edu/student/services/admissions

STUDENT CHECKLIST FOR DUAL ENROLLMENT

- Make an appointment to discuss the Dual Enrollment options with your guidance counselor or an SFCC advisor,
- Complete a Dual Enrollment admissions application.
- Participate in an orientation session.
- Complete the Dual Enrollment Approval Form (student and parent signatures are required).
Your guidance counselor will verify, document and initial beside your unweighted GPA, grade and test scores.
- If you have acceptable test scores on record (SAT, ACT, PERT, TABE), your high school counselor will assist you with course selection. The counselor will also check for seat availability and will obtain the signature of the principal/designee.
- If you do not have acceptable scores on record, you will need to take the PERT or TABE.
Your counselor will assist you with signing up for this test.
- The high school counselor sends the approval form to the principal for signature. The form is then sent to the superintendent (if required).
- The completed form is returned to the principal. A copy is placed in the student file and the original is given to the student to take to SFCC.
- The SFCC advisor verifies signatures, unweighted GPA, passing test scores, and grade requirements, and signs the form.
- The SFCC advisor will assist you in course selection if needed and refer you to the appropriate location for registration.
- Attend classes and complete course with a grade of C or higher in order to dual enroll in future Dual Enrollment courses.
- After course completion (within one week of the end of classes), return your textbook(s) to the high school bookkeeper.

FREQUENTLY ASKED QUESTIONS

Am I eligible to dual enroll?

To be eligible you must:

- Be in grade 10 or higher for technical Dual Enrollment and grade 11 or 12 for academic Dual Enrollment.
- Have a 3.0 unweighted grade point average for academic Dual Enrollment, 2.0 unweighted grade point average for technical Dual Enrollment.
- Have approval from the principal (and superintendent if required by the school district).
- Have no severe behavior problems.
- Meet the minimum testing requirements (PERT, SAT, ACT for academic courses and TABE for technical Dual Enrollment).

How do I get started with Dual Enrollment?

Make an appointment with your guidance counselor, complete the SFCC Dual Enrollment admissions application, and the Dual Enrollment Approval Form.

How do I know which courses to take?

You should discuss your courses with your guidance counselor or an SFCC advisor. Look for courses that help you:

- Meet your subject area requirements for high school graduation.
- Complete a career and technical program of study.
- Count towards your A.A., A.S. or A.A.S. degree (an SFCC advisor will assist you to identify the appropriate courses).

I've never dual enrolled before. Which courses should I take first?

If you have a 3.0 unweighted grade point average and meet the minimum test score and grade requirements for academic Dual Enrollment, it is recommended that you take ENC 1101 (College Composition) and SLS 1501 (Master Student/College Success). The College Composition class is a pre-requisite for most of the A.A. degree courses. The Master Student/College Success class is a good orientation class for college. However, it is best to discuss your options with your high school counselor or an SFCC advisor.

How do I know which courses meet high school subject area requirements?

A listing of the college courses that meet particular high school subject area requirements is found in the appendix of the SFCC Dual Enrollment Parent and Student Guide. The statewide listing of approved Dual Enrollment equivalency is available on the FACTS.ORG Web site.

Which courses do I need for SFCC degrees or programs?

The requirements for all SFCC degree and certificate programs can be found in the SFCC Catalog located on the SFCC Web site at www.southflorida.edu.

Can Advanced Placement (AP) English substitute for ENC 1101 (College Composition) when required as a prerequisite of a course?

If you have taken AP English and scored a 3 or higher on the AP exam, you may substitute AP English as a prerequisite.

Which courses taught at my high school are eligible for technical Dual Enrollment?

Any course listed on the Statewide Technical Dual Enrollment Equivalencies found at www.careerconnection.org and offered by your SFCC campus is eligible for qualified students to enroll in. Each instructor must be approved by SFCC and meet SFCC credentialing criteria.

Are there any academic criteria I must meet as a Dual Enrollment student?

You must have an unweighted high school GPA of 3.0, be in the 11th or 12th grade, and have acceptable PERT, ACT or SAT scores to enter the college credit Dual Enrollment program and a 2.0 unweighted high school GPA, be in the 10th, 11th or 12th grade, and have completed the PERT or TABE for technical Dual Enrollment.

Does the Dual Enrollment grade count on my high school transcript?

Yes, the grade is listed on your high school transcript and counts toward high school graduation requirements. The grade is also listed on your SFCC transcript; hence, Dual Enrollment has two grades (a high school grade and a college grade) for each course.

Must I pay any tuition or book fees for Dual Enrollment courses?

No, the school district and SFCC cover all expenses for tuition, lab fees and books for Dual Enrollment courses unless you are home schooled or attend a private high school.

When do I register for courses?

Registration deadlines are determined by the high school and SFCC academic calendar. Students are encouraged to enroll in classes as soon as possible as classes will fill and seats will no longer be available.

How do I register?

Your high school guidance counselor will help you with the process.

Why should I consider Dual Enrollment?

The college credits you earn may count toward a SFCC occupational certificate program of study, an Associate in Science degree, an Associate in Arts degree, or apply toward a baccalaureate degree. Discuss what options may be available with your guidance counselor and with a SFCC advisor. The biggest advantage for you is a free college education and a head start on gaining the skills needed for a career!

High School Contact Information

De Soto County:

De Soto High School: (863) 494-3434

Mr. Mike Steele, Principal; mike.steele@desoto.k12.fl.us

Hardee County:

Hardee High School: (863) 773-3181

Dr. Michele Polk, Principal; mpolk@hardee.k12.fl.us (Ext. 204)

Ms. Mary Farr, Assistant Principal; mfarr@hardee.k12.fl.us (Ext 207)

Mr. Todd Durden, Assistant Principal; tdurden@hardee.k12.fl.us (Ext. 268)

Highlands County:

Sebring High School (863) 471-5500

Mrs. Toni Stivender, Principal; Stivendert@highlands.k12.fl.us

Mr. Jim Howard, Asst. Principal; howardj@highlands.k12.fl.us

Lake Placid High School (863) 699-5010

Mr. Michael Haley, Principal; Haleym@highlands.k12.fl.us

Mrs. Valerie James, Asst. Principal; Jamesv@highlands.k12.fl.us

Avon Park High School (863) 452-4311

Mr. Stu Guthrie, Principal; Guthries@highlands.k12.fl.us

Seth Lambert, Assistant Principal; lambers@highlands.k12.fl.us

Sandra Johnson, Assistant Principal; Johnsons@highlands.k12.fl.us

Polk County:

Polk County Schools (863) 534-0624 Ext. 51439

Mr. David Lewis, Senior Director of High Schools; david.lewis@polk-fl.net

SFCC Dual Enrollment Program Contact Information

Web site address: www.southflorida.edu

College Dual Enrollment

Mrs. Laura White, Associate Dean
whitel@southflorida.edu (863) 784-7154

Career/Technical Programs

Courtney Green, Career Pathways Coordinator
greenc@southflorida.edu (863) 784-7431

Assessment/Testing

Mrs. Mary Ann Little, Testing Coordinator
Littlem@southflorida.edu (863) 784-7411

Admissions

Ms. Lynn Hintz, Admissions Advisor
Lynn.Hintz@southflorida.edu (863) 784-7405

Advising

Ms. Judy Zemko, **Chair**, Advising and Counseling
zemkoj@southflorida.edu (863) 784-7231

Registrar

Dr. Deborah Fuschetti, Registrar
fuschetid@southflorida.edu (863) 784-7139

Local SFCC Campus Contacts

Mrs. Teresa Crawford, Director Hardee Campus
crawfort@southflorida.edu (863) 784-7061

Mrs. Effie Keen, Director Desoto Campus
Effie.Keen@southflorida.edu (863) 784-7041

Mr. Randy Paepflow, Director Lake Placid Center
Randall.Paepflow@southflorida.edu (863) 784-7083

APPENDIX A

SFCC Dual Enrollment Book Voucher

Term _____

Student Name _____ ID# _____ School: _____

COURSE NAME	COURSE CODE	BOOK TITLE	CREDIT HOURS	BOOK COST

I understand that the instructional materials in which participation in the Dual Enrollment Program entitles me to are considered to be “loaner” materials and must be returned to the high school at the end of the semester. If the textbook will be used the following semester for the second half of a course and the second course will also be a Dual Enrollment course (i.e. Spanish II or Accounting II), please bring the textbook to the Dual Enrollment advisor and inform the advisor that you will need the textbook for the next semester.

If the textbook(s) is (are) not returned to the campus at the end of the semester, I understand that I will be responsible for reimbursing the County School Board for the cost of the textbook (s).

I understand that the instructional materials will be provided only for courses that qualify for dual credit.

Student Signature

Date

It is understood that the above named student is enrolled in the Dual Enrollment Program and that the materials listed are required for the courses in which the student is enrolled. These courses meet the qualifications listed in the Early Admissions/Dual Enrollment Program agreement between South Florida Community College and the County School Board.

Signature of School Board /Guidance Representative

Date

Original – Bookstore, Copy – School Board, Copy-High School, Copy- SFCC DE Coordinator

APPENDIX B

SFCC DUAL ENROLLMENT STUDENT CONTRACT

Success in Dual Enrollment college classes is dependent upon academic readiness, social maturity, and motivation. Students who choose to enter Dual Enrollment classes are subject to the same rules and regulations as regular adult college students. Class makeup and content may contain mature, adult students from diverse backgrounds and life experiences. Additionally, course content is college level and may contain material, situations, and examples that may possible offend immature students. Students choosing to take college classes do so with the understanding that course rigor and content is intended for a mature, college-level student.

The high school student on the college campus experiences the same freedom and lack of direct supervision that would be provided for any adult. There is no process to monitor student social situations or behavior. Students are on their own merit and behavior when taking classes on the SFCC campus and are expected to conduct themselves as adults.

College course-level expectations include, but are not limited to the following:

- Students are expected to be in class from the first day and should attend class regularly. Students may be withdrawn by the instructor for excessive absences that equates to two week's worth of college work.
- Two to three hours of homework should be completed for each hour spent in class.
- Assignment deadlines are firm.
- Any letter grade below a C will not count as credit toward satisfaction of the General Education requirement or the Gordon Rule requirements for college credit courses.
- Any letter grade below a C in any Dual Enrollment course will remove the student for eligibility for the following full term (fall/spring).
- All grades are calculated in a student's GPA and will appear on the permanent college transcript.
- All grades, including a W for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
- While appropriate for college-level study, course materials/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.
- Student/parents should consult a college counselor and/or advisor regarding the selection of courses to meet college degree requirements or for transfer to a specific course of study at another institution.
- Poor selection of classes may result in excess college hours and/or impact availability of future financial aid and/or/scholarship funding.
- Transfer of Dual Enrollment credit to out-of-state institutions may or may not be recognized.
- All students attending Dual Enrollment courses on the high school campus will have final exams approved, collected and returned to the college for one calendar year.

I have read and understand the above expectations and the SFCC Dual Enrollment Code of Conduct.

Student Signature

Parent Signature

APPENDIX C

Comparison of Florida's Articulated Accelerated Programs

	<i>Dual Enrollment</i>	<i>Advanced Placement</i>	<i>International Baccalaureate</i>
Statutory Eligibility Requirements	<ul style="list-style-type: none"> ▪ 3.0 GPA for college credit courses ▪ 2.0 GPA for vocational courses ▪ Pass appropriate sections of PERT 	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • None
Local Eligibility Requirements	<ul style="list-style-type: none"> ▪ Colleges can specify additional criteria in Inter-institutional Articulation Agreement (IAA) 	<ul style="list-style-type: none"> ▪ Districts set criteria 	<ul style="list-style-type: none"> ▪ Districts set criteria
Level of Instruction	<ul style="list-style-type: none"> ▪ College level ▪ Grade earned is part of permanent college transcript 	<ul style="list-style-type: none"> ▪ Advanced high school level ▪ Only eligible for college credit if student passes AP Exam 	<ul style="list-style-type: none"> ▪ Advanced high school level ▪ Only eligible for college credit if student passes IB Exam
Instructor Qualifications	<ul style="list-style-type: none"> ▪ SACS criteria for college/university faculty – master's with 18 graduate credit hours in subject field 	<ul style="list-style-type: none"> ▪ Public school teacher education requirements ▪ Non-mandatory training by College Board 	<ul style="list-style-type: none"> ▪ Public school teacher education requirements ▪ Mandatory training by IB Organization
Program Availability	<ul style="list-style-type: none"> ▪ All public schools in the 67 school districts ▪ Private schools with articulation agreements ▪ Home school students 	<ul style="list-style-type: none"> ▪ Offered in 55 school districts ▪ Available to all schools via Florida Virtual School ▪ Home school students 	<ul style="list-style-type: none"> ▪ Offered in 27 school districts ▪ 42 participating schools
Courses Available	<ul style="list-style-type: none"> ▪ Any college-level academic or technical/career course unless excluded in local IAA ▪ No prep courses/physical education 	<ul style="list-style-type: none"> ▪ Courses offered as a part of the AP curriculum and testing program 	<ul style="list-style-type: none"> ▪ Courses offered as a part of the IB curriculum and testing program
Exit Requirement for HS Credit	<ul style="list-style-type: none"> ▪ Passing grade in course 	<ul style="list-style-type: none"> ▪ Passing grade in course 	<ul style="list-style-type: none"> ▪ Passing grade in course
Exit Requirement for Postsecondary Credit	<ul style="list-style-type: none"> ▪ Passing grade in course ▪ "C" or better in Gordon Rule courses 	<ul style="list-style-type: none"> ▪ Pass standardized AP Exam 	<ul style="list-style-type: none"> ▪ Pass standardized IB Exam
Transferability of Postsecondary Credit	<p>All FL public postsecondary institutions required by Statewide Course Numbering System to accept credit if offering equivalent course</p>	<p>All FL public postsecondary institutions required to accept credit as specified in Credit-by-Exam equivalencies posted at FACTS.org</p>	<p>All FL public postsecondary institutions required to accept credit as specified in Credit-by-Exam equivalencies posted at FACTS.org</p>
% Enrolled Earning Postsecondary Credit (2007)*	<ul style="list-style-type: none"> ▪ 98% 	<ul style="list-style-type: none"> ▪ 48% 	<ul style="list-style-type: none"> ▪ 78%
HS Quality Points Awarded	<ul style="list-style-type: none"> ▪ Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, IB, AICE 	<ul style="list-style-type: none"> ▪ Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, IB, AICE 	<ul style="list-style-type: none"> ▪ Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, IB, AICE

Bright Futures Quality Points Awarded	<ul style="list-style-type: none"> ▪ .5 QP 	<ul style="list-style-type: none"> ▪ .5 QP 	<ul style="list-style-type: none"> ▪ .5 QP
University Admission Quality Points Awarded	. 1 QP (for courses that meet core SUS admissions requirements)	. 1 QP (even if test is not taken or passed)	. 1 QP (even if test is not taken or passed)
Cost to Student	<ul style="list-style-type: none"> ▪ Public school student – tuition and books provided ▪ Non-public school student – must pay for books unless specified otherwise in IAA ▪ Home school student – must pay for books unless specified otherwise in IAA 	<ul style="list-style-type: none"> ▪ Books provided ▪ Public school student – exempt from paying AP Exam administration fee ▪ Non-public school student must pay fee ▪ Home school student – must pay fee 	<ul style="list-style-type: none"> ▪ Books provided ▪ Public school student – exempt from paying IB Exam administration fee ▪ Non-public school student – must pay fee ▪ Home school student – must pay fee
Student Funding for School Districts	<ul style="list-style-type: none"> ▪ Per FTE basis through FEFP 	<ul style="list-style-type: none"> ▪ Per FTE basis through FEFP 	<ul style="list-style-type: none"> ▪ Per FTE basis through FEFP
Student Funding for Community Colleges	<ul style="list-style-type: none"> ▪ Per FTE basis through CCPF 	<ul style="list-style-type: none"> ▪ Not Applicable 	<ul style="list-style-type: none"> ▪ Not Applicable
School District Financial Incentives	<ul style="list-style-type: none"> ▪ No additional incentives beyond base FTE 	<ul style="list-style-type: none"> ▪ .16 FTE bonus for each student passing an AP Exam 	<ul style="list-style-type: none"> ▪ .16 FTE bonus for each student passing IB Exam ▪ .3 FTE bonus for each student earning an IB diploma
Teacher Financial Incentives	<ul style="list-style-type: none"> ▪ No incentives 	<ul style="list-style-type: none"> ▪ \$50 bonus for each student scoring 3 or higher on an AP Exam ▪ \$500 bonus for at least one student from a D or F school who scores 3 or higher on AP Exam ▪ \$2,000 cap for any teacher in a given year 	<ul style="list-style-type: none"> ▪ \$50 bonus for each student scoring 4 or higher on an IB Exam ▪ \$500 bonus for at least one student from a D or F school who scores 4 or higher on IB Exam ▪ \$2,000 cap for any teacher in a given year
Community College Financial Incentives	<ul style="list-style-type: none"> ▪ No additional incentives 	<ul style="list-style-type: none"> ▪ Not Applicable 	<ul style="list-style-type: none"> ▪ Not Applicable

Sources: S.1007.271, FS – Dual Enrollment Programs; 1007.27, FS – Articulated Acceleration Mechanisms; S. 1011.62 (1)(n), F.S. – Funds for Operation of Schools; Florida Community College System Student Data Base; OPPAGA Report No. 06-25; Board of Governors Regulation 6.006.

Compiled by the Florida Department of Education. January 2009

APPENDIX D
SFCC Dual Enrollment
Course Equivalency

The following courses are typically offered by SFCC at most campuses. This equivalency list is not complete, but is abbreviated for ease of use by students, parents, and guidance staff. If you note discrepancies or have questions about other courses listed in the State Approved Dual Enrollment Equivalency List, please contact the Dual Enrollment coordinator, Ms. Laura White, at (863) 784-7154. For a full listing of the State Approved Dual Enrollment Equivalency Listing go to www.facts.org and:

- Click on "Counselors & Educators" tab
- Click on "College Credit Programs & Exams" under Advising Manuals
- Click on "Dual Enrollment Course - High School Subject Area Equivalency List" link

Electives: Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, to be offered as Dual Enrollment. Three-credit (or equivalent) postsecondary courses taken through Dual Enrollment that are not listed below shall be awarded 0.5 high school credits, either as an elective or as designated in the local inter-institutional articulation agreement.

English Equivalency - Requires college-level writing in multiple assignments.

** Indicates courses that all community colleges and universities offer or accept this course in transfer as a part of their general education requirements.

Course Prefix	Course #	Course Name	High School Graduation Subject Requirement Satisfied	High School Credit Awarded	Pre-requisite
ENGLISH					
	AML	2020	American Literature II: 1865 to Present	English	1.0 ENC 1101; ENC 1102 rec.
<input type="checkbox"/> **	ENC	1101	Freshman English I	English	1.0 PERT scores
<input type="checkbox"/> **	ENC	1102	Freshman English II	English	1.0 ENC 1101
	ENL	2012	British Literature I	English	1.0 ENC 1101
	ENL	2022	British Literature II	English	1.0 ENC 1101
	LIT	2110	World Literature I	English	1.0 ENC 1101
	LIT	2120	World Literature II	English	1.0 ENC 1101
HUMANITIES					
	ARH	2000	Art History and Appreciation I	Performing Arts	0.5 ENC 1101
	ARH	2051	Art History and Appreciation II	Performing Arts	0.5 ENC 1101
<input type="checkbox"/>	HUM	2210	Humanities Survey I	Elective	0.5 ENC 1101
<input type="checkbox"/>	HUM	2230	Humanities Survey II	Elective	0.5 ENC 1101
	MUL	2110	Music History and	Performing	0.5 ENC 1101

			Appreciation	Arts		
	PHI	2010	Introduction to Philosophy	Elective	0.5	ENC 1101
	REL	2300	Comparative Religion	Elective	0.5	ENC 1101
	THE	2010	Theatre History and Appreciation	Performing Arts	0.5	
MATHEMATICS						
*	MAC	1105	College Algebra	Mathematics	1.0	MAT 1033
*	MAC	1114	Plane Trigonometry	Mathematics	1.0	MAC 1105
*	MAC	1140	Pre-calculus Algebra	Mathematics	1.0	MAC 1105; MAC 1114
*	MAC	2233	Calculus for Business and Social Sci.	Mathematics	1.0	MAC 1105
*	MAC	2311	Calculus I with Analytic Geometry	Mathematics	1.0	MAC 1114, MAC 1140
*	MAC	2312	Calculus II	Mathematics	1.0	MAC 2311
*	MAC	2313	Calculus III	Mathematics	1.0	MAC 2312
*	MAP	2302	Differential Equations	Mathematics	1.0	MAC 2312
*	MAT	1033	Intermediate Algebra	Mathematics	0.5	PERT scores
*	MGF	1106	Liberal Arts Mathematics I	Mathematics	1.0	MAT 1033
*	MGF	1107	Liberal Arts Mathematics II	Mathematics	1.0	MAT 1033
	MTB	2371	Math for Health Occupations	Mathematics	1.0	11.0 on TABE
*	MTG	1204	Geometry for College Students	Mathematics	1.0	MAT 1033
	STA	2023	Elementary Statistics	Mathematics	1.0	MAT 1033

SOCIAL STUDIES

Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, all college social science courses taken through Dual Enrollment receive elective credit.

	AMH	1010	American History I	Am. History	0.5	
	AMH	1020	American History II	Am. History	0.5	
	CLP	2140	Abnormal Psychology	Elective	0.5	PSY 2012
	DEP	1004	Human Development	Elective	0.5	
	DEP	2002	Child Psychology	Elective	0.5	
	ECO	2013	Macroeconomics	SS-Economics	0.5	
	ECO	2023	Microeconomics	SS-Economics	0.5	
	EME	2040	Intro to Technology for Educators	Elective	0.5	pre-EDF 1005
	INR	2002	International Relations	Elective	0.5	

	PHI	2010	Introduction to Philosophy - Human	Elective	0.5	ENC 1101
□	POS	1041	American National Government	American Government	0.5	ENC 1101
	POS	1112	American State & Local Government	American Government	0.5	Pre/co-ENC 1101
	PSY	2012	Introduction to Psychology	Elective	0.5	
	REL	2300	Comparative Religion - Human	Elective	0.5	ENC 1101
	SYG	2000	General Sociology	Elective	0.5	

SCIENCE

Criteria for Awarding High School Subject Area Credit in Science:

Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college level Dual Enrollment science courses (with lab) will be awarded 1.0 high school science credits.

College-level Dual Enrollment science courses taken without a lab component will be awarded 0.5 high school science credits.

Note: Section 1003.43(1), Florida Statutes, states that high school graduation requirements include successful completion of "three credits in science, two of which must have a laboratory component." Regardless of the number of science credits earned through Dual Enrollment, the requirement of two sciences with a lab component must be met to graduate.

	AST	1002	Descriptive Astronomy (no lab)	Science	0.5	
	BOT	1010C	Botany (with lab)	Science	1.0	co-BOT 1010L
**	BSC	1009C	Introduction to Biology (with lab)	Science	1.0	co-BOT1009L
	BSC	1005	Introducing Biology (no lab)	Science	0.5	
**	BSC	1010C	General Biology I (with lab)	Science	1.0	co-BSC 1010L
**	BSC	1011C	General Biology II (with lab)	Science	1.0	Pre-BSC 1010C co-BSC 1011L
	BSC	1085C	Human Anatomy & Physiology I (with lab)	Science	1.0	co-BSC 1085L
	BSC	1086C	Human Anatomy & Physiology II (w/ lab)	Science	1.0	co-BSC 1086L
	CHM	1025C	Introduction to General Chemistry (w/lab)	Science	1.0	Prev 1 yr hs algebra co-CHM 1025L
**	CHM	2045C	General Chemistry I (with lab)	Science	1.0	co-CHM 2045L; pre-MAC 1105
	CHM	2046C	General Chemistry II (with lab)	Science	1.0	co-CHM 2046L; pre-CHM 2045C
	CHM	2210C	Organic Chemistry I (with lab)	Science	1.0	co-CHM 2210L; pre-CHM 2045C; pre-CHM 2046C
	CHM	2211C	Organic Chemistry II (with lab)	Science	1.0	co-CHM 2211L; pre-CHM 2210C
	HUN	1201	Nutrition (no lab)	Science	0.5	
	MCB	2010C	Microbiology (with Lab)	Science	1.0	co-MCB 2010L
	MET	1001	Weather and Climate (no	Science	0.5	

			lab)			
	OCB	1000	Introduction to Marine Biology (w/lab or no)	Science	0.5 or 1.0	
	PCB	2033	Introduction to Ecology: Environment	Science	0.5	
	PHY	1001C	Introduction to Gen. Physics (with lab)	Science	1.0	co-PHY 1001L
**	PHY	2048C	General Physics with Calculus I (with lab)	Science	1.0	co-PHY 2048L; pre-MAC 2311
	PHY	2049C	General Physics with Calculus II (with lab)	Science	1.0	co-2049L; pre-PHY 2048C
**	PHY	2053C	General Physics I (with lab)	Science	1.0	co-PHY 2053L; pre-MAC 1105
	PHY	2054C	General Physics II (with lab)	Science	1.0	co-PHY 2054L; pre-PHY 2053C
	PSC	1121	Physical Science	Science	0.5	
OTHER						
All four-credit foreign language courses shall be awarded one full high school credit.						
	ACG	2001	Financial Accounting I			
	ACG	2011	Financial Accounting II			ACG 2001
	DEP	1004	Human Development - Social	Elective	0.5	
	EDF	1005	Intro to the Teaching Profession-Social	Elective	0.5	
	EDF	2085	Intro to Teaching Diverse Pop. For Education	Elective	0.5	
	SLS	1501	Master Student/College Success	Elective	0.5	
	SLS	2301	Career Planning	Elective	0.5	
	SPC	2608	Fundamentals of Speech Comm.	Elective	0.5	
<p>FOR THE MOST CURRENT LISTING OF TECHNICAL PROGRAMS AVAILABLE, CONTACT THE CAREER PATHWAYS COORDINATOR.</p> <p>All 3-credit (or equivalent) postsecondary courses taken through Dual Enrollment that are part of a postsecondary career / technical program of study (Postsecondary Adult Vocational (PSAV) Certificate, Technical Certificate, Advanced Technical Certificate, Applied Technology Diploma (ATD,) Associate in Applied Science (AAS,) Associate in Science (AS) shall be awarded 0.5 Practical Arts/Career Education credits toward high school graduation. Note: Students seeking to meet the requirements of a three-year Career Preparatory Diploma or a Gold Seal Vocational Scholarship through Dual Enrollment must carefully choose Dual Enrollment courses that meet the requirements for 3 sequential credits in one career education program.</p>						
	CGS	1100C	Intro to Microcomputers Using Windows	Elective	0.5	

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