

# Dual Enrollment Handbook



## Office of Curriculum & Instruction Department of Academic Success 2021-2022

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Policy Number [2215](#)

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## Introduction

The purpose of this handbook is to provide information to students and parents about the Dual Enrollment/Early Admission/Collegiate High School program offered jointly under the Inter-Institutional Articulated Acceleration Agreements with the School District of Indian River County and Indian River State College.

## SDIRC School Site Contacts

**Sebastian River High School – Kim O’Keefe (772)-564-4274**

**Vero Beach High School – Jessica Wood (772) -564-5336**

**District Contact – Kelly Baysura (772)-564-3067**

## What Is Dual Enrollment?

Dual enrollment is an acceleration program that allows students in grades 6-12 to take postsecondary coursework and simultaneously earn credit toward high school completion, a career certificate, an industry certification, or an associate degree. Dual enrollment is the enrollment of students in college level courses while still in high school, earning both high school and college credit. These courses will be a part of the student’s high school and college record. Success is critical to maintain scholarships and financial aid after high school.

Dual enrollment courses may be offered at either the high school or at an IRSC campus.

### Academic

Students who have an unweighted high school GPA of 3.0 may simultaneously earn high school credit toward a high school diploma and college credit toward an Associate in Arts, Associate in Science/Applied Science degree or Technical Certificate through dual enrollment. Students may participate on a part-time or full-time basis. Per the Dual Enrollment Agreement with IRSC, students must have also completed 4 high school credits.

### Career and Technical

Students who have an unweighted high school GPA of 2.0 may simultaneously earn a high school diploma and a vocational career training certificate through vocational dual enrollment. Individual vocational courses that are not part of these programs of study are not eligible. The 2013 General Appropriations Act and Senate Bill 1076 require any vocational courses taken for dual enrollment purposes must apply towards one of the following industry certifications identified by the State Board of Education. See your IRSC advisor for details.

Students enrolled in other secondary Career and Technical Education (CTE) programs are advised to coordinate with their high school guidance counselor to explore opportunities for “Career Pathway” articulation.

### Early Admission

Early Admission is a form of dual enrollment in which eligible high school seniors enroll at IRSC on a full-time basis in courses which can be applied toward both the high school diploma and the associate degree. These students must meet the academic and/or career and technical eligibility criteria for dual enrollment.

## Collegiate High School

Collegiate High School programs must include an option for public school students in grades 11 or 12 participating in the dual enrollment program for at least one full school year. Eligibility requirements are:

- Earn a post-secondary CAPE Industry Certificate
- Complete 30 credit hours through dual enrollment

## Tuition and Fees

Tuition and fees for dual enrollment courses are covered by the school district. Textbook and instructional materials assigned for use within the courses will be made available, free of charge, to all eligible students. However, if a student receives a grade of D, F, or W in an approved dual enrollment course they will be required to pay the full tuition and textbook fees if they elect to repeat the course in a subsequent semester.

## Who Is Eligible for Dual Enrollment?

To be eligible for participation in the dual enrollment program, students must:

1. Have a 3.0 unweighted high school grade point average (GPA) based on four high school credits in order to enroll in college credit courses or a 2.0 unweighted high school GPA to enroll in career dual enrollment courses,
2. (Note: the PERT requirement has been waived by the Department of Education through December 31, 2020. See the Articulation Agreement for additional initial eligibility requirements The college may extend/modify as directed by the State of Florida).
3. For college credit courses, achieve a minimum score on the PERT, a common placement test pursuant to Rule 6A-14.064, Florida Administrative Code. Dual enrollment students must score at college level reading to participate in the Dual Enrollment Program. Students may substitute the appropriate scores from a state-approved standardized test (ex. Enhanced ACT or SAT) to qualify for specific college credit dual enrollment courses.
  - i. PERT College Credit Course Placement exams require the following:
    - A score of 103 or higher on the English subtest
    - A score of 106 or higher on the Reading subtest
    - A score of 114 or higher on the Math subtest
  - ii. SAT College Credit Course Placement exams taken after March 1, 2016, require the following:
    - A score of 25 or higher on the Writing & Language Subtest and a score of 24 or higher on the Reading subtest for College English Placement
    - A score of 24 or higher on the Math subtest for College Math Placement
  - iii. SAT College Credit Course Placement exams taken before March 1, 2016, require the following:
    - A score of 440 or higher on the Reading subtest for College English Placement.
    - A score of 440 or higher on the Math subtest for College Math Placement.
  - iv. ACT College Credit Course Placement exams require the following:
    - A score of 17 or higher on the English subtest and a score of 19 or higher on the Reading subtest for College English Placement.
    - A score of 19 or higher on the Math subtest for College Math Placement.
4. Complete dual enrollment application/permission forms with all appropriate signatures,
5. Complete course registration forms with all appropriate signatures,
6. Complete any applicable vocational assessment (i.e. TABE)
7. Meet any additional eligibility criteria specified by the postsecondary institution in the Dual Enrollment Articulation Agreement.

8. Not be scheduled to graduate from high school prior to the completion of the dual enrollment course.
9. Maintain a minimum of 3.0 unweighted GPA for college credit courses and a minimum of 2.0 unweighted GPA for Career & Technical Education courses.

## Guidance

High school guidance counselors and IRSC Educational Services staff members will work together to ensure that each student meets the academic eligibility requirements for dual enrollment courses.

Dual enrollment students will be assigned an IRSC advisor during their first term of enrollment. They will meet with their advisor to create a Guided Pathways plan based upon their academic and career goals. This plan will then be used by the student and the high school counselor in subsequent semesters to determine appropriate dual enrollment courses to be taken. Students will be able to access their Guided Pathways plan online via the IRSC website where it can be utilized to search for available classes each semester. This plan will ensure that dual enrollment students remain on track for a college degree.

High school counselors are responsible for ensuring that all applicable high school graduation requirements are met with the exception of courses dropped without notification to the counselor.

## Registration Procedures

The Registration Process shows the step-by-step process to register for dual enrollment.

Students must register for courses by the deadline established by the school district.

	Registration Begins	Registration Ends
FALL	May 24, 2021	August 3, 2021
SPRING	October 18, 2021	December 10, 2021

	Registration Begins	Registration Ends
SUMMER A	March 7, 2022	April 23, 2022
SUMMER B	March 7, 2022	June 3, 2022

## Course Information

### Orientation Requirement

The articulation agreement requires dual enrollment students to participate in an orientation session, offered online. Dual enrollment orientation provides students with the information they need to help them succeed. This orientation includes information on student-focused resources, program expectations, and other items that support success.

### SLS1101 Student Success Requirement

New dual enrollment Associate in Arts degree-seeking students are required to complete **SLS1101 Student Success** during their first semester of attendance. An unweighted high school GPA of 3.0 and a 106 or higher Reading PERT score is needed to participate in this course. **(Note: the PERT requirement was waived by the Department of Education through December 31, 2020. Students who are taking Dual Enrollment classes must take the PERT).**

### Course Listings

Any college credit course comprising 3 credits or higher and/or any vocational clock hours course comprising 75 hours or higher that is listed in the State Common Course Numbering System (SCNS) for postsecondary credit can be considered for dual enrollment. Courses that meet high school graduation requirements are listed in the FLDOE Dual Enrollment Equivalency List.

The following courses are ineligible for dual enrollment:

- Remedial and vocational preparatory instruction
- Private music lessons
- Physical education courses that focus on the physical execution of skills rather than the intellectual attributes of an activity

### Course Credit

Students will be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer. Students who complete a three, four or five credit dual enrollment course and earn a passing grade will earn at least one-half (1/2) credit in the designated subject towards the high school diploma unless credit is otherwise assigned by the FLDOE Dual Enrollment Equivalency List.

### Course Weight

Section 1007.271(21), F.S. requires school districts to weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated.

### Class Offerings at High School Campus

Select dual enrollment classes are offered at our high school campuses during the school day. Please check with your high school counselor for availability.

### Limitations

- Students will be limited to a maximum of 60 credit hours of dual enrollment\*.
- Fall and spring sessions are limited to a maximum of 15 credits hours. Summer sessions are limited to a maximum of 12 credit hours.
- First time dual enrollment students cannot participate in more than two 3 credit courses during their first semester. One of the two courses must be SLS 1101.
- Students who have met graduation requirements are no longer eligible for dual enrollment.
- May not be placed at an alternative school for behavioral or disciplinary reasons due to a safety concern. Students who are already enrolled in dual enrollment course(s) prior to being placed in an alternative school may be permitted to finish the course(s) that they are already enrolled in, but they may not be permitted to enroll in or register for the additional course(s).
- Students recommended for expulsion and/or who are assigned to an alternative education setting may be ineligible for dual enrollment while attending the assigned alternative school.

\*At the request of the school district, official exceptions can be made for students pursuing their associate degree or certificate. A request must be made in writing from a school district official. Requests must be sent to IRSC's Vice President of Enrollment & Student Services. Course(s) approved must be creditable toward high school completion and associate degree or certificate.

### Grades/Withdrawals

Any letter grade below a "C" will not count as credit toward satisfaction of the requirements of Rule 6A-10.030; however, all grades are calculated into a student's GPA and will appear on the college transcript.

All grades, including "W" for withdrawal, become part of the student's permanent college transcript and may affect subsequent postsecondary admission.

Students who do not receive a passing grade for a course or who receive a grade of "W" must retake the course at their own expense or during summer terms.

Students who withdraw or fail a course cannot take additional dual enrollment classes until they have retaken and completed the course, or an alternative course jointly agreed upon by the student and high school guidance counselor, at their own expense or during the summer semesters.

Students who withdraw/fail a course two consecutive times will be responsible for paying out of state tuition for the third attempt of that course.

IRSC permits withdrawal from a course without receiving a grade penalty provided the appropriate IRSC deadlines are followed. Instructors may also withdraw a student due to extenuating circumstances. Withdrawals may impact a dual enrolled student's eligibility for high school graduation and must be discussed with the student's high school guidance counselor and IRSC instructor before withdrawing from a course.

**Withdrawals will affect future financial aid.**

## Dual Enrollment And Financial Aid

Students participating in dual enrollment classes are not eligible for Federal Financial Aid such as Pell grants or student loans. Financial aid recipients are expected to have completed high school. However, students should know that all efforts in dual enrollment classes may influence their future financial aid eligibility.

To be eligible for financial aid, students must maintain Satisfactory Academic Progress (SAP). SAP has three components:

- Students must maintain a minimum of a 2.0 GPA.
- Students must satisfactorily complete (pass) at least 67% of the credit hours in which they enroll.
- Students must complete their degree or program of study in no more than 150% of the normal time allowed.

These rules consider all college level classes that a student attempts, including dual enrollment classes. All classes attempted will be considered in all three of the calculations listed above.

## Instructional Materials

The School District of Indian River County Dual Enrollment materials are located in the Media Center of Sebastian River High School and Vero Beach High School.

Students can check out books and access codes free of charge at the library. Dates will be posted on the district website when books can be picked up and returned.

**Check Out/Loan Procedure:**

1. All outstanding Dual Enrollment books/Access codes must be returned prior to checking out any new materials.
2. The Dual Enrollment course materials may be picked up in the high school media center.
3. To pick up materials, students must bring their High School ID to check out books and/or access codes.
4. If the book/access code is not available at the time of check out, it will be ordered. Student will need to communicate with the Media Specialist for when material is ready to pick up.
5. If a student cannot be present for check out, a parent/legal guardian can check out the material(s) for the student in their absence but must have a copy of their school ID.

**Return Procedure:**

1. All books/access codes must be returned, whether used or not. DO NOT THROW AWAY/MISPLACE ANY ACCESS CODES.

## Additional Information & Requirements

A 3.0 unweighted GPA, required by the State of Florida, is the minimum requirement for an academic dual enrollment courses or a 2.0 unweighted high school GPA to enroll in career dual enrollment courses.

### **PERT, SAT, or ACT Scores demonstrating College Readiness are required:**

- An application for admission must be completed online prior to taking the PERT.
- The PERT is available at IRSC by appointment or online.
- Photo ID, IRSC ID number, and \$10 are required.
- A study guide is available at the IRSC Academic Support Center and on the IRSC website.
- PERT, SAT, or ACT scores must be brought to your High School Counselor and IRSC options will be reviewed.

College Readiness Scores:			
	PERT	ACT	SAT
Reading	106	19	24
Writing/English	103	17	25
Math	114	19	24

Information and application directions can be viewed at: <https://cnt.irsc.edu/workday/dualenrollment/>

Dual enrollment students must abide by the IRSC course dates and times when considering taking Dual Enrollment classes. Students are responsible for ensuring that the times of classes do not conflict with the student's enrolled high school courses.

Dual enrollment students must provide their own transportation to IRSC for face-to-face courses. Every student is required to have a student success plan/"guided pathway" developed by IRSC Counselors and complete IRSC's New Student Orientation online. IRSC advisors are available at the Mueller campus Monday – Friday. Students may email Dr. Nall at [KNall@irsc.edu](mailto:KNall@irsc.edu) for hours. Students are encouraged to meet with advisors during the months of February/March and September/October.

First time academic Dual Enrollment students are eligible to take up to two courses during their 1st semester of dual enrollment. One of the two courses MUST be SLS1101 (Student Success.)

Any student withdrawing from a dual enrollment course MUST MEET with their High School Counselor to ensure high school graduation status.

## Important Due Dates

\*Materials are available at no expense to SDIRC students. SDIRC Dual Enrollment Materials can be picked up from your high school Media Center.

	<b>Summer 2021</b>	<b>FALL 2021</b>	<b>SPRING 2022</b>	<b>SUMMER 2022</b>	
<b>Registration Begins</b> Work with High School Counselor and/or IRSC Advisor.	Summer B	May 24, 2021	October 18, 2021	March 7, 2022	
<b>Registration Ends</b> Check your Pioneer Portal for schedule accuracy.	June 14, 2021	August 3, 2021	December 10, 2021	April 22, 2022	June 3, 2022
<b>TERM</b>	<b>Summer B</b>	<b>FULL Term</b>	<b>FULL Term</b>	<b>Summer A</b>	<b>Summer B</b>
<b>Material Pick-Up* Appointments Begin</b>	June 14, 2021	August 9, 2021	December 13, 2021	April 25, 2022	
<b>First Day of Classes</b> Pay attention to class location and take steps to succeed.	June 21, 2021	August 18, 2021	January 5, 2022	May 4, 2022	June 20, 2022
<b>Last Day to Drop</b> You will automatically be dropped for non-attendance.	June 29, 2021	August 24, 2021	January 11, 2022	May 10, 2022	June 26, 2022
<b>Last Day to Withdraw</b> Discuss withdrawing with your professor, your counselor, and your IRSC advisor.	June 28, 2021	October 25, 2021	March 7, 2022	May 31, 2022	July 18, 2022
<b>Last Day of Classes</b>	August 3, 2021	December 7, 2021	April 21, 2022	June 15, 2022	Aug 1, 2022
<b>Material Returns Opens*</b> Materials must be returned before picking up next term materials.	August 2, 2021	December 7, 2021	April 21, 2022	August 1, 2022	

## Full Time Status Chart

Students must be enrolled full time. Please refer to the chart below.

High School Courses	IRSC Courses	Total Courses
6	1	7
5	2	7
4	2	6
3	3	6
2	3	5
1	4	5
0	4	4
0	5	5

## Dual Enrollment Registration Check List

	Consult with your high school counselor. Make sure you meet the requirements of 3.0 unweighted GPA for academic college credit courses or 2.0 unweighted GPA for technical career education courses.
	<p>Complete IRSC's "Application for Admission" online. An IRSC ID # and email account (River Mail) is generated and sent to your personal email account you used when you began your online IRSC application. Activate your River Mail account.</p> <ul style="list-style-type: none"> <li>Take the PERT (Postsecondary Education Readiness Test) at IRSC <b>or</b> request that official placement scores (ACT or SAT) be sent to IRSC</li> <li>PERT can also be taken at home online. Please see the requirements by clicking <a href="#">PERT Online Testing Request</a></li> <li>Bring your PERT results into your High School Counselor</li> </ul>
	Complete High School Dual Enrollment Application/Contract and turn in to your High School Counselor.
	<p>Complete IRSC Dual Enrollment Orientation and Dual Enrollment Program Agreement (form 508). Upload agreement to IRSC website in the application step which you can reenter.</p> <p>*All Dual Enrollment students must complete a short, online orientation (OR10010). The class will be available in Blackboard within 24 hours after <a href="#">registering for Dual Enrollment orientation</a>. Take IRSC form 508 to IRSC if unable to upload.</p>
	Complete student survey on Workday prior to registering for classes. This must be done every semester.
	<p>Register on-line at <a href="http://www.irsc.edu">www.irsc.edu</a> for desired courses during registration period and before High School deadlines.</p> <ul style="list-style-type: none"> <li>Students are responsible for ensuring that the times of classes do not conflict with the times the student is enrolled in high school courses and activities.</li> </ul>
	Meet with your High School Counselor to complete course registration prior to high school deadline. Your High School Counselor will finalize registration and lock your IRSC schedule.
	Print required booklist off the IRSC River Shop Bookstore website. Write your name and cell number on your booklist. Printed booklist must contain book title, edition and IRSC course number. Bring the printed booklist to high school Media Center.
	Students must return all previous semester Dual Enrollment books/materials to the high school Media Center at the conclusion of the semester.
	Once classes begin, student must meet with high school counselor before changing his or her schedule.
	<p>Registration for IRSC dual enrollment classes:</p> <ul style="list-style-type: none"> <li>Fall registration must be completed with High School Counselor and IRSC by August 3, 2021</li> <li>Spring registration must be completed with High School Counselor and IRSC by December 10, 2022</li> </ul>

# Student Contract

School District of Indian River County students who participate in dual enrollment with Indian River State College agree to the policies and procedures outlined below:

- All dual enrollment students must complete IRSC’s New Student Orientation and MUST print a hard copy or send a digital copy of the orientation completion to their school counselor.
- First time dual enrollment students cannot participate in more than two- 3 credit courses during their first semester and one of the two courses must be **SLS 1101**.
- Dual enrollment students must have completed 4 high school courses and have earned 4 high school credits, have a 3.0 unweighted high school grade point average (GPA) based on four high school credits, in order to enroll in college credit courses, or a 2.0 high school unweighted GPA based on four high school credits to enroll in career technical education clock hour dual enrollment courses and meet all other requirements for enrollment as per the Dual Enrollment Agreement with IRSC for the 2020-2021 school year.
- Students are responsible for sending their AP, SAT, or ACT scores to IRSC *in time* for course eligibility.
- Students who withdraw from a course or fail a course cannot take additional dual enrollment classes until they have retaken and completed the course at their own expense or during summer semesters. Dual enrollment students must also adhere to all the College withdrawal procedures.
- Students who are unsuccessful in a course two consecutive times will not be permitted to enroll for one term (Fall, Spring, or Summer) following the second unsuccessful term. A written request from the high school counselor and the student, describing the reasons for the failed attempts and a plan of action for success, will be required for consideration to take a course for a third time. Students who are approved to take a course for a third time may incur a Third attempt surcharge for that course and will be at the expense of the student during the (Fall, Spring, or Summer).
- Students will be limited to a maximum of 60 credit hours of dual enrollment. At the request of the school district official exceptions can be made for students pursuing their associate degree or certificate.
- Students are limited to a maximum of 15 credit hours during the Fall, 15 credit hours during the Spring, and 12 credit hours during Summer.
- Students may not be placed at an alternative school for behavioral or disciplinary reasons due to a safety concern. Students who are already enrolled in dual enrollment course(s) prior to being placed in an alternative school for behavioral or disciplinary reasons may be permitted to finish the course(s) that they are already enrolled in, but they may not be permitted to enroll in or register for additional course(s).
- Students who are placed in an alternative school setting, for reasons other than safety, behavioral or disciplinary-related issues, may be enrolled in dual enrollment classes.
- Dual enrollment students are expected to contact their IRSC instructor for course related challenges. As such, the student (not a parent/guardian) should address concerns, complaints, and challenges. Rivermail is the email platform for student communication with IRSC professors and staff.
- Students must complete the dual enrollment **registration process** by the published district **deadline** dates to participate in dual enrollment for that term.

Fall 2021 – 8/03/21

Spring 2022 – 12/10/21

Summer A 2022 – 4/22/22

Summer B 2022 – 6/3/22

- Students are responsible for picking up and returning their required instructional materials from their school Media Center. All previous semester materials including Access Codes must be returned or paid for prior to obtaining new semester materials. A schedule of return and distribution dates and times will be posted online for each term.
- Students who have met graduation requirements are not eligible for dual enrollment.

My signature confirms I have read the above terms of the DE Student Contract.  
I understand and will adhere to the policies, procedures, and expectations of the dual enrollment program.

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Parent signature (if present)