



DUAL ENROLLMENT

STUDENT HANDBOOK

FLORIDA  STATE COLLEGE
AT JACKSONVILLE™

TABLE OF CONTENTS

What is dual enrollment?	3
Where and when can I take classes?	3
What does dual enrollment cost?	4
How do I qualify for the program?	4
How do I obtain placement test scores?	4
How do I choose my courses?	6
How do I get enrolled?	6
I'm enrolled! What next?	7
How do I change my course enrollments, or drop or withdraw from classes?	8
What about grades?	8
Transfer of Credit	9
Florida State College at Jacksonville Contact Information	10
Dual Enrollment Course Retake Policy	11
Expectations of Student Conduct	11
Emergency Information	12
Safety and Security	13
Dual Enrollment Application	14
Student Contract	16

The Dual Enrollment Program

What is Dual Enrollment?

Dual enrollment is a Florida educational program that enables high school students to take a college course and be awarded both college credits and the high school credit for the single course.

For example, upon successful completion of the college course POS 2041 American Federal Government, a student earns three college credit hours in Social Sciences on his/her Florida State College at Jacksonville transcript, and his/her high school awards him/her a corresponding .5 Social Studies credit on his/her high school transcript.

What are the advantages (and cautions!) of dual enrollment for a student?

For the student who is eligible for the program, academically ready for college work, and willing to work hard in college classes, dual enrollment can:

- accelerate education goals
- eliminate duplication between high school and college course content
- increase the rigor and challenge of course offerings while in high school
- provide tuition savings

However, it is extremely important to understand that dual enrollment should be taken very seriously by students. Dual enrollment students are creating a permanent college transcript. Poor performance has serious implications both academically and financially for college plans after high school graduation.

The grade point average for the first semester of postsecondary college work includes the dual enrollment credits earned in high school. A low dual enrollment GPA may impact eligibility for Bright Futures and other future financial aid.

How is dual enrollment different from programs like AP or IB?

Dual enrollment students take a college course and earn college credits immediately. There is no comprehensive post-examination required. Dual enrollment also offers many more courses, including career and technical courses. Florida statute enables eligible students to take any course as dual enrollment except pre-collegiate, sports, recreation or leisure courses.

What is Early Admission?

Early admission is a form of dual enrollment through which high school seniors enroll in college courses on a full-time basis at a college campus. See the section, “How do I qualify for the program,” for more information.

What are Early College and Collegiate Career High School programs?

Early College and Collegiate Career High School programs are special dual enrollment programs for qualifying students who begin taking dual enrollment classes on their high school site in ninth and 10th grades and then transition to the College campus for 11th and 12th grade with the goal of meeting requirements for industry certifications or Associate in Arts or Associate in Science degrees at the same time they earn their high school diploma.

When and where can I take classes?

Students may enroll in dual enrollment classes offered at their high school, or they may attend class on any FSCJ campus or center during or after school hours in any term, including summer.

Students should consult their high school counselor regarding the availability and times of dual enrollment classes in their high school. Information regarding FSCJ campuses and centers, class schedules, online, etc., may be accessed on the college website, fscj.edu. The high school guidance counselor or home school parent must verify eligibility and approve all applications.

What does dual enrollment cost?

Tuition and Fees

Tuition and academic fees are waived for dual enrollment students. Students are responsible for payment of other special course or program fees, such as art supplies, aviation flight fees, automotive tools, culinary equipment, health care uniforms, etc. Students may use campus libraries, computer labs, tutorial services and other services available to regular college students.

Students are also responsible for paying a one-time fee for unlimited transcript requests. This enables them to obtain copies of their college transcript or have their transcript sent electronically to other institutions.

Textbooks

The school districts pay for textbooks for public school students. You should contact your school or your school district's central office to obtain information about the exact process for obtaining required course materials and textbooks.

Private and home school students are responsible for the purchase of their textbooks.

Students may purchase or rent textbooks from campus bookstores or other local or online vendors.

How do I qualify for the program?

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 college-credit and non-credit courses:

Grade Level: Students must be secondary students who meet designated requirements.

High School Grade Point Average: Students must meet established cumulative high school grade point average requirements as follows:

- 3.0 unweighted cumulative GPA for college-credit academic courses. For students who are taking individual dual enrollment courses and are not in an Early College or Collegiate Career High School program, the GPA must be based upon at least four high school credits. For those in Early College or Collegiate Career High School programs, the GPA may be based upon one to three completed high school credits
- 2.0 unweighted cumulative GPA for non-credit courses based upon at least four high school credits unless the student is in an approved Career Academy program
- 3.25 unweighted cumulative GPA for Early Admission senior year

Grade Point Average for Continuing Enrollment: Once admitted to the program, students must maintain an FSCJ transcript reflecting a minimum 2.0 for college-credit courses as well as the prescribed unweighted high school GPA. Failure to maintain either of these standards will result in removal from dual enrollment programs for at least two semesters.

Grades of D, F, FN, or W: Students taking dual enrollment classes are creating a permanent college transcript that will impact future educational opportunities such as admission to limited access programs, scholarships, and eligibility for financial aid. Consequently, students who earn more than a single grade of D, F, FN, or W in one academic term will not be permitted to take dual enrollment classes in the subsequent term.

Placement Test Scores: Students must meet established minimum scores on a college placement test. Florida students may use SAT, ACT, PERT (Postsecondary Education Readiness Test), or FCAT 2.0 tests to submit scores for eligibility to take college-credit courses. Completion of the TABE is required for non-credit courses. See Assessment section below for more detail.

How do I obtain placement test scores?

Students arrange their own testing for the SAT or ACT tests. Public schools and FSCJ campus assessment centers offer the PERT test. Public school students and home school students registered with their school



district will take the PERT on the high school campus. Students using the PERT must post test scores in all three areas of reading, writing, and mathematics.

Home school students will be notified about periods in which access to the PERT will be limited due to state-mandated testing. Students taking the PERT should plan for a testing session of at least three hours to complete the reading, writing, and mathematics portions. Students who do well in the mathematics section may take an advanced mathematics subtest to qualify for math courses above the college algebra level.

Group testing can be arranged for private high schools at any one of the campus assessment and certification centers.

Test Deadlines

Students must have their test scores by the time their applications are submitted for dual enrollment, in order for high school guidance counselors and FSCJ coordinators to determine student eligibility.

Minimum Assessment Requirements for College-Credit Courses

- Students must have test scores in all three areas: reading, English and mathematics.
- Students must achieve the minimum scores below in both reading and English in order to enroll in any college-credit dual enrollment course.
- Students enrolling in mathematics courses and certain science courses must also earn a mathematics score that places them into college-level math courses.

SAT	ACT	PERT	FCAT 2.0
Verbal or Critical Reading 440	English 17	Writing 103	Grade 10 FCAT 2.0 Reading Level 3
Verbal or Critical Reading 440	Reading 19	Reading 106	Grade 10 FCAT 2.0 Reading Level 3
Mathematics 440*	Math 19*	Math 114 for MAT 1033 Math 123 for MAC 1105**	FCAT 2.0 may not be used for mathematics placement

* For placement into MAC 1105, students submitting ACT/SAT scores must have also completed Algebra I and Algebra II. Scores may be used from any combination of these tests. For example, a student may use PERT writing and reading and an SAT mathematics score to qualify.

** A score of 135 allows the student the opportunity to take the advanced mathematic subtest, which is used to determine placement in advanced courses such as trigonometry, pre-calculus, calculus and statistics.

12 Credit Rule: State law stipulates that students may only complete 12 credit hours before earning placement test scores which place them into college-level courses in all three areas of reading, writing, and mathematics. A special exception to the rule may be available to students who have met placement requirements in reading and writing, and are concurrently enrolled in an academic course in mathematics.

Test Retake Policy

Students may retake the PERT an unlimited number of times. The initial testing is without charge; if taken on the College campus, the second/subsequent testing is at the student's expense, currently \$32. SAT and ACT tests have no limit on retakes, but students are responsible for their costs. If SAT or ACT tests are used for dual enrollment placement, students must list FSCJ as a receiving institution for test scores when they take the test.

How do I choose my courses?

Available Courses

Florida statute allows any college academic course to be offered as dual enrollment. Career/technical courses may be taken in pursuit of a specified career path; however, isolated career courses are not permitted. Pre-collegiate, sports, recreation or leisure courses are not permitted.

Choosing Courses

»» Counselor Advising and Approval

Students must receive approval for their course selections from their high school guidance counselor or home school parent. Dual enrollment involves both college and high school credit, and course selection directly impacts student fulfillment of course requirements for graduation. Students must also meet the established college course prerequisite and co-requisite requirements as identified in the course descriptions in the Florida State College at Jacksonville catalog.

»» General Education Courses

Students whose educational plan includes a bachelor's degree are advised to consider taking general education courses. These academic courses are in the areas of communications, mathematics, social studies, science and humanities. Foreign language is also advantageous for students. The listing of FSCJ general education requirements may be accessed on the College website.

»» Number of Courses

Dual enrollment students may take up to two courses per term as dual enrollment at a college campus (this includes all modes of course delivery, including online). Contact your school to see if you are permitted to take an additional course or courses which may be offered at their sites.

Early Admission students may take up to 15 credit hours at the College in each of the fall and spring terms of their senior year.

Early College and Collegiate Career High School students may take up to 15 credit hours at the College in each of the fall and spring terms of their junior and senior years.

It is strongly advised that students and parents carefully take into consideration the ability of the individual student to perform well in all courses selected. Poor performance is permanent on the student transcript and may have serious implications for future educational plans.

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 Virtual Campus website, flvc.org, is useful to counselors, home school parents and students in determining both the equivalent high school credit for the college course and the high school graduation subject requirement satisfied by the college course. The list 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 the state of Florida.

Generally, a one semester college course is equivalent to .5 high school credit. However, the state list of dual enrollment courses also identifies college courses that earn a full high school credit. One semester college science courses with labs, four-credit-hour foreign language courses, and many math and English courses count as full (1.0) high school credits. For example, a student could earn two full high school English credits when taking ENC 1101 and 1102 in one academic year. Note: If a student selects a dual enrollment science class, the course must include a lab component to qualify as a Bright Futures science credit.

How do I get enrolled?

Campus Coordinator

Each College campus has a coordinator who handles dual enrollment for the high schools in the geographical area of the campus. Campus coordinator contact information is located in the back of this handbook.

The campus coordinator handles all registration processes, including initial enrollment, class changes, drops, withdrawals, etc. The campus coordinator can register a student for any class at any campus or center. All enrollments and changes must be authorized by the high school counselor or home school parent.

The campus coordinators are available to assist their schools and students with any aspect of dual enrollment, and should be consulted for their exact registration dates and deadlines.

Application Submission

Individual students who wish to enroll in a class on a college campus must begin with their public or private high school guidance counselor or with their home school parent to select courses and complete the dual enrollment application. The application can be obtained from either the high school counselor or the College website at fscj.s3.amazonaws.com/23393/dualenrprogapp.pdf.

Students are not permitted to register with enrollment services offices or online. Students who attempt changes in registration without authorization may be removed from further participation in dual enrollment programs.

The application must include specific course titles, course numbers, reference numbers (which identify the exact class and its time and location), and counselor or home school parent signature.

Applications must be submitted along with a current high school transcript and assessment test scores. Depending on the high school policy, application packets are submitted to the school's College campus dual enrollment coordinator by the high school counselor or by the individual student.

Students who submit their applications to the campus after the deadlines will not be able to enroll in on-campus/online classes for that semester.

Deadlines for application submission are:

Fall Term: August 1

Spring Term: December 1

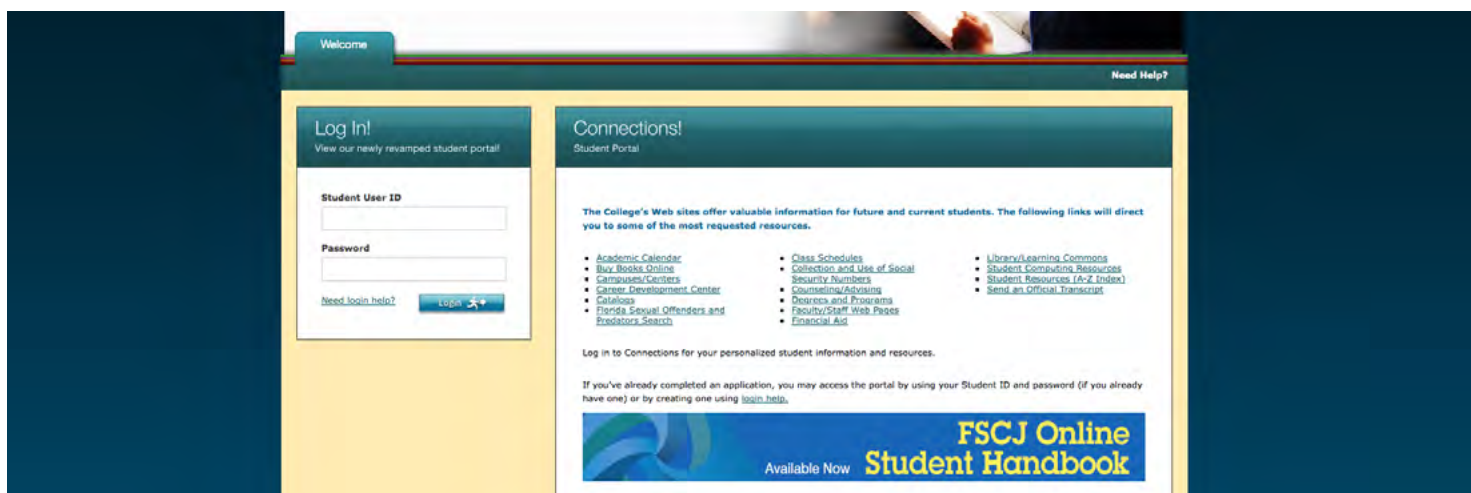
Summer Term: May 1

Students should be prepared with alternative class sections in the event that the class they have selected is full or unavailable.

I'm enrolled! What next?

» Connections

Once enrolled, the student should go onto the College website (fscj.edu) and set up a student ID and password through the student portal, Connections. You will create your own password, but the ID is assigned by the College and you will not be able to change it. So, remember to write down the ID assigned to you! Connections will offer you a number of services, including the ability to search for open seats in classes, order transcripts, print class schedules, view catalogs and calendars, etc.



» Ordering transcripts

If your high school wants you to have a transcript of your grade sent to the school, you must order a transcript online through your Connections account. Before transcripts can be ordered, a student must go to the campus business office and pay a one-time \$25 transcript request fee.

» Parking pass, ID card, College student resources

Parking passes may be obtained on campus at no charge. To receive an ID card which enables use of the libraries, computer labs, etc., students must obtain an “Authorization to Issue Membership Card” from their business office or dual enrollment coordinator. The form will enable them to go to the campus location which issues photo ID cards; a personal picture ID and class schedule will be required for the FSCJ photo ID as well. If a student is under 18, they must have a parent/guardian signature on the form. Dual enrollment students may participate in student clubs, events, and organizations. In adherence to NCAA regulations, high school students may not participate on collegiate athletic teams.

» Buying required class textbooks

Public high school students will follow the procedure established by their school districts to purchase or rent their textbooks. Private and home school students may purchase or rent textbooks from the campus Follett Bookstores, or obtain the book title and ISBN number and purchase from online vendors or other local bookstores.

» FERPA (Family Educational Rights and Privacy Act) regulations

Dual enrollment students are college students and subject to the federal Family Educational Rights and Privacy Act. In brief, this means that student records are not released to anyone, even parents, without written permission from the student. Professors will interact with students regarding their performance, and not with parents or other outside individuals. See ed.gov for more detailed information on the FERPA law.

How do I change my course enrollments, or drop or withdraw from classes?

Students attending class on FSCJ campuses must follow the term deadlines posted on the College website (also listed on the student schedule) if they wish to add, drop or withdraw from a class. Like registration, all drops or withdrawals must be handled through both the high school counselor and the campus dual enrollment coordinator. The high school counselor or home school parent must request the change, which the campus coordinator will then process for the student. Remember that even withdrawal from a course may impact future scholarships or financial aid.

What about grades?

» Impact of student performance

College grades are permanent on the student transcript. Therefore good performance in your classes is vital to your current and future educational plans. Dual enrollment students whose college GPA has dropped below 2.0 or whose unweighted high school GPA has dropped below 3.0 become ineligible for future dual enrollment. Multiple D, F or W grades in a term will also render a student ineligible for future dual enrollment. If you encounter a situation where your attendance or other performance is at risk, go immediately to your professor to discuss your situation. Be mindful of the deadline dates for dropping or withdrawing from a class.

The class drop period is only for one week and a dropped course will not be listed on the student transcript. The withdrawal period is longer and results in a W grade on the transcript. The W grade will not affect the GPA; however, it does count as one attempt for the course, and can have implications for future financial aid.

» Course retakes

Students who have withdrawn from a course or who have performed poorly, earning a D or F, and wish to retake the course, will be permitted to retake a course only once as dual enrollment. A dual enrollment retake will not



be possible if the cumulative college GPA has dropped below 2.0. Students who wish to retake a math course must retake the PERT math subtest as well to ensure proper advising and placement.

Multiple course retakes can carry serious consequences, including the possibility of paying out-of-state tuition and GPA implications for transcripts. See the course retake policy document in the back of this handbook for more detail.

» Grade appeals

Students who believe that they have been unfairly evaluated have the right to appeal the final course grade. Information on the appeal process may be obtained from the College catalog online or from the campus Student Success office.

» Weighting of dual enrollment college courses

Florida statute provides that dual enrollment courses carry the same weight as the other acceleration mechanisms AP, IB or AICE.

Transfer of Credit

Dual enrollment students who wish to remain at Florida State College at Jacksonville after high school graduation are already FSCJ students and need not re-apply. They should contact their College dual enrollment coordinator to request a change in program of study from dual enrollment to regular degree seeking student.

Dual enrollment college credits are transferrable to any public college or university within the state of Florida and to many other public and private schools. Florida public universities and colleges have a common course numbering system, which greatly expedites transfer.

It is the prerogative of the receiving institution as to whether the credits will apply toward the general education requirement or as electives. Students who know where they wish their credits to be transferred should check with that institution for specific information.



Florida State College at Jacksonville

Contact Information

Assessment Centers

Downtown Campus: (904) 633-8388

Kent Campus: (904) 381-3491

North Campus: (904) 766-6708

South Campus: (904) 646-2040

Dual Enrollment Program Manager

Ali Hicks

ali.hicks@fscj.edu

(904) 632-3388

Campus Dual Enrollment

Downtown Campus

101 W. State Street
Jacksonville, FL 32202
(904) 633-8184

Kent Campus

3939 Roosevelt Blvd.
Jacksonville, FL 32205
(904) 381-3707

North Campus

4501 Capper Road
Jacksonville, FL 32218
(904) 766-6588

South Campus

11901 Beach Blvd.
Jacksonville, FL 32246
(904) 646-2304
(904) 646-2141

Dual Enrollment Course Retake Policy

Notice to Dual Enrollment Students and Their Parents

Before deciding to retake the course in which you have recently received a grade of D, F, FN (failure for non-attendance), or W, you will need to review the following information on the policies governing course retakes.

Students will be permitted to retake a course only once as dual enrollment. Students who wish to retake a math course must retake the PERT as well to ensure proper advising and placement. Parents and students should carefully consider the consequences of multiple retakes, including the possibility of paying out-of-state tuition and GPA implications for transcripts.

What are these consequences? They primarily involve two areas:

Financial Costs

Florida 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 tuition rates. The current tuition cost per credit hour for a Florida resident at Florida State College at Jacksonville is \$102.88; for a non-Florida resident, the cost is \$399.27. Therefore the same three credit hour course that would cost a regular college student \$308.64 would cost \$1197.81 after the second attempt to pass the course. The chart below illustrates this considerable cost differential as applied to dual enrollment students.

Fees for Dual Enrollment Course and Retakes

	Cost per credit hour	Cost for three credit hour course
First attempt	No charge	No charge
Second attempt	No charge	No charge
Third attempt	\$399.27	\$1197.81

Because of the seriousness of these possible outcomes, it may be to the student's advantage to delay retaking a course until he or she has graduated from high school and has developed greater maturity and academic skills.

GPA and Transcripts

A student is only allowed three total attempts in any course. This includes withdrawals. When students repeat a course at Florida State College at Jacksonville, only the last grade earned is calculated in their cumulative grade point average (GPA). However, students with an excessive number of "W" or "FN" grades and students who repeat courses to improve their GPA may jeopardize their admission to programs in the Florida State University System (SUS) or other institutions.

Be aware, however, that there are a small number of courses that may be repeated without penalty. These courses are designated as repeatable through the curriculum process. An example of this would be MUN 1280 State Orchestra, one credit hour. In the course description in the College catalog, MUN 1280 contains the following statement: "Students may elect to take this course for credit each semester with up to four credits counting toward the A.A. degree."

For complete information on the issue of retakes and grade forgiveness, please see the College catalog or speak to an advisor or counselor.

Expectations of Student Conduct

Dual enrollment students must adhere to the College's Expectations for Student Conduct provisions. Students who disrupt the educational process risk ineligibility for further dual enrollment participation.

Florida State College at Jacksonville is dedicated to maintaining an environment which fosters student success. The College endeavors to protect the rights of students and also expects all students to act responsibly.

Attendance at the College is a privilege, and in order to maintain the College ideals of scholarship, character and personality, the right is reserved by the College to establish rules and regulations to foster these ideals and protect the interest of the College. Each student is subject to federal and state laws, respective county and municipal ordinances, and all rules and regulations of the College.

Violations of published laws, ordinances, or rules and regulations may subject the violator to appropriate disciplinary action by College authorities.

Disciplinary action, unless otherwise provided by law, may include fines, the withholding of diplomas or transcripts pending compliance with rules or payments of fines and the imposition of probation, suspension, or dismissal. Students shall be afforded due process as defined in Florida State College at Jacksonville District Board of Trustees Rule 6Hx7-2.18 prior to the administration of disciplinary action for violation of this rule.

Please see our complete Student Code of Conduct policy at the following link:

floridastatecollegecatalog.fscj.edu/content.php?catoid=11&navoid=684#expe_stud_cond

Emergency Information

Students and members of the public may call the College Emergency Hotline at (904) 633-5908, or consult local media for information related to College operations. WOKV-AM 690 (wokv.com) is the official source of College local information.

Tune in to the following media sources for up-to-date information:

College Website:

» fscj.edu

College emergency hotlines:

» Students — (904) 633-5908

» Employees — (904) 642-7726

Your College email:

» fscj.edu/connections

Helpful links:

» National Weather Service — weather.gov

» MyFlorida.com Disasters and Emergency Information — floridadisaster.org

» American Red Cross — redcross.org

» The Weather Channel — weather.com



Safety and Security

Florida State College at Jacksonville is dedicated to the provision of a safe working and learning environment for all employees and students. In order for these individuals to promptly report criminal actions or other emergencies, FSCJ maintains a 24/7 security office at each of its facilities.

Campus/Center Security Telephone Numbers

Campus/Center	Telephone Number	TDD Telephone Number
Administrative Offices	(904) 632-3396	
Advanced Technology Center	(904) 598-5686	
Cecil Center North	(904) 779-4100	
Cecil Center South	(904) 317-3803	
Deerwood Center	(904) 997-2650	
Downtown Campus	(904) 633-8200	TDD (904) 633-8200
Kent Campus	(904) 381-3688	TDD (904) 381-3780
North Campus	(904) 766-6608	
	(904) 766-6609	TDD (904) 757-6609
Nassau Center	(904) 548-4450	TDD (904) 548-4450
Open Campus (Urban Resource Center)	(904) 632-5026	TDD (904) 632-5026
South Campus	(904) 646-2357	TDD (904) 645-3856

The College also has a special emergency telephone number, ELK-HELP, manned 24 hours a day with direct radio contact to all College security officers.





Dual Enrollment Program

Application for College Credit Admission

Application Term:

- Fall
 Spring
 Summer

PART I

Before going any further on this form, you **MUST** check the one (1) box that fits your current status. If you are not sure, check with your counselor before proceeding. *If you are a Private or Home School student, check the appropriate box **AND** the other category that you fall under (i.e. Home School/DE Traditional).*

I AM APPLYING FOR...

- | | | | |
|-------------------------------|--------------------------|-------------------------|--------------------------|
| Career & Technical | <input type="checkbox"/> | Home School | <input type="checkbox"/> |
| Dual Enrollment (Traditional) | <input type="checkbox"/> | Private School | <input type="checkbox"/> |
| Early Admission | <input type="checkbox"/> | Returning DE Student | <input type="checkbox"/> |
| Early College | <input type="checkbox"/> | SLS 1103 Pilot Program* | <input type="checkbox"/> |

Name of High School: _____ City: _____ Anticipated Graduation Date: _____

PERSONAL INFORMATION

Please print in ink legibly, accurately and completely to avoid delays in processing.

Name: _____
 Last First Middle

Social Security Number: _____ Phone: () _____

*In compliance with Florida State Statute 119.071(5), students should be aware that Florida State College at Jacksonville collects and uses social security numbers (SSNs) if specifically required by law to do so or if necessary for the performance of the College's duties and responsibilities. The College takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as required to fulfill the College's duties and responsibilities. (fscj.edu/ssn)

Mailing Address: _____
 Number and Street or P.O. Box Apt. #

City State Zip Email:

Date of Birth: ____/____/____ Age: ____ Gender: Female Male

Country of Birth: _____ Primary Language: English Spanish Other

Emergency Contact: _____ Phone: () _____ () _____
 Home Work

Information submitted in this section of the application is voluntary and will not be used in the admission process.

Are you Hispanic/Latino? Yes No Prefer not to disclose.

Please select the racial category or categories with which you most closely identify. Check as many as apply.

- | | | | |
|--|--------------------------------|--|--------------------------------|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American | <input type="checkbox"/> White |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to disclose. | |

TEST SCORES

To qualify for admission in the Dual Enrollment program, **valid test scores must be on file or attached.** Please mark one of the following

- SAT Attach a copy of test results.
- ACT Attach a copy of test results.
- PERT Scores must be on file at the College's Assessment Office

Check **all high school mathematics** course(s) that you have completed to date.
(Mark all that apply.)

- a. Algebra I _____ (1)
- b. Algebra II _____ (2)
- c. Geometry _____ (3)
- d. Trigonometry _____ (4)
- e. Calculus _____ (5)
or Pre-Calculus

HIGH SCHOOL PERSONNEL AUTHORIZATION*To be completed by District or Private School
Guidance Counselor or Home School Parent.*

Name of Applicant: _____
 is enrolled at _____ High School in _____ County,
 which has a Dual Enrollment contract with Florida State College at Jacksonville. This individual meets the
 established grade point average (GPA) and high school classification criteria, and I recommend that he/she be
 enrolled in the course(s) listed below. We agree that should the student fall below the requirements at the end of
 any College term, he/she will be returned back to the high school program. The high school diploma will be
 granted by the high school after the student has completed the listed college courses and any other requirements
 designated by the high school.

STUDENT'S AUTHORIZED TERM REGISTRATION

Term	College Course ID #	Reference #	Course Title	Location of Class

Mark Items Attached:**PLEASE ATTACH FULL TRANSCRIPT OR ACADEMIC HISTORY WITH CURRENT CUMULATIVE GPA.**

- Transcripts and GPA
 Test Scores

Applications without the appropriate attachments will be returned unprocessed.

High School Counselor Name (Please print): _____

High School Counselor Signature: _____ Date: _____

Counselor's Email Address: _____ Phone #: _____

STUDENT AGREEMENT*To be completed by Student*

- I have checked this application for error and certify that the information is accurate and complete.
- I agree to read, understand and abide by the **FSCJ Dual Enrollment Student Success Contract**. Failure to abide by all of the rules and regulations of this program will cause me to exit the program and returned to my neighborhood high school.

Applicant Signature: _____ Date: _____

PARENT/GUARDIAN AGREEMENT & RESIDENCY*To be completed by Parent/Guardian*

Name of Applicant: _____ has my permission to enroll in the Dual Enrollment program at Florida State College at Jacksonville. I understand that credit will be provisional until he/she earns a high school diploma. **I have read the section above signed by the school officials and agree that my child will return to high school upon failing to meet the requirements listed above. I understand that communications or updates regarding my child are to be with the high school counselors.**

I attest that I am a bona fide resident and domiciliary of the State of Florida. I have lived in Florida since Month/Day/Year: _____. I declare under penalty for perjury punishable by law as a misdemeanor under Section 837.06, Florida Statutes, that the foregoing is true and correct.

Parent/Legal Guardian Signature: _____ Date: _____

Phone Number: _____ Email: _____

FLORIDA STATE COLLEGE AT JACKSONVILLE
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 other college students. Classes 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 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 as any other college student; consequently dual enrollment students are expected to conduct themselves as adults and follow both the High Schools' Code of Student Conduct and the College's Expectations for Student Conduct.

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

- Students are expected to follow the guidelines in the course syllabus and retain that syllabus for reference.
- Students are expected to be in class from the first day and should attend class regularly. Students may be assigned a grade of FN (Failure for Non-attendance) by the instructor for unexcused excessive absences.
- Students are expected to have their texts and other course materials the first day of class.
- Two to three hours of homework or study should be completed for each hour spent in class.
- Assignment deadlines are firm.
- Students are expected to monitor their own progress in a course and to communicate regularly with their instructor if they have any questions about their progress or course material.
- Parents or guardians who have questions or concerns about their students' progress are subject to FERPA requirements and should direct their questions to the College Dual Enrollment Office and not to the course instructor.
- Students who take classes on the high school sites will have their final exams and program level assessments returned to the college and held for a period of one calendar year.

Program Level Requirements include, but are not limited to the following:

- Final course grades of W (withdrawal), D, F, or FN, are permanent parts of a student's college transcript and may negatively impact transfer to other colleges and universities, scholarships, and eligibility for Federal Financial Aid. More than one grade of W, D, F or FN in a single term will remove student eligibility for dual enrollment in a subsequent term.
- Students whose College GPA drops below 2.0 or whose unweighted HS GPA drops below 3.0 will lose eligibility for dual enrollment in a subsequent term.
- Students who fail to follow appropriate procedures to return instructional materials for classes on the College campus will lose eligibility for dual enrollment in a subsequent term.
- Students who violate the high school Code of Student Conduct or the College's Expectations for Student Conduct (including Academic Dishonesty) are subject to disciplinary action. Depending on the offense, this may include, but is not limited to, assignment or course failure, and suspension or removal from the dual enrollment program. Students are entitled to the College's Appeal Process in such circumstances.
- Students are not permitted to independently perform any registration activity. Any student found in violation will not be allowed to continue in dual enrollment for subsequent terms.

Students and Parents are expected to read the complete information regarding the Dual Enrollment program available in the Dual Enrollment Student Handbook on the College's website.

I have read and understand the above expectations and requirements for participation in the FSCJ Dual Enrollment Program.

_____ Student Signature	_____ Date	_____ Parent/Guardian Signature	_____ Date
_____ FSCJ Dual Enrollment	_____ Date	_____ School Designee	_____ Date



FLORIDA
STATE COLLEGE

AT JACKSONVILLE™

WE ARE
FSCJ

fscj.edu

Florida State College at Jacksonville is a member of the Florida College System and is not affiliated with any other public or private university or college in Florida or elsewhere.

Florida State College at Jacksonville does not discriminate against any person on the basis of race, disability, color, ethnicity, national origin, religion, gender, age, sex, sexual orientation/expression, marital status, veteran status, or genetic information in its programs or activities. Inquiries regarding the non-discrimination policies may be directed to the College's Equity Officer, 501 West State Street, Jacksonville, Florida 32202 | (904) 632-3221 | equityofficer@fscj.edu.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate and associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.