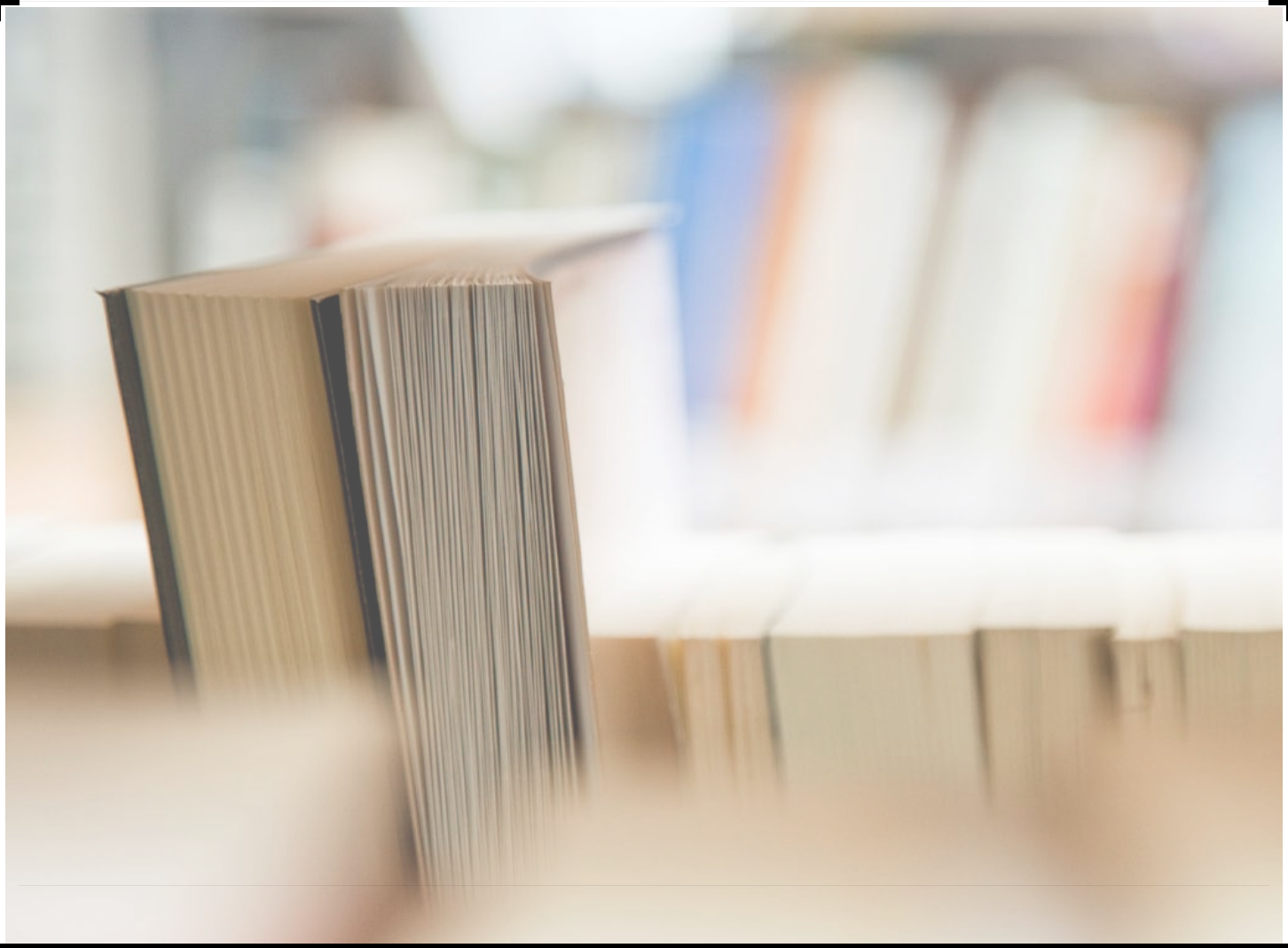

DUAL ENROLLMENT GUIDE

The School Board of Volusia County and Daytona State College

VOLUSIA COUNTY SCHOOLS

2019 – 2020

DAYTONA STATE COLLEGE
SCIENTIA POTENTIA EST.
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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:

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:

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Joshua Poniatowski, Assistant Director, Academic Advising Office		(386) 506-3803
Daytona Beach Campus – Main Advising Number		(386) 506-3661
Daytona State College Regional Campus Advisors:		
Deland Campus –	Krystle Hoy-Gentile	(386) 785-2037
	Diane Cemelich	(386) 785-2044
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Deltona Campus –	Linda Ottesen	(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:

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

Jose Rivera-Navarro, Coordinator of Student Achievement	(386) 734-7190 Ext. 20518
Dr. Amy Hall, Director of Student Services & Government Relations	(386) 734-7190 Ext. 20658

Career and Technical Education Courses (Vocational Certificate Programs)

Rachel Rutledge, Coordinator, Career & Technical Education	(386) 734-7190 Ext. 20649

DUAL ENROLLMENT CALENDAR
2019 - 2020

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.

Fall 2019 Registration: April 1, 2019 – August 22, 2019

Fall Classes begin:

Fall A and 15-week	August 21, 2019
Fall B	October 17, 2019

Spring 2019 Registration: November 4, 2019 – January 21, 2020

Spring Classes begin:

Spring A and 15-week	January 21, 2020
DSC Spring Break	March 9, 2020 – March 13, 2020
Spring B	March 16, 2020
VCS Spring Break	March 16, 2020 – March 20, 2020

Summer 2019 Registration: April 6, 2020 – May 13, 2020

Summer Classes begin:

Summer A and 10-week	May 13, 2020
Summer B	June 29, 2020

DROPS/WITHDRAWALS

	Fall Full Term (15-week)	Fall A	Fall B
Drop Deadline	August 23, 2019	August 22, 2019	October 18, 2019
Withdraw Deadline	October 30, 2019	September 25, 2019	November 20, 2019
	Spring Full Term (15-week)	**Spring A**	**Spring B**
Drop Deadline	January 23, 2020	January 22, 2020	March 18, 2020
Withdraw Deadline	April 2, 2020	February 19, 2020	April 20, 2020
	Summer A	**Summer 10-week**	**Summer B**
Drop Deadline	May 14, 2020	May 14, 2020	June 30, 2020
Withdraw Deadline	June 10, 2020	June 25, 2020	July 27, 2020

DUAL ENROLLMENT AUTHORIZATION

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 cumulative unweighted grade point average (GPA) (there are no exceptions to the required high school GPA)
    - Qualifying scores on either the SAT, ACT, PERT or TABE Test
    - Positive attendance patterns
    - Lack of discipline problems

3. Students enrolling in **A.A. 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.

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 **cumulative unweighted minimum 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 7-8 of this document.

6. Students must take the appropriate portion(s) of the Post-Secondary Readiness Test (PERT) 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 SAT or ACT.

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

SAT

Critical Reading > 24 and Writing > 25	ENC1101 English Composition I
Math ≥ 24	MAT1033 Intermediate Algebra/MGF2106 Survey in Mathematics/MGF2107 Liberal Arts Math
Math ≥ 26.5	MAC1105 College Algebra

ACT

Reading ≥ 19 and English ≥ 17	ENC1101 English Composition I
Math ≥ 19	MAT1033 Intermediate Algebra/MGF2106 Survey in Mathematics/MGF2107 Liberal Arts Math
Math > 21	MAC1105 College Algebra

Post-Secondary Education Readiness Test (PERT)

Reading ≥ 106 and Writing ≥ 103	ENC1101 English Composition I
Math 114 - 122	MAT1033, MGF2106, MGF2107
Math 123 - 134	MAC1105
Math 135 - 144	MAC1140, MAC1114, STA2023
Math 145 - 150	MAC2233, MAC2311

REQUIRED TABE SCORES FOR VOCATIONAL CERTIFICATE PROGRAMS

Program	11/12 Reading	11/12 Language	11/12 Math
A/C, Refrigeration, Heating Mechanic	576	584	627
A/C, Refrigeration, Heat Tech	576	584	627
Auto Collision Repair	576	584	596
Auto Service Technology	576	584	627
Bldg. Trades/Construction & Design Technology	576	584	596
Machining	576	584	627
Welding Tech (Applied)	576	584	596

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

8. Students may enroll in Managing Your Success (SLS 1122) with **a cumulative unweighted minimum GPA of 2.5 GPA** and a PERT 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. <u>ASSOCIATE OF ARTS DEGREE</u> - Students may enroll in courses listed in the AA program guide, with the exception of courses that are less than three credit hours or private lesson courses.

B. <u>ASSOCIATE OF SCIENCE PROGRAMS</u>

Accounting Technology
Architectural and Building Technology
Broadcast TV Production
Computer Engineering Technology
Computer Information Technology
Computer Programming and Analysis
Culinary Management
Drafting and Design (CAD)
Early Childhood Education
Electronics Engineering Technology
Engineering Technology
Hospitality Management
Interior Design Technology
Networking Services Technology
Office Administration
Paralegal Studies
Simulation and Robotics Technology

C. <u>COLLEGE CREDIT CERTIFICATE PROGRAMS</u>

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

D. <u>VOCATIONAL CERTIFICATE PROGRAMS (CAREER DUAL ENROLLMENT)</u>

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 (Daytona Campus)
Construction Technology (ATC Campus)
Machining (ATC Campus)
Welding Technology (Daytona Campus)

E. <u>BACHELOR'S DEGREES</u> 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 prerequisites for the programs while they are in the associates program.

Bachelor of Applied Science, Supervision and Management
Bachelor of Science in Information Technology
Bachelor of Science in Engineering Technology

Electrical Engineering Technology Concentration
Bachelor of Science in Education
Elementary Education

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

TEST/RETEST RULES

DSC limits all students to three PERT attempts which are used for college credit programs, and the **Test of Adult Basic Education (TABE)** which is used for Vocational programs. There is no cost for the initial PERT attempt at DSC; however, students who retake all or part of the test at DSC will be assessed a $10 cost at the time of testing.

1. Students will take the initial PERT either at their high school or at the DSC Assessment Center; their high school counselor will refer them for this assessment.
2. Students must attend school for a full semester between test retakes.
3. Students are permitted to take the PERT three times at the college.
4. Test attempts at the high school will be in accordance with Volusia School District rules.

Students who take the PERT 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 with college credit 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 Online Learning. It is recommended that students refer to the resources listed on the following webpage to determine if online courses are appropriate before registering for these courses: https://www.daytonastate.edu/onlinestudies/onlinereadiness.html.

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 AP, AICE, and IB 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.

CONTINUING DUAL ENROLLMENT

1. Students will be awarded high school and college credit as stated in the list of approved courses for dual enrollment. See your school counselor for more information.

2. Students who earn a grade of "F", "FN", or "W1" will be required to repeat the course in which he/she earned the "F" or "FN" or "W1" grade during the subsequent semester. Students will not be permitted to take other courses during this semester. Students must have a 3.0 or higher unweighted, cumulative high school GPA, and meet the DSC 2.0 cumulative GPA requirement in order to repeat the course (students can repeat the course during a full 15-week term, or during an A term; if they earn a grade of "C" or better they can continue in additional courses during the B term).

3. When repeating a course, the student must earn a "C" or better in order to be eligible to continue to participate in the dual enrollment program.

4. Dual Enrolled students may not attempt the same course at the college more than two times.

5. Each time a student takes a course and receives either a grade of "W" (withdrawal) or "W1" (administrative withdrawal) on their transcript it will be counted as an attempt at that course.

6. If a dual enrolled student earns a grade of "F", "FN, "W" or "W1" in more than one semester, they will no longer be eligible to participate in dual enrollment courses. Exceptions may be granted in cases of extenuating circumstances, which must be submitted in writing with supporting documentation and submitted through the high school counselor to Daytona State's Dual Enrollment Coordinator.

7. 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 can repeat the course during a full 15-week term or during an A term; if they earn a grade of "C" or better they can continue in additional courses during the B term).

8. 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.

9. Grade forgiveness applies when students repeat a course in which they earned a grade of "D" or "F". A student may not repeat courses in which a grade of "C" or better was earned. Once a course is repeated, the highest grade earned will count in the DSC GPA. Students should check with their intended transfer institution to determine if that institution will honor Grade Forgiveness awarded at DSC.

10. Students who have graduated from high school or who are on track to graduate before the completion of the course are not eligible to participate in the dual enrollment program.

11. Fifth year seniors are not eligible to dual enroll.

12. Students who have completed the requirements for the degree they are seeking may only continue in the dual enrollment program if they graduate with their degree and admit under a new major (students must take classes toward the major they declare).

13. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. In such cases, the college instructor will refer the student to the DSC Judicial Affairs office at the college where a decision will be rendered.

14. Students who are denied future dual enrollment due to college GPA, course withdrawal within 2 semesters, or failing grades may file an appeal with the VCS Office of Student and Government Relations. 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.

15. Parents and students should be aware that failure to make satisfactory progress in dual enrollment courses may have an impact on the student's future financial aid eligibility.

16. All college courses and grades will remain a permanent part of the student's high school and college transcript and will affect financial aid eligibility.

17. Some 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.

18. 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.

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. 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.

3. 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.

4. 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 and prevent students from enrolling for the following semester until such time as materials or monies owed to the School Board are satisfied**. **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 Language Arts, ½ credit in Economics and ½ credit in US Government.
- The student has been accepted by a post-secondary regionally-accredited college or university.
- 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.
- 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).
- 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.
- 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 US 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 is available for secondary students seeking a degree or certificate from a completed job-preparatory program, but students shall not enroll in isolated vocational courses.

- Vocational courses credits may not count in another program area if students 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 offers "mini-mester" (7-8 weeks), as well as full semester term (15 weeks) courses throughout the year. Students must enroll in all courses at the beginning of the semester, regardless of the length 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 or mini-mester.

- Students must be enrolled in a minimum of 1 course at their zoned high school to be eligible to enroll in dual enrollment courses. The course(s) must be taken at the high school campus or through Volusia Online Learning. **A Florida Virtual School course cannot be used as the only high school course in a student's schedule.**

NOTE: SLS courses taken on high school campuses are considered as part of the student's regular 7-period day schedule. "College Credit Hours" referenced below relate to college courses taken online or at one of the DSC campuses.

7-PERIOD DAY SCHEDULE

MINIMUM HOURS			MAXIMUM HOURS		
High School Courses	**College Credit Hours**	**College Courses**	**High School Courses**	**College Credit Hours**	**College Courses**
1	15–16	5	1	15–16	5
2	12	4	2	15–16	5
3	9	3	3	9	3
4	6	2	4	9	3
5	3	1	5	6	2
6	3	1	6	6	2

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 GPA requirement for dual enrollment.

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

Step 4: The student takes the form to the DSC Admissions/Enrollment Services 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 PERT scores, he/she will be sent to the DSC Assessment office to take the PERT **NOTE: The student must have a copy of his/her DSC Admissions form and a valid photo ID in order to take the PERT**

Step 6: If the student has acceptable test scores (SAT, ACT, PERT), the school counselor works with the student to select appropriate courses based on what he/she needs to meet high school graduation requirements. The school 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 Textbook Manager within one week of the end of the semester. Students will be charged for textbooks that are not returned and will not be allowed to enroll for the following semester until the obligation is resolved.

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

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:
   a. *Have a 3.0 unweighted cumulative GPA in high school level courses for academic dual enrollment*
   b. *Have 3.0 unweighted cumulative GPA in high school level courses for A.S. degree or college credit certificate.*
   c. *Have 2.0 unweighted cumulative GPA in high school level courses for vocational certificate career and technical dual enrollment*
   d. *Meet the minimum testing requirements (PERT, SAT, ACT or TABE)*

2. How do I get started with dual enrollment?
   a. *Make an appointment with your school counselor and get a Dual Enrollment Form.*

3. How do I know which courses to take?
   a. *You should discuss your courses with your school counselor.*
   b. *Look for courses that help you:*
      i. *Meet your subject area requirements for graduation*
      ii. *Complete a career and technical program of study and/or*
      iii. *Count towards you're A.A., A.S. degree*

4. I've never dual enrolled before. Which courses should I take first?
   a. *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 (Introduction to Composition) and SLS 1122 (Managing Your Success). The Introduction to Composition class is a pre-requisite for most of the AA degree courses. The Managing Your Success class is required, and it is a good orientation class for college.*

5. How do I know which courses meet high school subject area requirements?
   a. *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?
   a. *The requirements for the AA degree and programs at DSC can be found in the DSC catalog at http://www.daytonastate.edu/catalog/*
   b. *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 (Introduction to Composition) when required as a prerequisite of a course?
   a. *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.*

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

July 2012

Downloaded from Florida Department of Education/June 2019/http://www.fldoe.org/policy/articulation/

ASSOCIATE OF ARTS DEGREE REQUIREMENTS
Information for Dual Enrollment
2019 - 2020 Academic Year

Requires minimum of 60 hours:

- 36 hours of General Education Classes **(all General Education courses require a "C" or better)**
- 24 hours of Electives **(must come from elective list)**

****NOTE: Students must have** two (2) years of the same language in high school or two semesters of the same language in college. College foreign language will be used toward elective hours.

The state-mandated 36 hours of general education are distributed in the following areas:

Communications (English)	9
Mathematics**	6
Natural Sciences**	6
Humanities	6
Social Sciences	9
TOTAL GENERAL EDUCATION	**36 credits**

GRADUATION REQUIREMENTS

CIVIC LITERACY
Students must take POS 2041 or AMH 2020. AP test credit can be used for POS 2041 (≤ 3) or AMH 2020 (≤ 4). CLEP test credit can also be used for only POS 2041.

CULTURAL/GLOBAL FOCUS
Students must take a course with an asterisk (*) from the General Education list in order to fulfill this requirement. If a course is not taken as a general education course, student must take one of these courses as an elective to meet this requirement.

** WHEN A CLASS SHOWS A LAB (C) BOTH THE CLASS AND THE LAB SHOULD BE LISTED ON THE DUAL ENROLLMENT FORM.

Dual Enrollment Course Restrictions

Dual Enrolled Student are not permitted to take:

- Any course that is less than 3 credit hours
- Remedial courses
- Physical Education courses
- Private lesson courses (such as music courses)

Dual Enrollment student are only allowed to take two online course per 15-week semester.

Volusia County School students can obtain a book voucher at their high school and will be required to return the books at the end of the semester.

REQUIRED IN FIRST SEMESTER

Course Number	Course Name	DSC Credit	High School Credit
SLS 1122	Managing Your Success	3	0.5 Elective

I. COMMUNICATIONS CORE – 3 COURSES REQUIRED

Course Number	Course Name	DSC Credit	High School Credit
ENC 1101	Introduction to Composition	3	1 English
ENC 1102	Writing and Research (prerequisite ENC 1101)	3	1 English
SPC 2608	Oral Communication/Research & Presentation Skills (prerequisite ENC 1101)	3	0.5 Performing Fine Arts

II. MATHEMATICS CORE – 2 COURSES REQUIRED

Note: Higher level math courses will also satisfy the core requirement.

Course Number	Course Name	DSC Credit	High School Credit
MAC 1105	College Algebra (prerequisite MAT 1033 or placement)	3	1 Math
MAC 2311C	Calculus I with Lab (prerequisite MAC 1140 & MAC 1114 or placement)	4	1 Math
MGF 2106	Survey in Mathematics	3	1 Math
MGF 2107	Mathematics for Liberal Arts	3	1 Math
STA 2023	Elementary Statistics (prerequisite MAC 1105 or MGF 2106)	3	1 Math

III. NATURAL SCIENCES – 2 COURSES REQUIRED

One course must come from Column I.
The second course can be from either column.
Note: Higher level natural science courses will also satisfy the requirement.

COLUMN I

Course Number	Course Name	DSC Credit	High School Credit
AST 1002	Astronomy (corequisite MAT 1033)	3	0.5 Science
BSC 1005 **BSC 1005C**	Survey of Biology (for non-science majors) **Lab not required for AA degree.** (corequisite or prerequisite ENC 1101)	3 or 4	0.5 Science or 1 Science
BSC 1010C	General Biology I with Lab (for Science Majors)	4	1 Science
BSC 1085C	Anatomy & Physiology I with Lab (corequisite MAT 1033)	4	1 Science
CHM 1020	Chemistry in Society	3	1 Science
CHM 1045C	General College Chemistry I with Lab (prerequisite CHM 1025C; corequisite or prerequisite: ENC 1101 and MAC 1105)	4	1 Science
EVR 2001	Introduction to Environmental Science	3	1 Science

PHY 1020	Energy and It's Environmental Effects (corequisite: MAT 1033)	3	0.5 Science
PHY 1053C	College Physics I with Lab (prerequisite MAC 1114)	4	1 Science
PHY 2048C	Physics with Calculus I and Lab (corequisite MAC 2311C)	5	1 Science

COLUMN II

Course Number	Course Name	DSC Credit	High School Credit
BOT 1010C	General Botany with Lab	4	1 Science
BSC 1020	Human Biology	3	0.5 Science
CHM 1025C	Introduction to Chemistry with Lab (corequisite MAT 1033)	4	1 Science
GLY 2010C	Physical Geology with Lab (corequisite MAT 1033)	4	1 Science
HUN 1201	Human Nutrition	3	0.5 Elective
MET 2010	Meteorology (corequisite MAT 1033)	3	0.5 Science
OCB 2000C	Introduction to Marine Biology and Lab (co-requisite MAT 1033)	4	1 Science
OCE 1001	Introduction to Oceanography (corequisite MAT 1033)	3	0.5 Science
PSC 1121	Physical Science (corequisite MAT 1033)	3	0.5 Science

IV. HUMANITIES CORE

Three credit hours required - **Choose one course**.
One course must come from Column I.
One course must be an AML or LIT course.
One course must be an ARH, DAN, HUM, MUH, MUL, PHI, REL, or THE course.
The second course can be from either column. Courses with an asterisk (*) fulfill the Cultural/Global Focus requirement.

COLUMN I

Course Number	Course Name	DSC Credit	High School Credit
ARH 1000	Art Appreciation	3	0.5 Performing/Fine Arts
HUM 2020	Introduction to Humanities* (prerequisite ENC 1101)	3	0.5 Elective
LIT 2000	Literature and Culture (prerequisite ENC 1101)	3	1 English
MUL 1010	Music Appreciation	3	0.5 Performing/Fine Arts
PHI 2010	Introduction to Philosophy	3	0.5 Elective
THE 1000	Theatre Appreciation	3	0.5 Performing/Fine Arts

COLUMN II

Course Number	Course Name	DSC Credit	High School Credit
AML 2050	Modern American Literature (prerequisite ENC1101)	3	0.5 English
AML 2060	Contemporary American Literature (prerequisite ENC1101)	3	0.5 English
AML 2600	Introduction to African American Literature (prerequisite ENC1101)	3	0.5 English
ARH 2050	Introduction to the History and Criticism of Art I	3	0.5 Performing Fine Arts
ARH 2051	Introduction to the History and Criticism of Art II	3	0.5 Performing Fine Arts
DAN 1100	Dance Appreciation	3	0.5 Performing/Fine Arts
HUM 2210	Prehistoric to Medieval Humanities* (prerequisite ENC 1101)	3	0.5 Elective
HUM 2230	Renaissance to Postmodern Humanities* (prerequisite ENC 1101)	3	0.5 Elective
LIT 2030	Understanding Poetry (prerequisite ENC 1101)	3	0.5 English
LIT 2040	Dramatic Literature (prerequisite ENC1101)	3	0.5 English
LIT 2110	Masterpieces of World Literature I* (prerequisite ENC 1101)	3	1 English
LIT 2120	Masterpieces in World Literature II* (prerequisite ENC 1101)	3	1 English
LIT 2380	Literature by Women (prerequisite ENC 1101)	3	0.5 English
MUH 2110	Introduction to Music History and Literature (prerequisite MUT 1121C)	3	0.5 Performing Fine Arts
MUL 2380	Popular Music in America	3	0.5 Performing Fine Arts
REL 2300	World Religion*	3	0.5 Elective

V. SOCIAL SCIENCES CORE

One course must come from Column I.
Students must take either POS 2041 or AMH 2020 to meet Civic Literacy requirement.
The other courses can be from either column.
SLS 1122 (+) should be taken in the first semester.
Courses with an asterisk (*) fulfill the Cultural/Global Focus requirement.

COLUMN I

Course Number	Course Name	DSC Credit	High School Credit
AMH 2020	United States History 1865 to Present^{++}	3	0.5 US History
ANT 2000	Introduction to Anthropology	3	0.5 Elective
ECO 2013	Principles of Macro Economics (co-requisite ENC1101)	3	0.5 Economics
POS 2041	American Federal Government (co-requisite ENC1101)	3	0.5 US Government
PSY 1012	General Psychology (co-requisite ENC 1101)	3	0.5 Elective
SYG 2000	Introduction to Sociology (prerequisite ENC 1101)	3	0.5 Elective

COLUMN II

Course Number	Course Name	DSC Credit	High School Credit
AMH 2010	United States History to 1877++	3	0.5 US History
DEP 2004	Developmental Psychology	3	0.5 Elective
ECO 2023	Principles of Micro Economics (corequisite or prerequisite ENC 1101)	3	0.5 Economics
GEB 2430	Business Ethics (corequisite ENC 1101)	3	0.5 Elective
GEO 2000	World Geography*	3	0.5 Elective
INR 2002	International Relations*	3	0.5 Elective
AMH 2091	Survey of African American History*	3	0.5 Elective
CPO 2001	Comparative Government* (corequisite or prerequisite ENC 1101)	3	0.5 Elective
EUH 2000	History of Western Civilization to 1648*	3	0.5 Elective
GEB 2351	International Business*	3	0.5 Elective
GEO 2420	Cultural Geography*	3	0.5 Elective
SLS 1122	Managing Your Success+	3	0.5 Elective
SLS 2281	Diversity, Culture, and Communication*	3	0.5 Elective
SYG 2010	Social Problems and Deviance*	3	0.5 Elective
WOH 2012	World History Before 1500* #	3	0.5 World History

Notes:

 # High school students must take both WOH 2012 and 2022 to satisfy the 1 credit high school requirement for World History.

++ High school students must take both AMH 2010 and AMH 2020 to satisfy the 1 credit high school requirement for US History.

For additional courses not listed above refer to the Dual Enrollment Course Equivalency List available at:

Academic List

- http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf

Vocational & Technical List

- http://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList1920.pdf

SAMPLE ENROLLMENT FORM

Dual Enrollment Form

DAYTONA STATE COLLEGE

Student must be present to turn in form and form must be completed in ink and signed by parent/guardian **and** school counselor.

Semester: [X] Fall [ ] Spring [ ] Summer Year: 2019

Daytona State ID Number: 543210

First Name	Middle Name	Last Name
Freddie	Victor	Falcon

Date of Birth	Place of Birth (City, State or Country if born outside of the US)	Social Security Number (first term only)
8.1.57	Daytona Beach, FL	123-45-6789

Home Address	City	State	Zip Code
1200 W. Int'l Speedway Blvd.	Daytona Beach	FL	32114

Phone Number	Email Address
386-506-3000	freddie.falcon@gmail.com

Emergency Contact – Name	Relationship	Phone Number
Franny Falcon	mom	386-506-4444

Native Language: [X] English [ ] Other

Gender (optional): [ ] Female [X] Male

Ethnicity (optional) Are you Hispanic/Latino? [ ] Yes [X] No

Race/Ethnicity – Select one or more (optional)

[ ] Native American [ ] Asian [ ] Black or African American [X] Native Hawaiian or other Pacific Islander [ ] White

To Be Completed by High School Counselor

Foreign Language Completed: YES

High School	Alpha ID	Expected High School Graduation Year
Mainland	Q1234	2020

Degree/Major	High School Unweighted GPA	Counselor Approval Signature
AA	3.8	

Minimum Test Scores – **Please attach a copy of SAT, ACT, or PERT** (Scores are only valid 2 years from test date)

PERT		SAT		ACT		TABE	
Reading	106	Critical Reading	24	Reading	19	Reading	
Writing	103	Math	24	English	17	Math	
Math	114	Writing	25	Math	19	Language	

Course Schedule for Registration

All Dual Enrollment courses taken must be required for the student's the program of study. Registration is subject to space availability.

COURSE # (i.e. ENC 1101)	Class Number	Number of Credits	Online Y/N (limit 2)	HS Graduation Requirement Y/N	HS Counselor/Designee Signature	DSC Advisor Signature
SLS1122	2508	3	N	Y		
ENC1101	1605	3	Y	Y		
MAT1033	1252	4	N	Y		

Parent/Guardian and Student: By signing below you are acknowledging that you have read and agree with all the information presented on the back side of this form.

X Franny Falcon 8.1.19
Parent/Guardian Signature Date

X Freddie Falcon 8.1.19
Student Signature Date

101053R_006 6/18

SAMPLE DROP/WITHDRAWAL FROM

Dual Enrollment Form

Drop/Withdrawal Request

Student must be present to turn in completed form.
Form must be signed by school counselor.

Semester: ☒ Fall ☐ Spring ☐ Summer Year: 2019

Daytona State ID Number	543210

First Name	Middle Name	Last Name
Freddie	Victor	Falcon

High School Name: Mainland

To ensure students have every opportunity to succeed before withdrawing, they are encouraged to discuss their options with their instructor and an advisor so they make an informed decision. Requests will not be processed after the published withdrawal deadline – refer to the Daytona State College academic calendar for pertinent dates.

Section 1 – School Consent

- Students must initiate the drop/withdrawal process with their high school counselor.
- Course withdrawal forms for dual enrolled students must be received by the college prior to the posted add/drop or withdrawal deadline.
- Students will need school counselor and parent signature in order to withdraw from Dual Enrolled classes.
- Add/Drop and withdrawal deadlines are posted in the college catalog. Dual Enrollment students follow the same academic calendar as all Daytona State College students.

Course	Class #	School Counselor Signature	Approval Date
ENC 1101	1605	[signature]	8.1.19

Section 2 – Student Consent

- **Drops** - Students can request to be dropped from dual enrollment courses during the add/drop period posted on the Academic Calendar. Drops completed during this time will not reflect on a student's transcript or count as an attempt.
- **Withdrawals** - Once the add/drop period ends, the withdrawal period begins. If a student withdraws from a course, a "W" grade is entered on the student's transcript. The "W" does not count toward the student's GPA; however, it does count as a course attempt and can impact future post-secondary eligibility.
- Unsuccessful completion of Dual Enrollment courses can affect future Financial Aid eligibility.
- Students who withdraw and earn "W" grades in two separate semesters will be ineligible to continue with future dual enrollment.

Student Signature	Freddie Falcon	Date	8.1.19
Parent Signature	[signature]	Date	8.1.19
DSC Staff Signature	[signature]	Date	8.2.19

MG 9.19

NOTES

200 N. Clara Ave
DeLand, FL 32720
386-734-7190
https://www.vcsedu.org/

School Board Members

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Mr. Timothy Egnor

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Ms. Rachel Hazel

SCHOOL DISTRICT OF VOLUSIA COUNTY VISION & MISSION STATEMENT

Ensuring all students receive a superior 21st century education.

Volusia County Schools will ignite a passion for learning by providing a challenging, creative curriculum in a safe, supportive environment where students reach their highest potential.