



**Central Florida Community College  
Dual Enrollment Manual  
2008-2009  
for  
High School Principals and Counselors**

**CFCC**  
P. O. Box 1388  
Ocala, FL 34478

**[www.GoCFCC.com](http://www.GoCFCC.com) or [www.cf.edu](http://www.cf.edu)**

*-an equal opportunity college-*

## **Purpose of the Dual Enrollment Manual**

The purpose of the CFCC Dual Enrollment Manual is to provide high school personnel with an at-your-fingertips guide to promoting and managing the Dual Enrollment program. This manual contains all the information high schools should need to answer questions posed by a student or parent. CFCC's Dual Enrollment Coordinator will send high school principals and counselors regular updates to the manual as information changes. In addition, the instructional deans may be contacted for further information.

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To schedule CPT or TABE testing, contact:

CFCC Testing Center  
Ocala Campus 352-854-2322, ext. 1564 or 1395  
Citrus Campus 352-249-1213  
Levy Campus 352-493-9533

## The Dual Enrollment Program

### What Is Dual Enrollment?

The state of Florida, through Florida Statute 1007.235, allows for the development and implementation of articulated acceleration programs by community colleges in their service area. Dual enrollment serves as one option of an accelerated mechanism. Dual enrollment classes are sometimes offered on the high school campus, and many dual enrollment students attend classes on the college campus.

### Dual Enrollment Eligibility

The current eligibility guidelines for dual enrollment, as established by the Interinstitutional Articulation Agreements between CFCC and Marion, Citrus and Levy counties, are as follows:

- ❑ Students must be enrolled in a public or private high school or be a home-schooled high school student registered with the school boards' home education office in Citrus, Levy or Marion counties. ***For academic dual enrollment, students must be working toward a standard high school diploma.***
- ❑ Students must be at least 16 years of age and a junior or senior in high school during the semester(s) of their dual enrollment. Students are no longer eligible for dual enrollment once they reach the age of 19, but may finish the semester in which they turn 19 if currently enrolled in dual enrollment courses. *Any exception to this requirement must be initiated by the high school counselor/parent and must be approved by a Dual Enrollment Petition Committee appointed by CFCC's Vice President for Student Affairs.*
- ❑ For academic dual enrollment, students must have at least a 3.0 cumulative, unweighted high school grade point average. *In Marion County, exceptions to this requirement for students with a 2.5 GPA in underrepresented ethnic groups, must be initiated by the high school counselor and approved by the high school principal. High school counselors must notify CFCC's Dual Enrollment Coordinator of these exceptions.*
- ❑ For workforce development and career academy dual enrollment, students must have at least a 2.0 cumulative, unweighted high school grade point average.
- ❑ **For academic dual enrollment, students must either pass all parts of the CPT (available through the high schools and/or CFCC's Testing Center) or reach the following minimums on the SAT/SATI (440 verbal/critical reading, 440 math) or ACT (17 English, 18 reading, 19 math).** Scores on these tests may be combined to reach the best scores achieved by student(s) on tests taken within two years from the beginning of the semester of enrollment. Students may retake any portion of the CPT every 30 days, but must have passing scores by the dual enrollment application deadlines. Beginning fall 2007, dual enrollment students must take the CLM (college level math exam) to enroll in a college level math class beyond MAT1033 (Intermediate Algebra). The CLM test may only be retaken once.
- ❑ For Career Academy dual enrollment, students must pass either the reading **AND** English portions of an entrance exam (ACT, CPT or SAT) or the math **AND** algebra portions to be eligible to participate.

- For workforce development dual enrollment, students must take the TABE test (available through CFCC’s Testing Center) within the first six weeks of the first semester of enrollment. Each workforce program has set minimum TABE levels that must be reached before a student may graduate from that program. *Remediation is required for any student not reaching the minimum TABE levels on the first attempt.*
- **Important!** – Seniors may not take summer A term classes if their high school graduation date falls before the conclusion of the college’s summer A term (thus, they cannot receive dual credit).

### **What Kinds of Classes are Offered to Dual Enrollment Students?**

CFCC provides dual enrollment opportunities in the academic and workforce areas. Students eligible for academic dual enrollment may take any course from the state approved list which is further approved by their high school counselor, as long as there is no unmet prerequisite. **NOTE: *ENC1101 is a prerequisite for all Gordon Rule writing courses.*** Academic subject areas include those relating to the Associate in Arts degree – communications (English composition, literature, foreign language), fine arts (music, drama, and art), humanities, social sciences, math and science – as well as any courses that apply toward an Associate in Science degree. A list of eligible courses can be found in the appendix of this manual.

Students eligible for workforce development dual enrollment may also take any course within the approved programs and also approved by their high school counselor, provided there is no unmet prerequisite. Workforce programs open to dual enrollment students are: Air Conditioning, Refrigeration and Heating Technology, Automotive Collision Repair, Automotive Service Technology, Barbering, Cosmetology, Emergency Medical Technician and Welding. Courses in these areas will apply toward a workforce certificate.

In accordance with Florida Statute 1007.271 (2), dual enrollment students may earn credit for any course in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses.

### **Who Pays for It?**

As part of the legislative provisions, Central Florida Community College offers courses to qualified dual enrollment students at no cost (this includes waiving the application fee and all tuition fees). The state of Florida provides some funding to CFCC to help offset these costs. In the three counties served by CFCC, public school students receive their college textbooks on loan from their county’s school board. Private school students must purchase their own textbooks (unless their high school chooses to purchase the books for them). Home-schooled students must purchase their own textbooks. Other fees may be associated with certain classes, including kits for some workforce classes. All students who wish to participate in the dual enrollment program must take (and reach required minimum levels on) a college entrance exam (CPT, ACT, or SAT). Students must pay for any costs associated with these exams. Each academic year, an articulation agreement is renewed between Marion, Citrus, and Levy public schools and CFCC through the auspices of the Remediation Task Force. The details agreed upon in the county articulation agreements serve as the guiding principles for this manual. Updated agreements can be found on the high school counselor resource link from the Dual Enrollment webpage at <http://www.cf.edu/departments/sa/dual.htm>.

## **THE PROCESS**

### **Courses Offered on the High School Campus**

In an effort to help plan an entire year of dual enrollment courses offered at the high schools (**specifically West Port, Citrus, Crystal River, Cedar Key, Bronson, and Williston**), we ask that the following process be followed.

1. A planning document is sent with this manual to the principal of each participating high school. The principal is requested to review the current year dual enrollment course offerings and determine if changes need to be made for the following academic year. We request principals to make the necessary additions/changes to this document and return it by February 20, 2009.
2. The principal, or a designee, is requested to determine if a teacher is available to teach the requested classes listed on the planning document. (A minimum of a master's degree and 18 credits of graduate-level coursework in the subject area are required.) Questions should be directed to the director, dean or provost (see No. 3 below).
3. After the instructor is identified, a completed CFCC instructor application, appropriate college transcripts and the planning document should be forwarded to:  

Dr. June B. Jones, Ocala Campus (through December 2008)  
Dr. Mark Paugh, Ocala Campus (January 1-June 30, 2009)  
Dr. Vernon Lawter, Citrus Campus, or  
Dr. Rayanne Giddis, Levy Center
4. Students who are interested in participating in dual enrollment on their high school campus will meet with their high school counselor and turn in a completed dual enrollment application. High school counselors will then submit all applications, along with transcripts and test scores and registration paperwork to the Dual Enrollment Coordinator on the Ocala campus by the predetermined deadline. The Coordinator will then register the students into the classes on the high school campus that have been approved by both the student and the student's high school guidance counselor through email/fax communication with the school.

## Courses Offered on CFCC Campus

1. Students who are interested in participating in dual enrollment will meet with their high school counselor and turn in a completed dual enrollment application. High school counselors will then submit all applications, along with transcripts and test scores to Dual Enrollment Coordinator on the Ocala campus by the following deadlines:

2.

IMPORTANT DATES	SPRING	SUMMER A	SUMMER B
Application Deadline	10/10/08	3/2/09	3/2/09
Application and Transcripts Due	(priority) 11/21/08 (final)	(priority) 4/15/09 (final)	(priority) 4/15/09 (final)
Schedule Available on Web www.GoCFCC.com	10/20/08	3/2/09	3/2/09
Dual Enrollment Registration Date	11/6/08 (priority) 12/11/08 (final)	3/25/09 (priority) 5/5/09 (final)	3/25/09 (priority) 5/5/09 (final)
Add/Drop Classes	1/7-1/13/09	5/13-14 & 18, 2009	6/30-7/1 & 2, 2009
Last Day to Drop Classes With a "W"	3/26/09	6/8/09	7/27/09
Grades Available on the Web to Students	5/12/09	6/25/09	8/12/09

3. Students meet with their counselors to choose appropriate courses for the upcoming semester. Marion County students will receive their blue registration forms (approved courses for dual credit must be written on the form and the form must have all five signatures to be accepted by CFCC for registration purposes). Other high schools and private schools will provide permission letters for students to take classes either on their campus or one of the CFCC campuses. Students who are planning to take classes on the Ocala Campus will have to come to the Enrollment Services Center (Bryant Student Union, Building 5) on the published date to meet with CFCC's Dual Enrollment Coordinator for registration. ***CFCC must have qualifying CPT, ACT or SAT scores on file by the application deadline in order for students to register.*** Students will be given a copy of their schedule, a catalog, a student handbook/planner, and an Associate of Arts degree prerequisite sheet for their major (Associate of Science degree and workforce certificate information is provided in the college catalog). *A student or their parent/guardian must attend registration. A friend may not register for another student.*
4. Students who are unable to attend on the scheduled registration day can attend the final registration day, if applicable, or should call the Dual Enrollment Coordinator to find out if there is a scheduled make-up date.
5. Before CFCC classes begin, students must acquire their textbooks. Marion County public school students use their blue forms to get their books from the Instructional Materials Center. Citrus and Levy County public school students will either receive their books from their high school counselors or

will be issued a voucher to purchase their books from the CFCC bookstore. Private school and home-schooled students purchase their textbooks from the CFCC bookstore.

6. Students must also take their course schedules to CFCC's Public Safety Office next to the Bryant Student Union, Building 5 (or to the main office on the Citrus Campus or the Levy Center) to receive their free student ID and parking decal. *A photo ID and license plate number are required.*
7. CFCC's Dual Enrollment Coordinator will request progress reports for each dual enrollment student enrolled in classes on CFCC's campus. Reports that are returned by the faculty members will be sent to the high school counselors mid-semester.
8. All students may access their MyCFCC web portal to view their grades at the end of each semester. Public high school counselors will receive a final grade list for dual enrollment students at the end of the semester. Home-schooled students will be given instructions for accessing their grades on their web portal.
9. Grades and credits appear on both the high school and college transcript. College courses, in most cases, must be worth at least three credits each to translate to high school credit (*see Appendix B*).

### **Frequently Asked Questions**

#### **What is the application process for dual enrollment students?**

Students may obtain a Dual Enrollment application from their high school counselor or the dual enrollment webpage at [www.cf.edu](http://www.cf.edu). Please note that if a student chooses to continue at CFCC after high school graduation, they will need to complete the regular CFCC Admissions application and request that their final high school transcript showing graduation be sent to CFCC before they will be able to register for additional course work at the college. As long as college credit has been earned by the dual enrolled student, no application fee is required to apply as a post-high school student.

#### **How many classes may dual enrollment students take per semester?**

This decision is largely made by the high school counselor, with input from the student and parent (*the maximum course load for all CFCC students is 18 credit hours per semester*). Most dual enrollment students take just one or two courses per semester, before or after their regular high school day. Others have very few high school graduation requirements remaining and are able to take fewer courses on the high school campus and more at CFCC. Full-time dual enrollment, wherein the student takes all of their required and elective courses at CFCC, is another possibility for seniors only. Regardless of the number of classes desired, the enrollment process is the same. (*Note: In Citrus County, full-time dual enrollment students are required to complete a contract – available from the high school counselor – in addition to the regular enrollment paperwork.*)

#### **What happens when a student withdraws from a dual enrollment course?**

A student must complete a Dual Enrollment Withdrawal Form which requires the permission/signatures of his/her high school counselor, parent and CFCC Dual Enrollment Coordinator before CFCC will withdraw a student from a course. After the add/drop period (usually the first week of classes) a student who withdraws from a course will receive a "W" grade in that course. This "W" signifies a first attempt in the

course. All CFCC students are allowed three attempts per course; the third attempt is charged at full cost, or the equivalent to out-of-state tuition. A withdrawal lowers the student's college completion percentage which must remain at 67 percent or higher for financial aid eligibility.

After the withdraw deadline, a student who stops attending will receive an "F" grade in the course. Students need to understand that many universities place restrictions on the number of times a student can withdraw from a class, or require that certain critical tracking courses must be completed within two attempts. **Beginning Fall 2008, dual enrollment students who receive a D or an F in any class may ONLY retake this class(es) and pass before being allowed to continue in any other dual enrollment classes.**

### **What if a student has qualifying scores in some subject areas but not others?**

Students must pass **ALL** sections of the CPT, SAT or ACT to be eligible for participation in academic dual enrollment. If a student has qualifying scores in BOTH English and Reading (or SAT Verbal or Critical Reading) or BOTH Math and Algebra (or SAT/ACT Math), he or she may dual enroll in courses within that subject area through the career academy or workforce development ONLY.

### **Do dual enrollment students have to pay the lab fees that accompany certain courses?**

Lab fees are waived along with tuition fees. The only costs that dual enrollment students incur are for testing (CPT, ACT, SAT) and books (if not provided by the high school or school board). Dual enrollment students who sign up for interactive courses that require the purchase of a one-time-use-only CD in lieu of a textbook are responsible for the cost of this CD. There may be additional costs for accompanying supplies for courses, such as music classes or cosmetology classes which the student may be responsible for paying.

### **What if a student is close to a 3.0 GPA and the counselor anticipates that he or she will have the 3.0 by semester's end?**

If a student does not have a 3.0 GPA (or 2.0 for those in the Career Academy and workforce development areas) by the application deadline, they will not be considered as eligible for dual enrollment.

### **What if a student misses the dual enrollment application deadline?**

Due to the growing number of dual enrollment students in Marion, Citrus and Levy counties, CFCC must hold students to the dual enrollment application deadline. As seen above, there are two deadlines that a student can meet, a priority date that allows them to register at an earlier time, and a "final" date for students who need to re-test in order to qualify or submit their paperwork to their counselor after the priority date. If a student transfers into the district late in the year or at the beginning of the new school year, CFCC will attempt to accommodate that student.

### **What if a student cannot attend the dual enrollment registration?**

If a student will be unavailable on the designated registration date, he or she should make every effort to send his/her parent or guardian. This stand-in must bring all required paperwork, with all signatures, and should have both a first and second choice schedule. Those unable to attend the scheduled registration date can attend the "final" registration day, if applicable, or should call the Dual Enrollment Coordinator to determine if there is a make-up registration date.

## **How are dual enrollment courses weighted on the high school transcript?**

Each county school board determines which dual enrollment courses will be weighted as honors courses on the high school transcript. Counselors should contact their secondary education director for a list of weighted classes (or visit [www.facts.org](http://www.facts.org)).

## **Can a student take a summer class through dual enrollment?**

To be eligible for dual enrollment, the high school must approve and grant dual credit during each semester in which the student is enrolled. High school seniors cannot attend summer A semester courses since they will graduate before being given a grade for a Summer A course (thus, dual credit cannot be granted). Juniors may take summer courses as long as the high school approves their courses for dual credit.

## **Can a high school student take dual enrollment classes at their high school and at the college simultaneously?**

Unfortunately, with the recent changes in the public school calendars, students must choose to take courses either at their high school or at the college for the academic year unless their high school dual enrollment courses are offered on the same schedule as the college's academic calendar.

## **Can a student take a study abroad class through dual enrollment?**

See Appendix C.

## **How do universities view dual enrollment credits?**

Transfer of any successfully completed academic course from one institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Some universities prefer that students take both AP and dual enrollment courses, while taking care not to overlap these in terms of college credit (e.g., AP Language and Composition is equivalent to ENC1101.). If a student is eligible to graduate with their AA degree, it would be in his or her best interest to do so. If a student does not have all the requirements to graduate with their AA degree through dual enrollment, he or she should apply to a university as a first time in college freshman with some previous college credit.

Were your questions answered?  
If not, please don't hesitate to ask!

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**In the interest of sustainability, we are providing some appendices via web links:**

**Appendix A** – CFCC Math Path <http://www.cf.edu/departments/instruction/las/math/index.htm>

**Appendix B** – Dual Enrollment Subject Area Equivalency List 2008-09 and other Dual Enrollment resources (<http://www.fldoe.org/articulation/>) and click on the link “Dual Enrollment Course-High School Subject Area Equivalency List”. We’ve attached a copy for your convenience.

**Appendix C** – Tips for Dual Enrollment students interested in courses with Study Abroad component (hard copy attached)

**Appendix D** – Statement of Standards – Florida Community College Council of Presidents (hard copy attached)

**Appendix E** – CFCC Dual Enrollment Web page – (<http://www.cf.edu/departments/sa/dual.htm>)  
Link for Dual Enrollment online orientation and high school guidance counselor resources including updated articulation agreements

**Appendix F** – CFCC Advising Web page –  
([http://www.cf.edu/departments/sa/enroll/academic\\_advising.htm](http://www.cf.edu/departments/sa/enroll/academic_advising.htm))

**This Dual Enrollment Manual will be added to [http://www.cf.edu/departments/sa/hs\\_info.htm](http://www.cf.edu/departments/sa/hs_info.htm)**