

**The School Board of Volusia County
and
Daytona State College**

**DUAL
ENROLLMENT
GUIDE**



2016-2017

TABLE OF CONTENTS

Statement of Purpose	2
Contacts.....	3
VCS/DSC Calendar	4
Requirements for Admission	7
Restrictions	10
Attendance	11
Continued Dual Enrollment	12
Instructional Materials/Fees.....	13
Transportation.....	13
Early Admission.....	13
Vocational/Career and Technical Certificate Programs	14
Full-Time Student Chart	15
Process for Dual Enrollment (on DSC Campus)	16
Frequently Asked Questions.....	18

DAYTONA STATE COLLEGE

DUAL ENROLLMENT

STATEMENT OF PURPOSE

Dual Enrollment is authorized under **Florida Statute 1007.271** as an articulated acceleration mechanism. It is intended to shorten the time necessary for students to complete the requirements associated with the conference of a high school diploma and college degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject.

Specifically the state of Florida defines dual enrollment as follows: **F.S.1007.271(1)** The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

The Daytona State College Dual Enrollment program is a cooperative effort between Daytona State College and the Volusia and Flagler county school districts as well as interested private and home schools. Co-sponsored courses are selected jointly by the individual high schools and Daytona State College to avoid unnecessary duplication and assure that Daytona State College courses are complimentary to the high school curriculum. Courses taken through the Dual Enrollment program are creditable toward the high school diploma, Associate of Arts (A.A.) and Associate of Science (A.S.) degrees, and/or certificate programs.

Daytona State College values each student as a unique individual; the college is committed to providing a variety of opportunities that support student academic and personal development. While not for everyone, the dual enrollment program is designed to meet the needs of the academically motivated, socially mature high school student.

Daytona State College's commitment to teaching excellence is reflected in the dual enrollment program. Course content, requirements, and evaluation components are identical to those of academic courses, regardless whether taught on the Daytona State College campuses or the high school campuses. Faculty selected to teach dual enrollment courses, whether employed by Daytona State College or the School District, must meet teaching credentials established by the Commission of the Southern Association of Colleges and Schools.

CONTACTS

Daytona State College:

Dr. LeeAnn Davis, Daytona State College, Director of Dual Enrollment
Sandra Miller, Academic Advising Office

Daytona Beach Campus – Main Advising Number (386) 506-3661

Daytona State College Branch Campus Advisors:

Deland Campus-	Kerry-Ann Reeves	(386) 785-2044
	Diane Cemelich	(386) 785-2037
	Joan Bockmiller	(386) 785-2218
Deltona Campus –		(386) 789-7309
	Bruce Warner	(386) 789-7328
	Sue Ayers	(386) 789-7356
New Smyrna Beach Campus –	Melinda Hamilton	(386) 423-6321
	Kenneth Blankumsee	(386) 423-6308

Volusia County Schools: (386) 734-7190

Academic Courses (A.A./A.S./College Credit Certificate Courses)

Debbie Drawdy, Coordinator, Student Support Services (386)734-7190 Ext. 20759
Dr. Amy Hall, Coordinator, Student and Government Relations (386)734-7190 Ext. 20658

Career and Technical Education Courses (Vocational Certificate Programs)

Kelly Amy, Coordinator of Career and Technical Education & the Arts

(386)734-7190 Ext. 20641

DUAL ENROLLMENT CALENDAR 2016-2017

FALL 2016

April 11, 2016
August 26, 2016

August 29, 2016
December 16, 2016
January 9, 2017

Fall Registration opens at DSC
Deadline to submit approval form for Fall Dual Enrollment
DSC Fall classes begin
DSC Fall classes end
Deadline to return books to the high school Destiny Textbook Office Specialist

SPRING 2017

Nov. 5, 2016
January 13, 2017

January 17, 2017
March 13 – 17, 2017
May 12, 2017
May 19, 2017

DSC Spring Registration opens
Deadline to submit approval for Spring Dual Enrollment
DSC Spring classes begin
DSC Spring Break
DSC Spring classes end
Deadline to return books to the school Destiny Textbook Office Specialist

SUMMER TERM A 2017

April 6, 2017
May 16, 2017

May 16, 2017
June 27, 2017
July 7, 2017

Summer Registration opens
Last day to register for any Dual Enrollment Summer Term A course
Summer Term A classes begin
Summer Term A classes end
Deadline to return books to the school Destiny Textbook Office Specialist

SUMMER TERM B 2017

April 6, 2017
June 29, 2017

June 29, 2017
August 11, 2017
August 18, 2017

Summer Registration opens
Last day to register for Dual Enrollment Summer Term B
Summer Term B classes begin
Summer Term B classes end
Deadline to return books to the school Destiny Textbook Office Specialist

**DAYTONA STATE COLLEGE
ACADEMIC CALENDAR
2016 – 2017**

	Fall Full Term (15 week)	Fall A Term (7 week)	Fall B Term (7 week)
Open Registration for Fall 2016	Apr. 14	Apr. 14	Apr. 14
Fall Classes Begin	Aug. 29	Aug. 29	Oct. 24
Last Day to Add/Drop/Audit a class/Adjust schedule	Aug. 31	Aug. 30	Oct. 25
Labor Day Holiday	Sept. 5	Sept. 5	N/A
Last Day to Withdraw from classes	Nov. 7	Oct. 3	Nov. 29
Open Registration for Spring 2017	Nov. 4	Nov. 4	Nov. 4
Priority Deadline for Graduation	Nov. 18	Nov. 18	Nov. 18
Thanksgiving Holiday	Nov. 24-27	Nov. 24-27	Nov. 24-27
Fall Classes End	Dec. 16	Oct. 21	Dec. 16

NOTE: The college will be closed from December 19, 2016 – January 1, 2017

Spring Semesters 2017	Spring Full Term (15 week)	Spring A Term - (7 week)	Spring B Term - (7 week)
Spring Classes Begin	Jan. 17	Jan. 17	March 20
Martin Luther King Holiday	Jan. 16	Jan. 16	Jan. 16
Last Day to Add/Drop	Jan. 19	Jan. 18	March 21
Spring Break	March 13-17	March 13-17	March 13-17
Last Day to Change "I" Grade awarded in Fall Semester	March 20	March 20	March 20
Priority deadline for Graduation	March 22	March 22	March 22
Last Day to Withdraw from Classes	April 3	Feb. 20	April 24
Spring Classes End	May 12	March 10	May 12
Commencement	May 15	May 15	May 15
Memorial Day	May 29	May 29	May 29

Summer Semesters 2017	6 Week (A)	10 Week	6 Week (B)
Classes Begin	May 16	May 16	June 29
Last Day to Add/Drop	May 17	May 18	June 30
Memorial Day	May 29	May 29	May 29
Last Day to Withdraw from Classes	June 13	June 27	July 28
Independence Day	July 4	July 4	July 4
Classes End	June 27	July 21	Aug. 11

DUAL ENROLLMENT

Dual enrollment is authorized under Florida Statute 1007.271 as an articulated acceleration mechanism. Dual enrollment requires a reciprocal agreement between a college and a school district for students to attend college classes to receive credit both at the high school level and at the college level. While not for every student, the dual enrollment program is designed to meet the needs of the academically motivated, socially mature student.

REQUIREMENTS FOR ADMISSION

1. The student must be enrolled in the School District of Volusia County.
2. The student must be recommended by their school counselor and principal (or designee). School representatives reserve the option to deny a request based on academic behavior and attendance records which indicate that the student would not be best served by this program. Readiness will be based on, but not be limited to, the following factors:
 - Appropriate GPA (there are no exceptions to the required cumulative unweighted 3.0 high school GPA)
 - Qualifying scores on either the SAT, ACT, P.E.R.T. or TABE Test
 - Positive attendance patterns
 - Lack of discipline problems
3. Students enrolling in **A.A. degree** courses must have a cumulative unweighted minimum grade point average (**GPA**) of **3.0** in regular or advanced high school level courses, exhibit sufficient emotional maturity and study habits to benefit from the program, and be recommended for admittance into the dual enrollment program by their school counselor or administrator.
4. Students enrolling in **A.S. degree** courses must have a cumulative unweighted minimum **GPA of 3.0** in regular or advanced high school level courses, exhibit sufficient emotional maturity and study habits to benefit from the program, and be recommended for admittance into the dual enrollment program by their school counselor or administrator.
5. Students enrolling in **vocational certificate courses** must have a minimum cumulative unweighted **GPA of 2.0** in regular or advanced high school level courses and have sufficient emotional maturity and study habits to benefit from the program. Students must declare their intent to complete a specific career and technical education program. A list of approved programs can be found on pages 8-9 of this document.
6. Students must take the appropriate portion(s) of the Post-Secondary Readiness Test (P.E.R.T.) to enroll in A.A., A.S., or College Credit Certificate courses, or the Test of Adult Basic Education (TABE) for vocational certificate courses, and demonstrate achievement at norms established as a prerequisite for the type of course requested. Students may also qualify by taking and meeting course specific standards on the FCAT, SAT or ACT.

7. The following scores should be used when placing Dual Enrollment students into college courses:

ENC 1101

ACT: 19 or higher in Reading, 17 or higher in English
SAT: 440 or higher in Critical Reading
P.E.R.T: 106 or higher in Reading and 103 or higher in Writing

MAT 1033

ACT: 19 or greater in Math
SAT: 440 or greater in Math
P.E.R.T: 114-122 in Math

MAC 1105

ACT: 21 or greater in Math
SAT: 500 or greater in Math
P.E.R.T: 123-134 in Math

MAC 1140, MAC 1114, STA 2023

P.E.R.T: 135-144 in Math

MAC 2233, MAC 2311

P.E.R.T: 145-150 in Math

NOTE: THERE IS A NEW SAT EXAM WITH NEW SCORE REQUIREMENTS. THE CUT SCORES HAVE NOT YET BEEN DETERMINED BY THE FLORIDA DEPARTMENT OF EDUCATION

REQUIRED TABE SCORES FOR VOCATIONAL CERTIFICATE PROGRAMS

- Air Conditioning, Refrigeration and Heating Mechanic – Reading 9, Math 10, Language 9
- Air Conditioning, Refrigeration and Heating Technology- Reading 9, Math 10, Language 9
- Automotive Collision, Repair and Refinishing - Reading 9, Math 9, Language 9
- Automotive Service Technology - Reading 9, Math 10, Language 9
- Baking and Pastry - Reading 9, Math 9, Language 9
- Machining - Reading 9, Math 9, Language 8
- Welding Technology - Reading 9, Math 9, Language 9
- Cosmetology – Reading 9, Math 8, Language 8
- Barbering – Reading 9, Math 9, Language 9
- Construction Technology – Reading 9, Math 9, Language 9

***Required test scores are state mandated. These score requirements will change if required by the Florida Department of Education.

8. Students may enroll in Student Success (SLS 1122) with a **minimum GPA of 2.5 GPA** and a P.E.R.T. score of 84 or higher on Reading and 90 or higher on Writing.

9. All college credits earned through the dual enrollment program prior to graduation from high school will be recorded on the student's permanent academic record (transcript) at DSC. It is important to be aware that dual enrollment can affect a student's eligibility for future financial aid. Students who fail, withdraw, or take classes they do not need may not be eligible for financial aid upon high school graduation.
10. **Students must declare a major on the dual enrollment form. Students may only take classes required for their declared major. Students in an Associate of Arts program must complete the General Education requirements and any pre-requisite course(s) needed to transfer into their intended bachelor's degree program before they will be permitted to take other elective courses.**
11. Eligible students may enroll in the following dual enrollment programs:

A. ASSOCIATE OF ARTS DEGREE - Students may enroll in courses listed in the A.A. program guide, with the exception of courses that are less than three credit hours or private lesson courses.

B. ASSOCIATE OF SCIENCE (AS) PROGRAMS

Architectural and Building Technology	Electronics Engineering Technology
Engineering Technology	Computer Engineering Technology
Computer Information Technology	Hospitality Management
Computer Programming and Analysis	Networking Services Technology
Culinary Management	Simulation and Robotics Technology
Drafting and Design (CAD)	

C. COLLEGE CREDIT CERTIFICATE PROGRAMS

Advanced Network Infrastructure	Information Technology Support Specialist
Applied Technology Specialist	Information Technology Administration
AutoCAD Foundations	Information Technology Analysis
Cable Installation	Microcomputer Repair/Installer
Computer Aided Design and Drafting	Network Communications (LAN)
Computer Programming	Network Communications (WAN)
Computer Specialist	Network Infrastructure
Culinary Arts	Network Server Administration
Drafting and Design Technology	Network Support Technician
Engineering Technology Support Specialist	Web Development Specialist
Information Technology Administration	Wireless Communications
Information Technology Analysis	

D. VOCATIONAL CERTIFICATE PROGRAMS (CAREER DUAL ENROLLMENT)

Air Conditioning, Refrigeration and Heating Mechanic (ATC Campus)
 Air Conditioning, Refrigeration and Heating Technology (ATC Campus)
 Automotive Collision, Repair and Refinishing (ATC Campus)
 Automotive Service Technology (ATC Campus)
 Baking and Pastry (ATC Campus)
 Barbering (New Smyrna Beach Campus)
 Construction Technology (ATC Campus)
 Cosmetology (Deltona and Daytona Campuses)
 Machining (ATC Campus)
 Welding Technology (Daytona Campus)

PLEASE NOTE: The Cosmetology and Barbering programs require students to purchase kits. The kits cost \$527.96 for Barbering and \$401 for Cosmetology. Students must purchase their own kits. The college will apply the fee to the student's account in his or her first semester in the program.

E. BACHELOR'S DEGREES (all Bachelor's degrees are two plus two programs. Students must have the required Associate degree and be admitted to the program to take bachelor's level courses). Students must also complete the pre-requisites for the programs while they are in the associates program.

Bachelor of Applied Science

Bachelor of Science in Information Technology

Bachelor of Science in Education

- Elementary Education
- Exceptional Education
- Secondary Biology Education
- Secondary Chemistry Education
- Secondary Earth/Space Science Education
- Secondary Mathematics Education

Bachelor of Science in Engineering Technology

Electrical Engineering Technology Concentration

DAYTONA STATE COLLEGE DUAL ENROLLMENT TEST/RETEST RULES

DSC limits all students to three P.E.R.T. attempts which are used for college credit programs, and the **Test of Adult Basic Education (TABE)** which is used for Vocational programs.

- Students will be limited to three attempts taking the P.E.R.T. at the college and must wait at least one high school semester between attempts. The student must bring identification to test at the college.
- If a student scores within five points of the required P.E.R.T. score he or she can appeal to the DSC Director of Dual Enrollment for permission to immediately retest at the college.
- Students may appeal to the Director of Dual Enrollment for permission to take the P.E.R.T for a fourth time at the college.
- Test attempts at the high school will be in accordance with Volusia School District rules.

Students who take the P.E.R.T. on their high school campus are permitted to use the test scores for dual enrollment purposes.

A.A. DEGREE PROGRAMS

According to the articulation agreement among all Florida public institutions of higher education, students who receive an A.A. degree from Daytona State College have met the general education requirements for admission to the state's upper division public institutions. Although an A.A. degree guarantees admission to a Florida public institution, it does not guarantee acceptance to specific university or a university's selected, special or limited access programs. Associate of Arts Degree recipients will have to compete on the same basis as students already enrolled at the institutions for admission to these programs. For further information regarding an A.A. Degree at DSC, please refer to their current college catalog.

NOTE: Students who earn their A.A. degree before or at the same time as high school graduation must apply to the state university as a freshman and meet freshman entrance requirements including required SAT/ACT scores and competitive high school and college GPA's.

If students do not have competitive GPA's or SAT/ACT scores, the college recommends that they not complete their A.A. degree while still in high school. Students who take at least 12 credit hours AFTER high school graduation can apply to the state universities as transfer students.

RESTRICTIONS

- Students may register for a maximum of two totally on-line courses at DSC per 15 week semester.
- Students may not enroll in college preparatory courses.
- Vocational courses must be part of the high school student's approved certificate program. Singular vocational course offerings will not be approved.
- Students may enroll in up to 15 credit hours per semester at DSC during the fall and spring semesters. Students may take an additional one credit hour per semester for any needed lab if their cumulative college GPA is 3.0 or above. In addition, graduating seniors may take up to 18 credit hours in the spring semester of their graduating year if the extra class allows them to complete their degree. Students must be enrolled in a minimum of one course at their high school.
- During the summer semester, students may take no more than 14 credit hours (2 classes in the "A" term, 2 two classes in "B" term, and 2 extra credit hours for labs, if needed). Ten week courses will be counted as "A" term credits. Parents and students should take into consideration the length of the course and understand that the same information is condensed into a shorter time period during the summer.

ONLINE COURSES

Online courses at the college are different than the online courses students take through Florida Virtual School and/or Volusia Virtual. It is recommended that students refer to the following webpage to determine if online courses are appropriate before registering for these courses:

<http://online.daytonastate.edu/students/index.html> Students should also follow the steps listed on the website to be sure they are ready for their online course.

RIGOR OF COLLEGE COURSES

Students and parents should understand that dual enrollment courses are college courses and the same guidelines apply for both dual enrolled students and DSC adult students. This is mandatory, in order to comply with state regulations and the Southern Association of Colleges (SAC) accreditation requirements. Students are required to comply with the course syllabus, assignment deadlines and attendance policies as stated in the syllabus; absences such as school sports events, band trips, family trips, etc. are not exempt from attendance requirements.

Grades earned by dual enrolled students become a permanent part of both the high school and college transcript and are weighted on the high school transcript the same as IB and AP courses.

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in high school classes. Courses will not be modified to accommodate variations in student age and/or maturity.

ATTENDANCE

Students are expected to actively participate and abide by both high school and college attendance policies. Students are expected to attend every class session. Students who have a planned vacation during a specific semester should not register for a college course during that semester. Each instructor will explain his/her attendance policy in the syllabus and will grade students in accordance with those policies.

CALENDAR

The beginning and ending dates of courses offered during the regular day at a high school facility will coincide with Volusia County Schools' calendar. Courses offered on the college campus and courses offered before or after the regular school day at a high school facility will be scheduled according to the Daytona State College calendar.

The student holidays for the Volusia County School District and Daytona State College do not always coincide. Students will be responsible for attending classes on the college campus even if it is a student holiday for the high school.

CONTINUED DUAL ENROLLMENT

1. Students will be awarded high school and college credit as stated in the list of approved courses for dual-enrollment. This list can be found at: <http://www.flvc.org>.
2. Students must maintain a minimum 3.0 cumulative, unweighted high school GPA (2.0 for Career/Vocational) to continue to participate in the dual enrollment program. There are absolutely no GPA exemptions for the high school GPA requirement.
3. Dual enrolled students must maintain a minimum 2.0 cumulative college GPA in order to continue participating in dual enrollment.

4. Students who earn a grade of “F” or “FN” in a dual enrollment course will not be permitted to dual enroll in the following college semester. These students must meet the required high school and college GPA’s in order to resume program participation. Students who return to the dual enrollment program may only take the course in which they earned the grade of “F” or “FN”. If the students earn a “C” or higher in the repeated course, they may then resume taking up to 15 credit hours during subsequent semesters. If they earn a “D” or “F” in the repeated course, their participation in the dual enrollment program will be terminated.
5. Students may not attempt any college course more than twice (a withdraw counts as an attempt).
6. Students who earn a “D” in a course, but still meet the GPA requirements for both high school (unweighted, cumulative 3.0) and college (cumulative 2.0), are permitted to repeat the course in which they earned a “D” grade; however they may only enroll in that course during the following semester. Students who earn a “D” during their first semester of dual enrollment are exempt from the college GPA requirement for that semester only. The student must meet the high school GPA requirement to be permitted to repeat the course.
7. Students who have graduated from high school or who are on track to graduate before the completion of the dual enrollment course are not eligible to participate in the dual enrollment program.
8. Dual enrolled students must request to withdrawal if they do not wish to complete their dual enrollment course. This must take place within the dates designated by the college each semester for withdrawing without a grade penalty. **The high school counselor must sign the withdrawal form. Withdrawal deadlines are posted in the DSC academic calendar. Students must be present at the college to withdraw from a course.**
9. The following behavioral requirement is addressed in F.S. 1007.271(3) ...”Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered”.
10. Some private or out of state colleges or universities may not accept dual enrollment credit. Students should check with the admissions office of the college they plan to attend to determine if their dual enrollment credit will be accepted.
11. The DSC dual enrollment office must receive the dual-enrollment approval form **no later** than the deadline date listed on the Dual Enrollment Calendar for that term. Failure to meet this deadline may result in the student being denied access to the dual enrollment program for that semester.
12. Students who are denied future dual enrollment due to college GPA, course withdrawal, or failing grades may file an appeal with the VCS Deputy Superintendent for Instructional Services. Acceptable appeals may be based on student illness, family emergency, or other extenuating circumstances that prevented the student from successfully completing the course(s). Documentation will be required, including the student’s plan to ensure future success.

INSTRUCTIONAL MATERIALS/FEES

1. Dual enrollment students will be exempt from payment of fees for instruction at DSC if all procedures are followed properly. Kits, equipment, and tools that are kept by the students must be purchased by the students.
2. Cosmetology and Barbering kits cost \$527.96 for Barbering and \$401 for Cosmetology. Students must purchase their own kits. The college will apply the fee to the student's account in his or her first semester in the program.
3. Students will receive their dual enrollment textbook(s) or a book voucher from their high school Destiny Textbook Office Specialist approximately two weeks before the start of each semester. If the high school has the dual enrollment textbook(s) on hand, the student will be issued book(s) by their high school Destiny Textbook Office Specialist; if not, students will use the voucher to obtain book(s) from the DSC Bookstore.
4. Students must obtain a DSC photo ID from the DSC Campus Safety Office before taking their book voucher to the DSC Bookstore to pick up their books.
5. Upon completion of the dual-enrollment course, students must return their textbooks to the high school Destiny Textbook Office Specialist. **Failure to return textbooks within one week of the end of the semester will result in an obligation for the cost of the books. These costs will not be waived.**

TRANSPORTATION

Students and/or parents/legal guardians will provide all transportation and accept all liability for transportation while taking dual enrollment courses at a DSC campus, or any other site away from the student's home campus.

EARLY ADMISSION

Many colleges and universities accept students after they complete their junior year (11th grade) in high school (early admission). In other words, the student begins college without a high school diploma. Early Admission is a form of dual-enrollment that allows the student to receive a high school diploma after successful completion of the first year of college. Daytona State College, the University of Florida, and the University of Central Florida have early admission dual enrollment agreements with Volusia County Schools. Early admission may be approved by the School Board when the following requirements have been met:

- The student has completed all required courses for the standard 24 credit diploma except electives and one credit in English, ½ credit in Economics and ½ credit in American Government.
- ACT or SAT test scores have been submitted prior to the term of desired entrance. Test scores will be evaluated for entrance into the college program. Students without SAT or ACT scores may take the Post-Secondary Education Readiness Test (PERT) or College Placement Test (CPT).
- The principal of the high school has recommended the student for early admission.
- The student has a 3.0 or higher unweighted high school GPA.
- Early Admission students will be required to take a minimum of 12 credit hours each semester. These credits must be applicable to both the high school diploma and the associate degree.
- The student has been accepted by a post-secondary regionally-accredited college or university.
- Students must provide their own transportation to the college campus.

The early admission student will receive a high school diploma when these conditions have been met:

- The student has completed college credits to equal two semesters as determined by the college of attendance, with a normal class load, and with at least a “C” average or its equivalent.
- The district has received written documentation from the college of attendance covering the college work.
- A college English course consisting of two semesters, a college Economics course, and a college American Government course have been successfully completed.

NOTE: A student in the early admissions program shall not be ranked in his/her high school graduating class. Please refer to School Board Policy 307 for additional information.

VOCATIONAL CERTIFICATE PROGRAMS

- Vocational dual enrollment shall be available for secondary students seeking a degree or certificate from a completed job-preparatory program, but students shall not enroll in isolated vocational courses.
- Students enrolled in specific vocational courses must be informed that these credits may not count in another program area if they change their major.
- Vocationally dual enrolled students must be reported as basic FTE regardless of whether the dual enrollment occurs on or off the DSC campus.

FULL-TIME STUDENTS (High School and College Courses)

- The following chart outlines the minimum and maximum combined high school course/college hours for VCS students. In order to be considered full-time, students must enroll in the minimum hours listed in the chart.
- DSC will offer 7-8 week courses during the 2016-2017 school year. Students must enroll in these courses at the beginning of the semester, regardless of the courses selected.
- This chart pertains to all semester hour DSC courses, regardless of whether they are A.A. or A.S. degree courses.

7-Period Day Schedule

<u>Minimum hours</u>		<u>Maximum hours</u>	
High School Courses	College Credit hours	High School Courses	College credit hours
1	15-16	1	15-16
2	12	2	15-16
3	9	3	9
4	6	4	9
5	3	5	6
6	3	6	6
7	0	7	3

**SLS courses taken on high school campuses should be considered as part of the student’s regular 7-period day schedule. “College credit hours” referenced above relate to college courses taken online or at one of the DSC campuses.

DUAL ENROLLMENT PROCESS **Volusia County Public Schools/DSC Campus**

Step 1: The school counselor discusses the dual enrollment option with student and parent(s), explaining the advantages and disadvantages of dual enrollment.

Step 2: The school counselor checks to see if the student has met the cumulative, unweighted 3.0 GPA requirement for dual enrollment.

Step 3: The school counselor gives the Dual Enrollment Admissions Form (with GPA verified via counselor's initials) to student. Student and parent sign the form.

Step 4: The student takes the form to the DSC Admissions office on the Daytona Campus or the Enrollment Services Office on any DSC Regional Campus. The student will be admitted and provided with a DSC ID number.

Step 5: If the student does not have acceptable ACT, SAT, or P.E.R.T. scores, he/she will be sent to the DSC Assessment office to take the P.E.R.T. **NOTE: The student must have a copy of his/her DSC Admissions form and a valid photo ID in order to take the P.E.R.T.**

Step 6: If the student has acceptable test scores (SAT, ACT, P.E.R.T.), the school counselor works with the student to select appropriate courses based on what he/she needs to meet high school graduation requirements. The counselor will also check for seat availability of selected courses. The counselor will enter the courses and section numbers on the Dual Enrollment Registration Form and will sign his/her name beside each selected course.

Step 7: The student will then report to the DSC Academic Advising office for Academic Advising.

Step 8: The student will be sent to the DSC Registration Office to register for classes.

**** PLEASE NOTE: Due to college privacy regulations, the student must be present to be advised and to register. Parents are not permitted to register their child for college classes without the student present.**

Step 9: Students apply for a parking decal, if needed. The student will need to obtain a DSC photo ID from the DSC Campus Security office.

Step 10: The student will take a copy of his/her schedule to the school Destiny Textbook Office Specialist no earlier than two weeks prior to the start of the semester. The Destiny Textbook Office Specialist will issue the student his/her dual enrollment textbook(s) or a textbook voucher to take to the DSC Bookstore.

Step 11: If necessary, the student will take the book voucher, DSC photo ID, and a copy of their schedule to the Bookstore (Daytona or Deland campus). Textbooks are issued for the courses listed on the student's schedule. The student is given a receipt showing the title(s) and cost(s) of the book(s) received. The student will take the receipt, completed book voucher and his/her schedule to his/her school Destiny Textbook Office Specialist.

Step 12: Students must return their textbook(s) to the high school Destiny Textbook Office Specialist within one week of the end of the semester. Students will be charged for textbooks that are not returned.

CONTINUING STUDENTS: Begin the process at Step 6, above.

NOTE: DUAL ENROLLMENT STUDENTS ARE ELIGIBLE TO USE COLLEGE RESOURCES SUCH AS: The Academic Support Center, the Writing Center, the Library, Student Disability Services, Academic Advising, the Career Center, Student Activities/clubs, etc. Research shows that successful college students utilize available college resources. Dual enrollment students are encouraged to make full use of all available college resources.

FREQUENTLY ASKED QUESTIONS

1. Am I eligible to dual enroll?
In order to be eligible you must:
 - Have a 3.0 unweighted cumulative GPA in high school level courses for academic dual enrollment
 - Have 3.0 unweighted cumulative GPA in high school level courses for A.S. degree or college credit certificate.
 - Have 2.0 unweighted cumulative GPA in high school level courses for vocational certificate career and technical dual enrollment
 - Meet the minimum testing requirements (FCAT, PERT, SAT, ACT or TABE)
2. How do I get started with dual enrollment?
Make an appointment with your school counselor and get a Dual Enrollment Approval Form.
3. How do I know which courses to take?
You should discuss your courses with your school counselor. Look for courses that help you:
 - Meet your subject area requirements for graduation
 - Complete a career and technical program of study and/or
 - Count towards you're A.A., A.S. degree
4. I've never dual enrolled before. Which courses should I take first?
If you have a 3.0 GPA and meet the minimum test score requirements for academic dual enrollment, it is recommended that you take ENC 1101 (College Composition) and SLS 1122 (Student Success). The College Composition class is a pre-requisite for most of the AA degree courses. The Student Success class is a good orientation class for college.
5. How do I know which courses meet high school subject area requirements?
Your school counselor has a list of which courses meet the subject area requirement and will be able to assist you with choosing courses that meet your high school graduation requirements.
6. How do I know which courses I need for DSC degrees or programs?
*The requirements for the AA degree and programs at DSC can be found in the DSC catalog at <http://www.daytonastate.edu/catalog/>
The catalog also contains course descriptions with any pre-requisites required. You should also meet with an Academic Advisor at DSC and ask them to review your degree requirements. They can explain what is required for your degree and make sure you know what university pre-requisites you will need to take for transfer to your intended university and major.*
7. Can Advanced Placement 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, then you can substitute AP English as a prerequisite. Your school Counselor will give you proof to bring to DSC when you register.