



# **Dual Enrollment Handbook For High School Students**

**2017-2018**

**Serving Crisp, Macon, Marion, Schley, Sumter and Webster 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 technical college credit and high school credit for it.

### **Purpose of Dual Enrollment (DE)**

Under the current legislation, programs that once were known as *Accel, dual enrollment, and the old Move on When Ready* are being consolidated into one program called Dual Enrollment (DE). The purpose of the DE program is to make available to Georgia high school and home school students, the opportunity to earn college credit hours as they simultaneously meet their high school graduation requirements by providing financial assistance toward their cost of attendance at eligible public or private colleges/universities and technical colleges in Georgia.

### **Benefits of DE**

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

- College credits taken through the DE 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 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 at SGTC.

# Dual Enrollment Policies and Procedures

## Participant Eligibility and Requirements

The DE 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 program with South Georgia Technical College.

High school student who participate in the DE 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 MOWR 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 in order 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 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 9<sup>th</sup> through 12<sup>th</sup> grade Georgia high school and home school students are eligible to receive DE funding for programs offered at technical colleges regardless of residency or citizenship.
- Students must complete the DE application and meet the admission requirements for SGTC.
- DE students are not eligible for additional financial aid while in high school.
- 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 placed on suspension during the next term. (SAP)
- Some costs (insurance, DMV CDL license, background checks, immunization, tools, workbooks 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**

The DE program provides for students who are dual credit enrolled at a participating eligible public or private high school, or home study program in Georgia, and a participating eligible postsecondary institution in Georgia. These students take postsecondary coursework for credit towards both high school graduation or home study completion and postsecondary requirements. Beginning with Fall term 2015 (FY 2016) the program is offered during all terms of the school year; fall, spring, and summer semesters.

In order to receive funding for your SGTC classes, you must complete the DE Application on the GaFutures ([www.gafutures.org](http://www.gafutures.org)) website. The application consists of three parts:

1. Student and Parent/Guardian
2. High School/Home Study (Counselor)
3. Postsecondary Institution

Home school students will download the DE paper application found on the GAfutures website. The student and parent must complete parts one and two.

All three sections of the application must be completed and submitted to Georgia Student Finance Commission (GSFC) by the following deadline dates:

Term	Application Deadline
Fall	September 17
Spring	February 16
Summer	March 25

Students who meet all eligibility requirements, will receive a student-specific award amount to be applied toward tuition, mandatory fees and a book allowance.

DE credit enrollment hours taken at a postsecondary institution, under which DE payments have been made, are not counted as attempted-hours, nor included in the combined paid-hours limit for HOPE Scholarship.

**The DE Application must be completed EVERY SEMESTER. Failure to complete the application will result in the student being responsible for their tuition balance. Tuition is \$89 per credit hour. For a typical 3 hour course, this would be \$267.**

## Registration for Following Semesters

- Complete the DE application through [www.gafutures.org](http://www.gafutures.org) . This must be updated each semester so that the funding will be in place for your courses. **We must have this application prior to the start of the spring and summer 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 spring semester and register for classes. If you tell your high school what you want to take but do not inform the SGTC High School Coordinator, then you are not registered for classes.
- **All steps need to be completed before the start of the next 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. Numerical and 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 <http://southgatech.edu/catalog/index.htm>.
- Students will receive a Work Ethics grade that appears on their transcript for all courses.
- We will 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!

- **Student Participation Agreement Form.** 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.
- **DE Funding Application.** In order to receive funding, you must complete this application online at the GAFutures.org website.
- **SGTC Placement Test (Compass, Accuplacer, or Asset).** Students may study for this test at [www.act.org/compass/student/index.html](http://www.act.org/compass/student/index.html). Students may also submit acceptable SAT or ACT scores to SGTC. Make the minimum scores, for the student's program of choice.
- **SGTC DE Admissions Application.** This application, along with the **Student/Parent Memo of Understanding** 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.**



## Articulated Credit

What is articulated credit? Articulation aligns high school courses with technical college courses so that students who meet the specific requirements will obtain technical college credit for those high school courses. That gives you a smooth transition from high school into technical college.

## SGTC DE High School Contacts

- Vickie Austin, SGTC High School Coordinator  
Email: [Vaustin@southgatech.edu](mailto:Vaustin@southgatech.edu)  
Phone: 229.931.2866
  
- Brittney Wright, SGTC High School Initiative Specialist  
Email: [Bwright@southgatech.edu](mailto:Bwright@southgatech.edu)  
Phone: 229.931.5161
  
- Beth Brooks, SGTC High School Initiative Specialist  
Email: [Bbrooks@southgatech.edu](mailto:Bbrooks@southgatech.edu)  
Phone: 229.931.2865





**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](http://www.southgatech.edu)

**STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE**

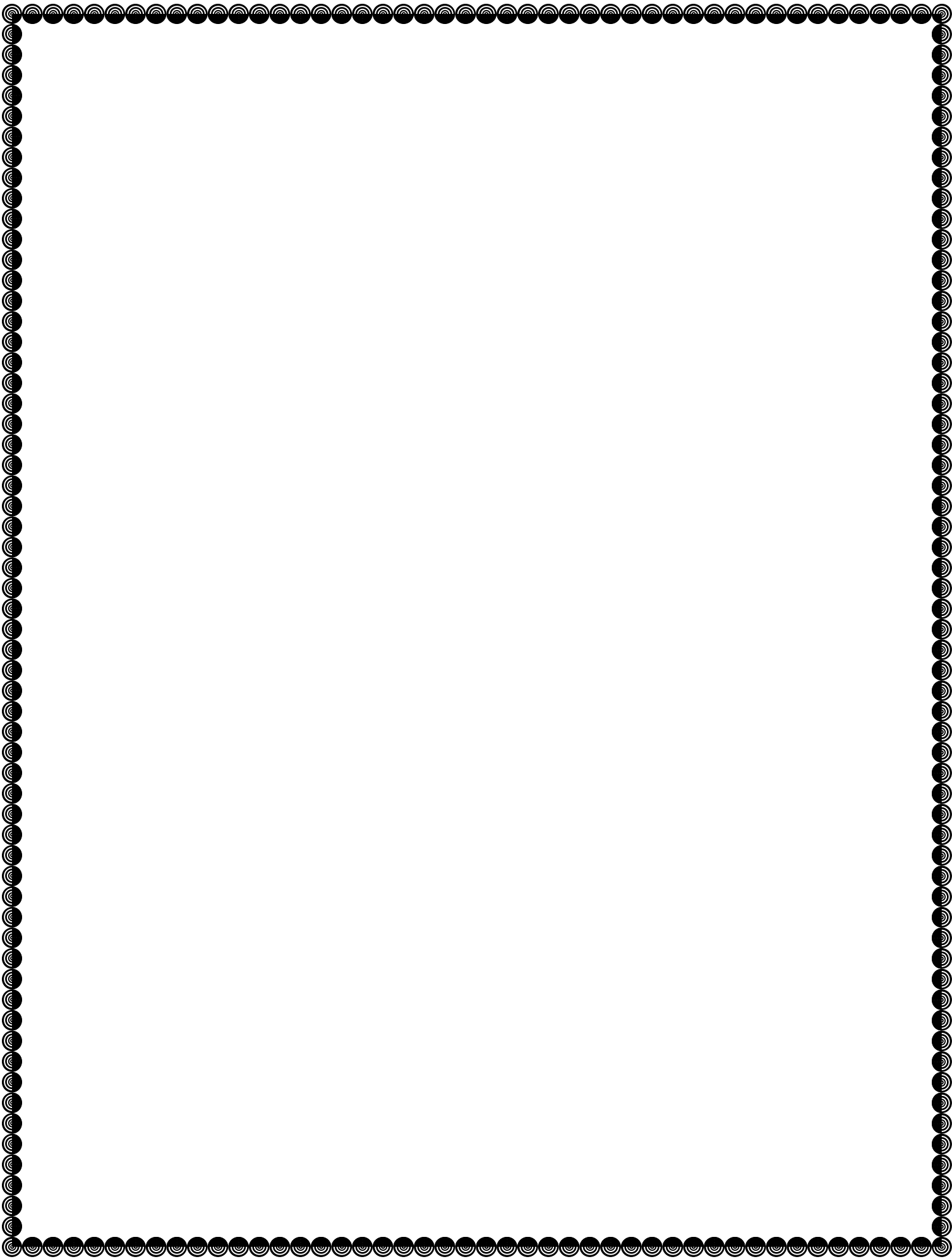
The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse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

Title IX Coordinator–Karen Werling, Odom Center, 229.931.2902(both campuses)  
(Hearing Impaired) 229.931.2854

Section 504–LaKenya Johnson, Odom Center, (both campuses)  
229.931.2595, (Hearing Impaired) 229.931.2854

ADA–LaKenya Johnson, Odom Center, 931.2595 (both campuses)  
(Hearing Impaired) 229.931.2854

Sexual Assault/Harassment Coordinator–Karen Werling, Odom Center, (both campuses)  
229.931.2902, (Hearing Impaired) 229.931.2854





## Textbook Agreement

By signing this agreement, I understand that the high school/SGTC has purchased the book(s) for my class(es) and that I hereby agree that I am borrowing the book for the duration of the class. At the end of the class, I will relinquish possession of the book upon the request of the instructor or the SGTC High School Coordinator.

I also agree to return the textbook(s) in the same condition that it was given to me. If the textbook is lost or I fail to return the textbook(s) in the condition that it was given to me, I agree to pay for the book(s) at a reduced cost. The reduced cost is based on the total cost of the textbook and number of hours enrolled.

SGTC Program \_\_\_\_\_

High School \_\_\_\_\_

Printed Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_