DUAL ENROLLMENT
AND
EARLY ADMISSION

2014-2015
Melissa Cauley, Dual Enrollment Advisor
(850) 526-2761, Ext. 2424
3094 Indian Circle
Marianna, Fl. 32446

Table of Contents

Chipola College offers qualified high school students the opportunity to enroll free of charge in college courses to earn college credit and credit toward high school graduation by participating in the Dual Enrollment and Early admission Program. The program is authorized under Florida Statue 1007.271 and is a cooperative effort with Chipola College and Calhoun, Holmes, Jackson, Liberty, and Washington School Districts to provide enhanced learning opportunities for qualified students through effective use of college programs and resources.

How is the early admission program different from dual enrollment?
The Early Admission Program allows eligible students to enroll in college on **a full-time basis**, and take courses that are applicable toward meeting the graduation requirements at both the high school and the college. Eligible students must enroll and **maintain full-time status**. **Students cannot be concurrently enrolled in high school, high school virtual school, or another college.** A student can participate in the program for a maximum of **one year (equivalent of 12th grade)**.

The Dual Enrollment Program allows eligible students to enroll in college courses applicable toward meeting the graduation requirements at both the high school and the college. **A student can participate in the Dual Enrollment Program for a maximum of three years.**

Program Requirements and Restriction
Classes must be satisfactorily completed prior to high school graduation in order to count as high school credit and be covered by the agreement. Provisional college credit will be granted for work satisfactorily completed. Final credit is granted and is applicable toward a degree after the student earns a high school diploma or equivalent.

If I qualify for the dual enrollment program, can the school district deny me participation?
According to Florida Statute 1007.271, school districts **may not** deny dual enrollment participation to students who meet statutory eligibility requirements and any additional college readiness requirements established by the Florida College institution and included in the Dual Enrollment Articulation Agreement.

What courses can I take?
Courses may be taken on Chipola's campus or at high schools offering dual enrollment. Available Dual Enrollment courses include all courses taught through Chipola that are on the state approved Dual Enrollment/Early Admission Course Equivalency List available at www.flvc.org (see page 12). No dual enrollment/early admission student shall be enrolled in a college mathematics, english, gordon rule, social science or humanities course **unless** the student has demonstrated adequate pre-collegiate preparation on the basic mathematics and communication skills assessment of an approved entry-level placement test.

The following course selections are <u>not</u> available to dual enrollment students at Chipola College:
- physical education/recreation courses;
- college preparatory courses;
- courses that are fewer than 3 semester hours;
- Distance Learning Courses with additional fees;
- Directed Individual Study courses.

How many classes can I take?
Dual enrollment students taking academic courses may pursue up to **7** semester hours of college work during a summer session and up to **11** semester hours during the fall or spring semester while concurrently enrolled in high school. This includes combined on and off campus classes. Workforce development students may take up to 330 clock hours during the fall or spring semester and 180 clock hours during a summer session.

Early admission students must enroll and maintain full-time status. Academic students are limited to no more than 18 hours per semester for two semesters. Workforce development students are limited to no more than 540 clock hours per semester.

Am I required to take end-of-course exam (EOC) assessments?
Students who complete their U.S. History requirement through dual enrollment are exempted from taking the U.S. History EOC Assessment. All students must, however, complete the Algebra I assessment. For students who wish to be eligible for the "Scholars" diploma designation, they must pass the Algebra I, Biology, U.S. History and Algebra II (when available) assessments. Students who complete related subject area coursework through dual enrollment should be advised of this requirement and be provided material by the high school to increase their likelihood of success on EOC.

Dual Enrollment Program Eligibility for *Public School Students*
To be eligible for initial enrollment the student must:

1. Be officially enrolled in a public high school within the college's five county district.
2. Have written approval of the high school principal or designee.
3. Have test scores on all sections of the ACT, PERT, or SAT that are **no more than two years** old, **with minimum qualifying reading scores of:** ACT 19, PERT 106, or SAT 440.
4. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students.
5. Request ACT, PERT and SAT scores to be sent to Chipola College.
6. Have the minimum un-weighted cumulative high school **grade point average for program:** Academic Program   3.00
   Workforce Dev. Program 2.00
7. **A student can participate in the Dual Enrollment Program for a maximum of three years.**

Dual Enrollment Program Eligibility for *Home Education, Private and Virtual High School Students*

1. Be officially enrolled in a private, a Virtual High School or a Home Education Program within the college's five county district.
2. Meet placement test score requirements in applicable areas and chosen program of study.
3. Have **passing test scores on all sections** of the ACT, PERT, or SAT that are no more than two years old.
4. **A student can participate in the Dual Enrollment Program for a maximum of three years**.

Early Admission Program Eligibility for *Public School Students*

1. Be officially enrolled in a public high school within the college's five county district.
2. Have completed the 11th grade.
3. Have written approval of the high school principal **and** the district school board.
4. Have test scores on **all sections** of the ACT, PERT, or SAT that are no more than two years old.
5. Meet placement test score requirements in applicable areas and chosen program of study.
6. Have the requirements listed below:

   Academic Program
   - **Passing test scores on all sections** of the ACT, PERT, or SAT no more than two years old, AND
   - A minimum un-weighted cumulative high school grade point average of 3.00.

   Workforce Development Program
   - **Passing test scores on all sections** of the ACT, PERT, OR SAT no more than two years old, AND
   - Have a minimum un-weighted cumulative high school GPA of 2.00.

Early Admission Program Eligibility for *Home Education, Private and Virtual High School Students*

1. Be officially enrolled in a private, a Virtual High School or a Home Education Program within the college's five county district.
2. Meet placement test score requirements in applicable areas and chosen program of study.
3. **Have passing test scores on all sections** of the ACT, PERT, or SAT that are no more than two years old.

Minimum Test Scores for College Level Courses

TEST	READING	WRITING	MATH
ACT	19	17	19
PERT	106	103	123
SAT	440	440	440

How do I apply?

Students must have each of the following documents on file with the College Registrar before enrolling for any Program course:

1. A completed Chipola College application for admission.

2. Official Test Scores on all sections of the ACT, PERT, or SAT that are no more than 2 years old should be sent to Chipola College.

3. Official cumulative high school transcript, or pupil progression plan, if enrolled in a private home, or virtual school.

4. A completed Principals of Participation form.

5. A completed Program Eligibility form or if applicable a copy of Pupil Progression and Home Education/Private School/Virtual High School Education Agreement.

6. Course approval certification form for each semester.

Registration for Chipola Campus Classes

New students taking classes on the Chipola College campus or on line must submit all documents to the college by the application deadline listed in the college calendar. **New students accepted into the program will receive an acceptance notice and registration appointment.** After meeting with an adviser the Course Approval Form must be submitted to the Business office in lieu of payment of fees.

Failure to go by the Business Office will result in cancellation of registration.

Registration for High School Campus Classes

New students taking classes on the high school campus must submit all documents to the high school Guidance Office or designee, who will then forward to Chipola College. All documents must be received prior to the first day of classes. Students taking classes at the high school will **not** come to the Chipola College campus for registration.

Attendance

Students attending classes on Chipola's Campus must adhere to college attendance policies. The only excused absences are those sanctioned by Chipola College. **High school activities are not excused for students enrolled in classes at Chipola College.**

Books

Books for public school students are purchased by and remain the property of the appropriate county school board. Private school, virtual school and home school students are responsible for the cost of textbooks.

Fees

Chipola College waives tuition and lab fees for all students participating in the program. Students who resign from a public high school or receive a GED during the time he/she is enrolled in this program will be liable for all fees for that term.

Grades
Students must maintain a minimum term and cumulative college grade point average of 2.0. Students who fail to meet this requirement will be placed on academic suspension until after high school graduation.

Program students cannot re-take classes in which a grade of "C" or higher has been earned. Any letter grade below a "C" will **not** count as a credit toward satisfaction of the General Education requirement for the Gordon Rule requirement; however, all grades are calculated in a students' GPA and will appear on their college transcript.

Grades and unofficial transcripts are available through www.flvc.org. Dual enrollment courses taught at the high school sites must conform to the college grading policy. The letter grade earned by a student in the college credit course must be the same letter grade earned at the high school.

Withdrawal
Students must have approval from the high school to withdraw from college coursework. **Students may not repeat college credit or workforce development courses in which they have earned grades of W, D, or F until after high school graduation.** Dual Enrollment/Early Admission students **are not allowed to audit classes**.

Changing or Resigning from High School
Students changing high schools during dual enrollment must notify the college. Students who resign from a public high school and change to a home, private, or a virtual school must complete a Home School/Private School/Virtual Dual Enrollment Agreement. Students who are attending or have attended other colleges must have official college transcripts sent to Chipola College.

How do I check my email?

STUDENT NETWORK –   How To Log On

To access student email from the Chipola College home page, click the tab labeled "Current Students." From this tab "Student Emails" is located under "Online Transactions."

User Name   Your user name is created from your last name and the first initial of your first name plus the last four digits of your Social Security number, as in DOEj8644. Your user name should be followed by @MY.CHIPOLA.EDU.

An example would be DOEJ8644@MY.CHIPOLA.EDU

Password   In addition to your assigned user name, you must use a valid password to log onto the network.   Your password is an 8-digit passphrase that is created from the last four digits of your Social Security number (SSN), your numerical birth month and the last two digits of your numerical birth year.

So, for a student whose last four digits of the SSN are 8644 with a birth month of February and a birth year of 1988, the password of 86440288 would be correct.

Home Folders

A Home Folder (or H: drive folder) is assigned to each student so he/she may save college work. These folders and their contents may be deleted from our network at the end of the academic year. If you wish to keep the contents, you should save all H: drive files/folders to a flash drive at the end of every semester.

How do I access my online course?

Canvas is the learning management system for online courses at Chipola College.

All classes at Chipola College utilize Canvas.   While many instructors will use Canvas to enhance their courses, instructors for **online classes** use Canvas as the primary delivery for the course.

To View the requirements for using Canvas, access the Canvas and Canvas login information:
1. Go to the http://chipola.edu
2. Click the "**Current Students"** tab**.**
3. **Click Canvas or Canvas login information.**

To Log into CANVAS use your **User Name**. Your user name is created from your last name and the first initial of your first name plus the last four digits of your Social Security number, as in **DOEj8644**.

Password   In addition to your assigned user name, you must use a valid password to log onto the network.   Your password is an 8-digit passphrase that is created from the last four digits of your Social Security number (SSN), your numerical birth month and the last two digits of your numerical birth year.

So, for a student whose last four digits of the SSN are 8644 with a birth month of February and a birth year of 1988, the password of 86440288 would be correct.

*Please note your user name and password for canvas will not change.

Use the toll-free number to contact Canvas Support Hotline for questions regarding the use of Canvas. On-campus help with Canvas is also available in the Chipola College Academic Center for Excellence, ACE, in Building L.

The Technology Center on the second level of the Library is equipped with 32 workstations with internet access for Chipola College students. A current Chipola College student ID card is required to use the computers. Student ID cards are available in the Student Services office in Building A.

Can I access my schedule online?

Students can access their schedule online using the following steps.
1. Go to the college homepage www.chipola.edu .
2. Go to the CURRENT STUDENTS tab.
3. Under ONLINE TRANSACTIONS, select STUDENT SCHEDULE.
4. Enter you Student ID (Social Security Number).
5. Enter your PIN (Personal Identification Number).
6. Choose the Semester to access.
7. Click VERIFY PIN to display schedule.

Grades will only display after the end of the term. Grades will not display if there is a hold on the student's records.

PIN Help:
All students enrolled at Chipola College have been assigned an 8 digit PIN according to the following criteria:

- The first 4 digits of the PIN equal the last 4 digits of your SSN.
- The next 2 digits of the PIN equal your numeric birth month (i.e. January = 01, February = 02, December = 12, etc.).
- The last 2 digits of the PIN equal the numeric year of your birth. (i.e. 1985 = 85, 1993 = 93, etc.).

Example: If your social security number is   123-45-6789, and your birthday is January 6, 1965, then your PIN would be 67890165.

For PIN help, contact the Admissions and Records Office at 850-718-2311.

Need Help? Ext. 4357

Library Services
www.chipola.edu/library

Dual Enrollment and Early Admission students have access to Chipola College library services. The Chipola College Library is an information resource center providing books, magazines, periodicals, and newspapers. Computers offer Internet access to online databases of full text periodicals and electronic books. The Library offers audio/video viewing rooms, study rooms, course reserve materials, and photocopy machines. Reference assistance is available for group and individualized instruction.

LINCCWeb

 www.linccweb.org

LINCCWeb is the Library Information Network for Community Colleges. It is an online gateway to library materials in Florida's 28 public community college libraries including access to electronic resources such as periodical indexes, full text periodical and newspaper databases, electronic books, as well as the library collections of the community colleges. Any currently enrolled student can access LINCCWeb from a computer connected to the Internet. On-line content is available 24 hours a day, 365 days a year.

TO SEARCH FOR PRINT MATERIALS
www.chipola.edu/library
Choose the LINCCWEB icon. Limit the search to books. Borrower ID and password are not required to search the library catalog of in-house materials and books. Materials may be searched by author, title, or subject.

TO SEARCH FOR ONLINE RESOURCES SUCH AS MAGAZINE ARTICLES, ELECTRONIC BOOKS, AND RESEARCH DATABASES:
www.chipola.edu/library
1. Choose the LINCCWEB icon.
2. Choose **Search Specific Database**
3. Choose "**Chipola College**" as the college location.
4. **Borrower ID** is last name, first initial, and last 4 numbers of your social security number.
  Ex. John Smith SS#123456789 (smithj6789)
5**. Pin** is the last four numbers of social security number

 LIBGUIDES
www.chipola.edu/library/libguides

LibGuides are used to link together Library information and materials with specific classes or assignments. LibGuides can be accessed from the Library website.

LIBRARY SERVICES
 Reference Assistance
Library staff is available during all scheduled hours to assist in making full use of the Library's resources and assist in using LINCCWeb and other reference tools**.** Do not hesitate to ask for help.

 Assistance is available for classes at the request of the instructor. Individual assistance is available on a first come first served basis unless a Library Research Consultation is requested.

A Library Research Consultation provides 30 minutes to 1 hour of personalized assistance by a Chipola reference librarian. It can provide advice on resources and search strategies for specific topics. To schedule a Library Research Consultation, visit the reference desk.

Interlibrary Loan
If a particular book is not in the Chipola College Library collection, library staff can attempt to borrow the item from another library. Interlibrary loan information is available from the circulation and reference desks or at www.chipola.edu/library

Study Rooms
 Study rooms are available on both the main floor and the second level. A minimum of two students must be in the room. Students can stop by the circulation and ask a librarian for access to a study room. A   2-hour time limit may be enforced during peak demand times. The second level rooms contain audio/video viewing equipment.

Photocopier
 A photocopier is available by the front entrance of the library. Copies are 10 cents each. The machine takes $1 and $5 dollar bills and gives change.

Wireless
 Chipola students may access the campus wireless network in the Library.

Dual Enrollment Course High School Subject Area Equivalency list.
2014-2015 Dual Enrollment Course – High School Subject area equivalency list can be found at the Florida Department of Education. http://www.fldoe.org/articulation/pdf/DEList.pdf

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed below shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local dual enrollment articulation agreement.

Bright Futures Comprehensive Course Table
This page is designed to help educators, students and their families identify courses which are used to determine a student's initial eligibility for the Florida Bright Futures Scholarship Program and courses applicable toward state university admissions.
https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx