



LEARN HOW YOU CAN GET A

JUMP-START

ON COLLEGE CREDITS IN HIGH SCHOOL.

[FSCJ.EDU/DUALENROLLMENT](https://www.fscj.edu/dualenrollment)

DUAL ENROLLMENT

STUDENT
HANDBOOK



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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.

HOW IS DUAL ENROLLMENT DIFFERENT FROM PROGRAMS LIKE ADVANCED PLACEMENT (AP) OR INTERNATIONAL BACCALAUREATE (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 a 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 have been taking dual enrollment classes on their high school site in ninth and 10th grades and then transition to a college campus for 11th and 12th grades, 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. Students should consult their high school counselor regarding the availability and times of dual enrollment classes at their high school. Information regarding FSCJ campuses and centers, class schedules, online offerings, 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 courses or program fees, such as art supplies, aviation flight fees, supplies and lab materials for online courses, 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 responsible for paying a one-time fee for records processing and for paying for each requested official transcript. This enables them to obtain copies of their college transcript or have their transcript sent electronically to other institutions.

TEXTBOOKS

The school district pays for textbooks for public school students. You should contact your school 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.
- 3.5 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. Nassau students will not be permitted to continue in dual enrollment if they post any D, F, FN or W grades.

PLACEMENT TEST SCORES: Students must meet established minimum scores on a college placement test. Florida students may use SAT, ACT or PERT (Postsecondary Education Readiness Test) tests to submit scores for eligibility to take college-credit courses. Completion of the Tests of Adult Basic Education is required for non-credit courses. See assessment section on the next page for more details.

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 subset 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. fscj.edu/admissions-aid/assessment-and-certification/college-placement-assessments

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 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.

TEST RETAKE POLICY

Students allowed to test at the College must pay for any retakes at the College. Students must remediate between testing administrations. PERT scores must be less than two years old at the beginning of a term. 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. FSCJ will need the official SAT score report.



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 FSCJ catalog.

> Student Life Skills

Students will take SLS 1103 during their first year in dual enrollment. Students will take the class in a face-to-face or hybrid format. This requirement will apply to first-time students entering dual enrollment for the 2016-17 year. Students must pass SLS 1103 with a "C" or higher to continue in dual enrollment.

> General Education Courses

Students must complete the state of Florida General Education Core (15 semester hours – see college catalog) prior to completing 24 semester hours of dual enrollment. These academic courses are in the areas of communications, mathematics, social and behavioral studies, natural science and humanities. Foreign language is also advantageous for students. The listing of FSCJ general education requirements located in the FSCJ catalog.

> 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 both 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 on the student transcript 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 Shines website, floridashines.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. It 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. Additional requirements will apply for students seeking a Florida high school diploma with a Scholar or Merit designation.

HOW DO I ENROLL?

CAMPUS COORDINATOR

Each FSCJ 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. All home school families are served by the Downtown Campus coordinator.

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 FSCJ website.

Students are not permitted to register with the student services office or online. Students who attempt changes in registration without authorization will be prevented 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 application to the campus after the deadline 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

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

I'M ENROLLED! WHAT'S 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 registration processing fee and then pay for each transcript ordered.

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" form 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 REGULATION (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

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. Students are not permitted to make any changes to their schedule through Connections or Student Success.



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.

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 FSCJ after high school graduation are already enrolled as 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 a 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.

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 FSCJ is \$104.88; for a non-Florida resident, the cost is \$401.27. Therefore, the same three credit hour course that would cost a regular college student \$314.64 would cost \$1,203.81 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	\$401.27	\$1,203.81

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.

EXPECTATIONS OF STUDENT CONDUCT

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

FSCJ 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, must respect county and municipal ordinances, and follow 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's 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:
<http://catalog.fscj.edu/content.php?catoid=36&navoid=4984>



CONTACT INFORMATION

ASSESSMENT CENTERS

Deerwood Center (904) 997-2509
 Downtown Campus: (904) 633-8388
 Kent Campus: (904) 381-3491
 North Campus: (904) 766-6708
 South Campus (904) 646-2040

DUAL ENROLLMENT PROGRAM MANGER

ALI HICKS | ali.hicks@fscj.edu | (904) 632-3388

CAMPUS DUAL ENROLLMENT

DEERWOOD CENTER

9911 Old Baymeadows Rd.
 (904) 646-2304 / (904) 646-2141
 (904) 997-2509

NORTH CAMPUS

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

DOWNTOWN CAMPUS

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

SOUTH CAMPUS

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

KENT CAMPUS

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

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.

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) 633-8200	
Cecil Center	(904) 779-4100	
Cecil Center-Aviation	(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
Nassau Center	(904) 548-4450	TDD (904) 632-5026
North Campus	(904) 766-6608 (904) 766-6609	TDD (904) 757-6609
South Campus	(904) 646-2357	TDD (904) 645-3856
Urban Resource Center	(904) 633-8200	TDD (904) 633-8200

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.