[](http://www.southgatech.edu/index.cfm)

**Dual Enrollment Handbook**

**For High School Students**

**2020-2021**

**Serving Crisp, Macon, Marion, Schley, Sumter, Webster, and Taylor County Schools**

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**Congratulations on your decision to “Jump Start” your career at SGTC!!!!!**

You are enrolling in a South Georgia Technical College course. A SGTC instructor will teach this course either on your high school campus, at one of the SGTC campuses, or online.

This is a college-level course, and you will receive both college credit and high school credit for the course(s).

**Purpose of Dual Enrollment (DE)**

Dual Enrollment is a program that provides funding for students at eligible high schools that are enrolled to take approved college-level coursework for credit towards both high school and college graduation requirements.

Dual Enrollment allows eligible high school students to take either academic core courses that should transfer to any TCSG or USG college or university, or take Career, Technical, Agriculture Education courses.

All college coursework taken through the Dual Enrollment Funding Program will be fully covered up to 30 semester/45 quarter credit hours, and students will not be required to pay out of pocket for tuition, college fees, or textbooks.  Students will be responsible for all course-specific fees as determined by the college. No hours taken through Dual Enrollment Funding program will count towards a student’s HOPE Grant or Scholarship Caps. However, any used HOPE Grant hours will count against the student’s HOPE Grant or Scholarship cap. Students may be eligible for HOPE grant/HOPE career grant once the dual enrollment credit hour cap has been met. Participating in the Dual Enrollment program is a great incentive for high school students to get a “Jump Start” on their college coursework and career!

**Benefits of DE**

The benefits of taking a SGTC course while in high school are:

* College credits taken through the DE Funding program do not count against HOPE scholarship or HOPE Grant hours after you graduate from high school.
* Degree level college credits do count toward new high school rigor requirements and HOPE Scholarship rigor requirements.
* Tuition and textbooks are totally covered through the DE Funding program.
* Students may be able to take classes that are not offered at their high school, especially in subject areas they are interested in for a potential career.
* Students who participate in a dual-enrollment program are more likely to continue college courses upon graduation.
* Possibly earn a certificate, diploma, or degree!

**Dual Enrollment Policies and Procedures**

**Participant Eligibility and Requirements**

The DE Funding program is operated in partnership with local school systems. Students must first meet the requirements of their local high school system to establish eligibility to participate in any DE Funding program with South Georgia Technical College.

High school student who participate in the DE Funding program are required to adhere to all high school and technical college rules and regulations. **See the South Georgia Technical College Handbook at** [**www.southgatech.edu**](http://www.southgatech.edu) **and the high school handbook for review of these rules and regulations.**

**Academic Information**

* DE students will receive two grades from SGTC. A letter grade for academic coursework completed and a Work Ethics grade of 1, 2, or 3.
* Technical college instructors will notify the high school for grades earned for each grading period for students participating in the Dual Enrollment program.
* DE students receive dual credit (credit at SGTC and at the high school).
* DE grades are recorded on an official SGTC transcript and an official high school transcript.
* DE courses failed may impact high school graduation and GPA and may prohibit students from continuing in the program.
* A grade of C or better must be maintained to receive credit for dual enrollment courses.

**Attendance and Behavior**

* DE students must adhere to both the high school and technical college attendance policies.
* The attendance policy for each course will be outlined in each course syllabus. Some programs and courses at SGTC may have more stringent attendance requirements due to the nature of the course or program. Therefore, attendance policies may differ.
* Failure to comply with the SGTC attendance policy can affect course grades and continuation in the program.
* Any class/coursework missed due to student absence may be made up at the discretion of the instructor.
* Weapons, tobacco, alcohol, and drugs not prescribed by a physician are prohibited.
* Please visit [www.southgatech.edu](http://www.southgatech.edu) for more details on the SGTC attendance policy.
* **Academic Honesty**
* All forms of academic dishonest including, but not limited to cheating on tests, plagiarism, collusion, and falsification of information will call for disciplinary action.

**Financial Aid**

* SGTC will provide DE program funded students textbooks to be used in courses. Students are provided one copy per course. Failure to return the textbook(s) will result in a HOLD being placed on the student’s SGTC and high school account. If a book is lost/stolen, it is the responsibility of the student to report the book and to also purchase a replacement textbook(s).
* Financial Aid history is begun by the application for the DE funds and will be recorded.
* All eligible 10th through 12th grade Georgia high school and home school students are eligible to receive DE funding for programs offered at technical colleges up to the program cap.
* Students must complete the DE application and meet the admission requirements for SGTC.
* DE students who wish to continue dual enrollment beyond the program credit hour cap while in high school may qualify for HOPE grant or HOPE career grant funding or self- payment options. Please see the SGTC team to determine if you qualify.
* High school students must maintain a minimum of a 2.0 GPA to keep the DE funding.
* Failure to complete a minimum of 67% of coursework attempted per term will result in the high school student being placed on probation during the following term of attendance. If the student fails to complete 67% of the coursework attempted during the probationary term, he/she will be place on suspension during the next term. (SAP)
* Some costs (insurance, DMV CDL license, background checks, immunization, tools, work boots etc.) associated with some programs are not covered by SGTC. These costs are the responsibility of the student.

**Dress Code**

* Students are expected to dress and groom themselves in such a way to reflect neatness, cleanliness, and modesty in a manner appropriate to a positive learning environment.
* Some programs/labs/classes may have additional dress rules that must be followed.

**DE Funding Application**

GAfutures Dual Enrollment Funding Application Steps- This process pays for the current Dual Enrollment courses you are taking and must be completed once each year.

\*\*If you have an account with GAfutures, please sign in. If you cannot locate your username or password, please see your counselor. If you do not have an account, please create one. Please complete your GAfutures profile submit/save your information. Next, you will locate the dual enrollment funding application under the “hope and state aid programs – state aid applications” link. Please complete all required information and list all colleges you plan on completing dual enrollment with for the year. Your parent/guardian will receive an email and must login to the application and complete the parent/guardian agreement before the application can be sent to your high school counselor. Please keep up with your assigned Dual Enrollment ID number.

\*Let your counselor know when you and your parent have finished your application!

If you have any questions during this process, please reach out to your counselor or a Dual Enrollment team member. This application must be completed to secure the funding for your dual enrollment class.

**Registration for Following Semesters**

* Discuss your schedule with your high school counselor to determine which courses you should be taking. Also, if necessary, meet with the SGTC High School Coordinator to work out a schedule for the semesters and register for classes. It is vital for SGTC’s dual enrolment team, your counselor, and parent to maintain communication.
* Complete the DE application through [www.gafutures.org](http://www.gafutures.org) . **We must have this application prior to the start of semester you desire to enroll.**
* All steps need to be completed before the start of each semester. If students are not registered by the deadline, the required classes may not be available.

**Grades**

* Courses must be completed with a C or better to gain high school credit. Dropping classes or failing courses could count against your high school graduation requirements and impact financial aid. Letter grades are reported to the high schools at the end of the semester. Please refer to the student catalog which can be found online at www.southgatech.edu/academics/academic-resources/catalog-student-handbook/
* Students will receive a Work Ethics grade that appears on their transcript for all courses.
* We will also send grades to your high school when requested by the registrar/counselor. Grades are not mailed to the students. You can view Banner Web at the end of the semester to see your final grades.

**Admission After Graduating From High School**

* Complete a new SGTC admissions application.
* Submit official high school transcript with graduation date.
* Complete a FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
* Provide Documentation of Lawful Presence (if necessary).

**DE Participant Checklist**

Interested in DE? Just be sure to complete the following paperwork!

* **See your high school guidance counselor.** Select your DE program and meet with you high school counselor to determine eligibility.
* **DE Handbook.** See the SGTC High School Initiatives Specialist or High School Coordinator or call to request a copy at 229.931.5161 or 229.931.2865. Resources are also located on SGTC’s dual enrollment website.
* **DE Funding Application.** In order to receive funding, you must complete this application online at the GAFutures.org website.
* **SGTC Placement Test (Accuplacer).** Students may study for this test at accuplacer.collegeboard.org/students/prepare-for-accuplacer/practice
* Students may also submit acceptable SAT or ACT scores, HOPE GPA, etc. scores to SGTC. Your dual enrollment representative will inform you of the required scores.
* **SGTC DE Admissions Application.** This application, along with other forms must be completed. See the SGTC High School Coordinator, SGTC High School Initiative Specialist or your high school counselor.

**The applicant is accepted for admission in the DE program of their choice ONLY when the above requirements are met.**

**SGTC DE High School Contacts**

* **Vickie Austin, SGTC High School Coordinator**

**Email:** [**Vaustin@southgatech.edu**](mailto:Vaustin@southgatech.edu)

**Phone: 229.931.2866**

* **Brittny Wright, SGTC High School Initiatives Specialist**

**Email:** [**Bwright@southgatech.edu**](mailto:Bwright@southgatech.edu)

**Phone: 229.931.5161**

* **Beth Wisham, SGTC High School Initiatives Specialist**

**Email:** [**Bbrooks@southgatech.edu**](mailto:Bbrooks@southgatech.edu)

**Phone: 229.931.2865**

[](http://www.southgatech.edu/index.cfm)

**Americus Campus**

900 South Georgia Tech Parkway

Americus, Georgia 31709

800.928.0283

**Crisp County Center**

402 North Midway Road

Cordele, Georgia 31015

229.271.4040

www.southgatech.edu

**STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law).

Title IX Coordinator–Eulish Kinchens, Odom Center, 229.931.2249(both campuses)

(Hearing Impaired) 229.931.2854

Section 504–Jennifer Robinson, Odom Center, (both campuses)

229.931.2595, (Hearing Impaired) 229.931.2854

ADA–Jennifer Robinson, Odom Center, 931.2595 (both campuses)

(Hearing Impaired) 229.931.2854

Sexual Assault/Harassment Coordinator–Eulish Kinchens, Odom Center, (both campuses)

229.931.2249, (Hearing Impaired) 229.931.2854