

FSU

THE COLLEGIATE SCHOOL

FSU PANAMA CITY

Dual Enrollment Handbook



Florida State University

Panama City

Office of Admissions & Records

admissions@pc.fsu.edu

Phone: 850-770-2160

**FLORIDA STATE UNIVERSITY PANAMA CITY HIGH SCHOOL DUAL ENROLLMENT
PROGRAM APPROVAL AND APPLICATION PACKET**

Dear TCS students and families:

Thank you for your interest in the High School Dual Enrollment (HSDE) Program at Florida State University Panama City. We are pleased to offer this acceleration opportunity that permits qualified high school students to begin postsecondary coursework while earning credits toward the high school diploma. The benefits of dual enrollment include access to rigorous postsecondary courses while reducing the time and cost of completing a college degree.

While dual enrollment offers accelerated options for students, students and parents must be aware that grades received in dual enrollment become a permanent part of the college transcript and will be factored into a student's future college admissions and financial aid opportunities. Therefore, students are expected to work closely with our office for ongoing academic advising and support. Additionally, students must complete this approval process each semester that they wish to participate in dual enrollment at Florida State University Panama City.

The eligibility requirements for dual enrollment are outlined in state statute and local articulation agreements. The following pages summarize those qualifications. Potential HSDE students must complete the required forms and submit them to The Collegiate School by the deadlines provided. The Collegiate School will submit your application to FSU Panama City. Approval for dual enrollment classes will be reflected in the student's schedule.

If you have any questions, please feel free to call (850) 770-2160. We look forward to working with you.

Sincerely,

Office of Admissions

Florida State University Panama City

INFORMATION ABOUT DUAL ENROLLMENT

What is high school dual enrollment?

High School Dual Enrollment is a coursework acceleration program that allows qualified high school students to begin postsecondary coursework without paying tuition and fees, while earning credits toward their high school diploma at the same time. Dual Enrollment is established by law (Florida Statute 1007.271) for district, private, charter, and home school secondary students.

Student Eligibility

A High School Dual Enrollment student at The Collegiate School must meet the following requirements:

1. Must be a registered eligible secondary student at TCS. Students who graduate from high school prior to completion of the postsecondary course may not register for dual enrollment.
2. Must meet the following high school grade point average (GPA) requirements:
 - › Students in 9th or 10th grade must have a 3.0 or higher unweighted cumulative high school GPA on a minimum of 1 graded core course credit.
 - › Students in 11th or 12th grade must have a weighted cumulative high school GPA of 3.5 or higher.
 - › Students who have earned a semester grade below B in any course included on their high school transcript may be deemed ineligible to participate in dual enrollment at FSU regardless of overall GPA.
3. The student must have the following minimum test scores prior to application:

TCS Students in 9th or 10th grade must achieve the following PERT or ACCUPLACER minimums to qualify for dual enrollment unless they meet the minimum scores on one of the standardized tests required of 11th and 12th grade students below:

Florida Postsecondary Education Readiness Test (PERT): Standard Score

- › Reading: 106
- › Writing: 103
- › Mathematics: 114

OR

Next-Generation ACCUPLACER, The College Board: Standards Score

- › Quantitative Reasoning, Algebra, and Statistics (QAS): 261
- › Reading: 256
- › Writing: 253

TCS Students in 11th or 12th grade must achieve the following ACT, SAT, or CLT (Classic Learning Test) minimum scores to qualify for dual enrollment. Students transferring into TCS for the junior or senior year may qualify one time on the basis of the ACCUPLACER.

ACT TEST

- › Reading subscore of 19 or higher
- › English subscore of 17 or higher
- › Math subscore of 19 or higher

OR

SAT Test

- › Reading and Writing subscore of 490 or higher
- › Math subscore of 480 or higher

OR

CLT Test

- › Verbal Reasoning and Writing score of 38 or higher
- › Quantitative Reasoning score of 16 or higher

Students must:

- › Meet any course prerequisites as set forth in the University undergraduate catalog.
- › Show proof of prerequisite credit, if applicable.
- › Provide proof of immunizations and health history.
- › Be free of any charges of scholastic or behavioral misconduct at any educational institution, any violation of the law which did/may result in probation, community service, jail sentence, revocation or suspension of driver's license, or a traffic violation that resulted in a fine of \$200 or more, and also must be free of any felony charge even if adjudication has been withheld.
- › **Maintain a 2.75 FSU GPA to continue in Dual Enrollment.**

APPROVAL & ENROLLMENT PROCESS

Dual Enrollment Forms

Students and parents at The Collegiate School must complete the dual enrollment forms provided by student services at TCS. Forms must be received by published deadlines.

These forms include:

- › Student Application and Enrollment Agreement
- › Course Request Form (each semester)

Admission Acceptance or Denial

The Collegiate School will submit all forms to FSU Panama City office of admissions. Approval for participation in dual enrollment classes will be reflected in the student's schedule.

FSU Card

Before students begin their first semester at FSU PC, they are required to obtain an FSU Student Identification Card. Students are required to bring the card any time they are on campus. The Collegiate School will coordinate with Student Affairs to facilitate the receipt of FSU ID Cards.

What is my status as a dual enrollment student at The Collegiate School?

Dual enrollment students are non-degree seeking and not eligible for financial aid. Successful completion of dual enrollment courses does not ensure admission to the university as a degree seeking student after high school.

Where are dual enrollment classes taught?

Dual enrollment instruction will be provided at the FSU Panama City Campus exclusively and in traditional face-to-face classes.

ADDITIONAL IMPORTANT INFORMATION

Textbooks

Textbooks are required in most classes at FSU PC. Those specifics are available in course syllabi. State statute requires the public secondary schools to provide textbooks for dual enrollment. The Collegiate School will provide materials to dual enrollment students.

Access to campus resources

Dual Enrollment students have access to campus resources as follows:

Full access

- › FSU's libraries are a valuable resource and many of their materials are accessible online. For full details go to <https://www.lib.fsu.edu/>.
- › The Chapman Family Foundation Center for Academic Advising & Student Success provides free tutoring in many subject areas and is in the Holley Building on the Panama City campus. For more information, go to <https://pc.fsu.edu/advising>.

No access

- › Dual enrollment students **do not** have access to programs or services directly supported by fees that have been waived for them, including Tallahassee athletic tickets, the Tallahassee Leach Center and other campus recreation programs and facilities, such as the student gym.

Mature Content

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. This includes materials accessible in the FSU library system and on campus. Courses will not be modified to accommodate variations in student age and/or maturity.

Student Disability Services

Student Disability Services (SDS) is a campus resource open to all enrolled students. If you have accommodations in the learning process at your high school, we encourage you to register with the SDS for accommodations in your classes at FSU, which will require completing registration forms and providing documentation. The SDS houses adaptive technology and offers an alternative testing location, extended testing time, note takers, alternate text conversion, and sign language/interpreting, among many other services. For more information, visit <http://pc.fsu.edu/student-disability-services>. You may also contact the SDS at (850) 770-2172 or sds@pc.fsu.edu. We encourage you to discuss this and any other learning support needs you may have with your academic advisor.

Grades and transcripts

Students must maintain a 2.75 FSU GPA in order to be eligible for any further dual enrollment coursework at Florida State University. Students may view their grades online using my.fsu.edu.

How GPA is calculated at FSU

A	4.0	B-	2.75	D+	1.25
A-	3.75	C+	2.25	D	1.0
B+	3.25	C	2.0	D-	0.75
B	3.0	C-	1.75	F	0

$GPA = \text{Total Grade Points} \div \text{Total Hours Attempted}$

- › Total Grade Points are calculated for each class by multiplying the course credit hours by the grade points received for the corresponding letter grade (see chart).
- › Total Hours Attempted are the total number of credit hours taken by the student.

For example: If a student receives an 'A' for ENC1101 (3 credit hours) and a 'B+' for MAC2313 (5 credit hours), then $GPA = [(4.0 \times 3) + (3.25 \times 5)] \div 8$. This student's GPA = 3.53. FSU's GPA calculator can be found here: <https://undergrad1.its.fsu.edu/gpacalc/>.

How to send/receive copies of your transcript

The FSU Panama City Registrar's Office will send transcripts to the high schools within 7-10 days of grades posting at FSU as a part of dual enrollment grade processing.

For instructions on how a student can request a copy of their transcript either in person or online, go to: <http://www.sc.my.fsu.edu/Students/How-To/Access-Official-Transcripts>.

Student Conduct Code

Dual enrollment students are responsible for reading and adhering to the FSU Student Code of Conduct. The University reserves the right to impose discipline based on any violation of this code. You should review the Student Conduct Code at <https://sccs.fsu.edu/>.

Academic Honor Policy

The Academic Honor Policy outlines the University's expectations for students' academic work. Dual enrollment students should review the Academic Honor Policy at <http://fda.fsu.edu/Academics/Academic-Honor-Policy/>. Dual Enrollment Students found responsible for violating the Academic Honor Policy will not be permitted to continue in subsequent semesters.

Attendance Policy

Attendance is a critical part of academic success in college. Dual enrollment students are expected to attend all scheduled class sessions as part of their student status. Professors set their own attendance policies in course syllabi, so students should review these documents carefully at the beginning of the semester.

FSU has an administrative Required First Day Attendance Policy that requires all students to attend the first day of all classes for which they are registered. **Failure to attend the first day of class will result in the student being dropped.** If you have a legitimate emergency for missing the first day, please email the professor in advance and copy the Panama City Office of Admissions & Records admissions@pc.fsu.edu so we can ensure you are not dropped.

If a dual enrollment student has an emergency or anticipates being out of classes for a week or longer, please contact the Panama City Office of Admissions & Records so we can give proper advice and support.

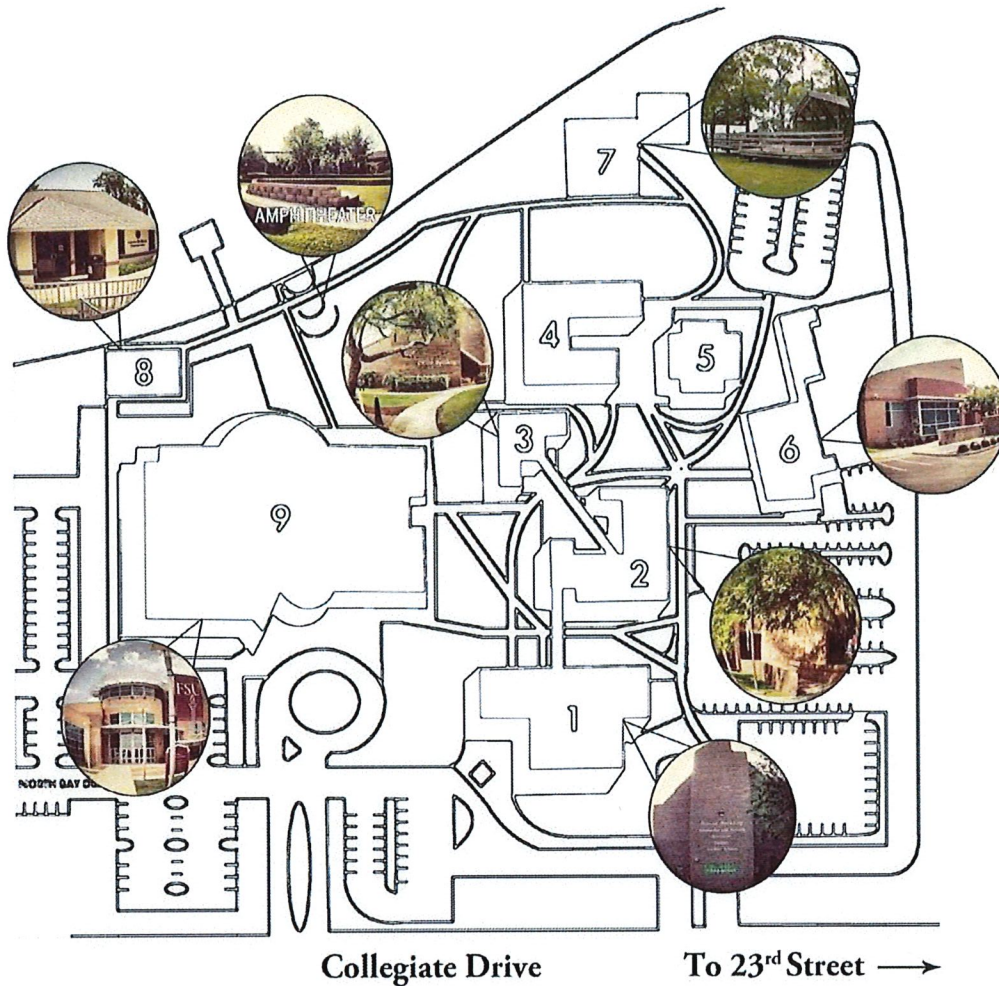
Course drop and withdrawal policies

Course drops will not be approved unless written permission is granted by both the high school guidance counselor and the academic dean at FSU. If a student is dropping all dual enrollment courses, then the student will have to complete the **Guidance Counselor Course Adjustment form**.

Campus environment

FSU is serious about our commitment to ensure the safety and well-being of all students. This includes maintaining an environment that is free from discrimination and harassment, as well as campus resource offices to assist students in reporting concerns and provide appropriate follow-up. For more information, see our Title IX statement and links to other resources online at knowmore.fsu.edu. If you have any concerns about your FSU PC experience, please contact your academic advisor.

FSU PANAMA CITY MAP



1. **BARRON BUILDING** Admissions & Records, Cashier, Disability Services, Dive Locker, Mental Health Services, Registered Student Organizations, Student Affairs, Student Government, Student Union
2. **TECHNOLOGY BUILDING** TCS Classrooms (2nd floor), Contracts and Grants, ECAP Clinic, Information Technology Services
3. **OFFICE BUILDING** College of Applied Studies; Faculty Offices for Business, Entrepreneurship and Hospitality Management
4. **BAYSIDE BUILDING** Elementary Education Classrooms, Nurse Anesthesia Classrooms, Nurse Anesthesia Faculty Offices
5. **AUDITORIUM**
6. **ADMINISTRATIVE SERVICES** FSU Panama City Police, Mail Room, Maintenance
7. **BACK DECK**
8. **BLAND CONFERENCE CENTER** Coastside Café
9. **HOLLEY ACADEMIC CENTER** Academic Advising and Student Success Center, Classrooms, Center for Academic Excellence and Innovation, Computer Labs, Digital Design Studio, Engineering Labs, Faculty Offices, Holley Lecture Hall, James Skinner and Cameron Skinner Veterans Study Room, Library & Learning Center, Office of the Dean, STEM Institute, FSU Bookstore

FSU PANAMA CITY CONTACTS

Academic Advising & Student Success Center

Holley Building, Rm. C117

(850) 770-2288

advising@pc.fsu.edu

<https://pc.fsu.edu/advising>

[https://pc.fsu.edu/students/academic-advising-student-success-center/peer tutoring](https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring)

Admissions & Records

Office of Admissions & Records

Barron Building, Room 108

(850) 770-2160

(850) 872-7694 fax

admissions@pc.fsu.edu

<http://pc.fsu.edu/admissions>

FSU Card

FSUCard Center

Office of Student Affairs

Barron Building, Room 210

(850) 770-2170

cardcenter@pc.fsu.edu

Immunization Records and Health Forms

Office of Student Affairs

Barron Building, Room 210

(850) 770-2170

(850) 747-5434 fax

stuaffairs@pc.fsu.edu