

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**PROCEDURE NO.** 3151

**TITLE:** ADMISSION TO DUAL ENROLLMENT PROGRAMS AND COLLEGIATE HIGH SCHOOL

**BASED ON POLICY:** 3.15 ADMISSION TO B.A.S., A.A., A.S., A.A.S., CERTIFICATE, OR SPECIAL COURSES/PROGRAMS

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ACADEMIC AFFAIRS AND STUDENT SERVICES/STUDENT SERVICES

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I. Purpose:

To establish processes for admitting public school, private school, and home-schooled students to South Florida State College (SFSC) Dual Enrollment (DE) and collegiate high school (CHS) programs

II. Procedure:

General information sessions will be regularly scheduled at area high schools each year. These sessions will introduce parents and students to information about DE/CHS opportunities and requirements. Additionally, the Student and Parent Dual Enrollment Handbook, application for admission to DE/CHS, and frequently asked questions can be found on the SFSC website. All students interested in DE/CHS should initially contact their high school guidance counselor for additional information. Home schooled students should contact the SFSC coordinator, admissions for additional information.

A. Public high school

1. Academic Credit

a. Admission

High school students who wish to take college coursework that applies toward both high school graduation and college credit coursework must complete the following four steps:

- 1) Complete the appropriate DE/CHS sections of the Admissions Application. Forms are available on the College website.
- 2) Complete and successfully pass assessment testing that demonstrates college readiness. Standardized test scores (ACT, SAT or PERT) must be submitted with the admissions application

form if the student wishes to use these scores to meet College testing requirements.

- 3) Provide evidence of having a 3.0 unweighted
- 4) Obtain Guidance Office approval and certification

b. Testing

For students who have not successfully completed testing, the SFSC Testing Center will schedule dates for testing with each district high school site. Continuing students who need to be retested can arrange testing with the Testing Center, provided notification of their eligibility has been documented by SFSC. Students who miss the regularly scheduled testing time may make arrangements by contacting the closest College campus or SFSC Testing Center.

- 1) Fall enrollment testing is scheduled with area high schools between March and May.
- 2) Spring enrollment testing is scheduled with area high schools between October and November.

Test results will be forwarded to the high schools and to SFSC Admissions and Registration for evaluation and follow up services. Students who are not eligible because of test scores will be notified by their high school guidance counselor. Students who do not meet the appropriate test scores for DE may retest after 30 days upon approval of the district school guidance office or the SFSC Testing Center. Proof of remediation and the DE form will be required. All guidance counselors at the high schools have access to the forms.

- 3) No student will be registered or admitted to DE/CHS classes prior to testing and orientation.

c. Orientation

All FTIC students are required to complete an orientation. Orientation sessions will be scheduled at various SFSC campuses/centers. Sessions and times will be coordinated through the SFSC Career Development Center. Parents and students will receive advanced notification of scheduled dates and times by their respective high school.

d. Registration

- 1) Students who have completed the admissions process, have evidence of appropriate test scores, have an unweighted GPA of 3.0

or above and have permission of their high school guidance counselor will be eligible to register for academic credit DE courses.

- 2) The SFSC Registrar's Office will coordinate with the appropriate high school guidance personnel to officially register eligible students.

## 2. Technical credit

Students who wish to enroll in technical credit programs must complete the admissions process, have an unweighted GPA of 2.0 or above, and have Guidance Office and parental permission.

### a. Admission

All FTIC students planning to enter technical DE classes must complete the Dual Enrollment Admissions application and SFSC Application for Admission prior to testing and registering in technical coursework. The application must list the technical program in which the student plans to enroll. Completed applications are submitted to the SFSC Admissions Office.

### b. Testing

- 1) The SFSC Testing Center will coordinate with the campuses, centers and high schools to provide PERT or TABE testing prior to the term in which the student wishes to enroll.
- 2) No student will be registered or admitted to DE classes prior to testing.

### c. Orientation

All FTIC students are required to complete an orientation. Orientation sessions will be scheduled at each SFSC campus or center. Sessions and times will be coordinated through the SFSC Career Development Center.

### d. Registration

The SFSC director, technical dual enrollment will coordinate with the appropriate high school guidance personnel to officially register eligible students.

## B. Private or homeschooled

Students at private schools or who are homeschooled who wish to enroll in DE will use the following four steps to participate in college credit or technical

credit coursework through SFSC. Homeschooled students are not eligible for CHS.

## 1. Admission

Students attending private or homeschool programs who plan to enroll in DE classes must submit a SFSC Admissions Application to the Admission's Office prior to testing and registration. Students must be between 15–17 years of age (younger age requires the approval of the dean, student services and academic dean). No student will be permitted to test or enroll prior to completion of the application process.

## 2. Testing

Students must contact the SFSC Testing Center to schedule an appointment to take the PERT or TABE prior to registration. Test scores will be submitted to the coordinator, admissions for interpretation and will determine if the student is eligible to enroll in classes. ACT or SAT scores should be submitted along with the admissions application if the student plans to use these tests to meet admissions requirements.

High schools will receive notification of test results from the SFSC Testing Center. Students who do not meet test score eligibility will not be permitted to register. Students may retest after attempting remediation.

## 3. Orientation

- a. All FTIC students are required to complete an orientation. Orientation sessions will be scheduled at an SFSC campus or center. Sessions and times will be coordinated through the SFSC Career Development Center.
- b. Parents and students will receive advance notification of scheduled orientation dates and times. It is the responsibility of the student to arrange to attend an orientation session.

## 4. Registration

- a. The coordinator, admissions is responsible for approving the student's registration form each term. Students may register during the regular registration scheduled dates at any SFSC campus. (Registration conducted at other campuses/centers must have approval of the coordinator, admissions.)
- b. Parents or homeschool officials must submit a list of courses the student needs to complete their high school education to the Admissions Office. Students must be at the secondary level of

education and must have a minimum of a 3.0 GPA for college transfer course enrollment and 2.0 for technical course enrollment.

- c. Transcripts of high school, homeschool, and/or private school courses previously taken must be submitted to the SFSC Admissions Office for evaluation prior to registration.
- d. At the end of each academic year, an updated transcript must be submitted to the coordinator, admissions prior to each fall term registration.
- e. Parents must submit a signed affidavit of Home Education program approved by the county and/or a signed affidavit from the private school administrator.
- f. Parents are responsible for the cost of transportation to and from the College. Educational materials will be provided to the students on a loan basis; however, parents will be responsible for the cost of replacement if not returned promptly.

**HISTORY: Last Revised: 1/21/20**

**Adopted:** 6/1/05

**Reviewed:** -

**Revised:** 7/15/08, 11/10/09, 7/10/12, 6/23/15, 1/21/20