

# Dual Enrollment

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# Today's Discussion

- Dual Enrollment Expectations and Commitments
- Dropping vs. Withdrawing a Class
- Registration Process
- Paperwork
- Book Information
- Important Dates

# Dual Enrollment GPA

- Students must receive a 2.0 in all Dual Enrollment courses.
  - If a student drops below a 2.0, they will no longer be allowed to take Dual Enrollment courses.
- Students must maintain a 3.0 GPA in High School to remain eligible for Dual Enrollment courses.
- All D.E. courses taken will be on your permanent college transcript, including “withdrawals.” Transfer of these credits is subject to the approval of each college or university.
  - Students who withdraw from the course will not be allowed to take the course again during dual enrollment.

# Dual Enrollment Expectations & Commitment

- If a DE course is offered on the LOLHS campus, then the student is *required* to take the class at the high school.
- Transportation to and from PHSC will be entirely the responsibility of the student/family.
- It is expected that a DE student understands and follows PHSC's rules and regulations.
- Students are responsible for knowing PHSC due dates and deadlines. These important dates are posted in the academic calendar located on PHSC's website: [www.phsc.edu](http://www.phsc.edu).

# Dual Enrollment Expectations & Commitment

- **By selecting a college level class you are selecting college level responsibilities**
  - PHSC staff and their Professors are not allowed to speak to parents regarding their student's performance without the student's permission.
  - It is the responsibility of the student to register for classes. Parents cannot register students.
  - If the student has a 504 or IEP in place, it's the student's responsibility to work with PHSC to receive accommodations. Students are required to let the professor know of any accommodations once they have received eligibility. For more information please visit: <http://phsc.edu/disabilities-services/eligibility-and-documentation>

# Dual Enrollment: Drop vs. Withdrawal

- If a student chooses to *drop* a class (within the first week of the semester), you must complete a PHSC SAR-5 Form, obtain your School Counselor's signature and turn it into PHSC by the appropriate deadline.
  - Students have to attend the first day of a class during drop/add week. You will not be able to register for a new class during drop/add week if the class has already met.
- If a student chooses to *withdraw* from a class (after the drop/add period ends), the student and your School Counselor must complete the PHSC Withdrawal Form and the student must turn it into the Student Development Office at PHSC by the appropriate deadline.

# Registration Process – The Application

- Currently available in Student Services or on the PHSC website.
- Applications must be filled out and signed by student and parent.
- Application must include a printout of your unweighted GPA.
  - Come to student services and ask for it to be printed
- Bring applications to the PHSC admissions office at any PHSC location.
- It's important to keep a paper trail for all your Dual Enrollment paperwork. Please make a copy of your application for your records. It is also recommended to bring an additional copy to your School Counselor.

# Registration Process – PERT Testing

- Students must take all sections of the PERT
  - If you pass all sections you may take 16 hours each semester during the Fall & Spring
  - If you pass Reading and Writing but not the math section you may take up to 12 hours total
- Applications must be submitted to PHSC before you can take the PERT at PHSC
  - College level responsibilities – call PHSC to set up testing
- Students can only take the PERT twice at PHSC
  - 1<sup>st</sup> attempt is free and the second attempt is \$5
  - If you have already taken it twice then you will be required to take the SAT or ACT to receive qualifying scores (or wait until it's offered at LOLHS again)



# Day of Registration

- Juniors and Seniors have an assigned first day to register for classes
  - Student responsibility to know the days and times – check with School Counselor, PHSC Advisor, or PHSC Website – Calendar
  - GPA 3.5 or higher go in at 9am
  - GPA 3.0 or higher go in at 1pm
- Highly recommended to get there early
- Expect to spend some time at PHSC that day
- PHSC advisor will help select courses and go over book information
- Please bring an identification card when registering

# Course Registration Paperwork

- Students will need one form for classes taken at LOLHS and one form for classes taken at PHSC
- Students fill out forms each semester
- First time DE students will not have a PHSC number
- Must be signed by School Counselor, Student, and Parent
- For classes taken at PHSC, students should pick multiple alternative courses in case their top class choice is not available
- Students should not fill out the section number
  - Recommended to have these numbers written on separate paper when registering

# Course Request Form #541

- Course Number:
  - English: ENC1101
  - Elective: ENG2103
  - Science: BSC1005
- Course Section: Leave blank
- Course title:
  - English Composition 1
  - World Cinema
  - Introduction to Biology
- Check HS

# Book Information

- DE Students receive vouchers for their books – free to all students
- DE Students are required to pick up and drop off their books at the district office
  - Bring your schedule or syllabi to verify courses
- Books will be provided in class for classes taken at LOLHS

# Important Dates

- **ALL PAPERWORK IS DUE BY MAY 4, 2017**
- School Counselors are not available over the summer to go over paperwork and course selection
- A School Counselor will be available the day of registrations at LOLHS to help with any issues when registering