

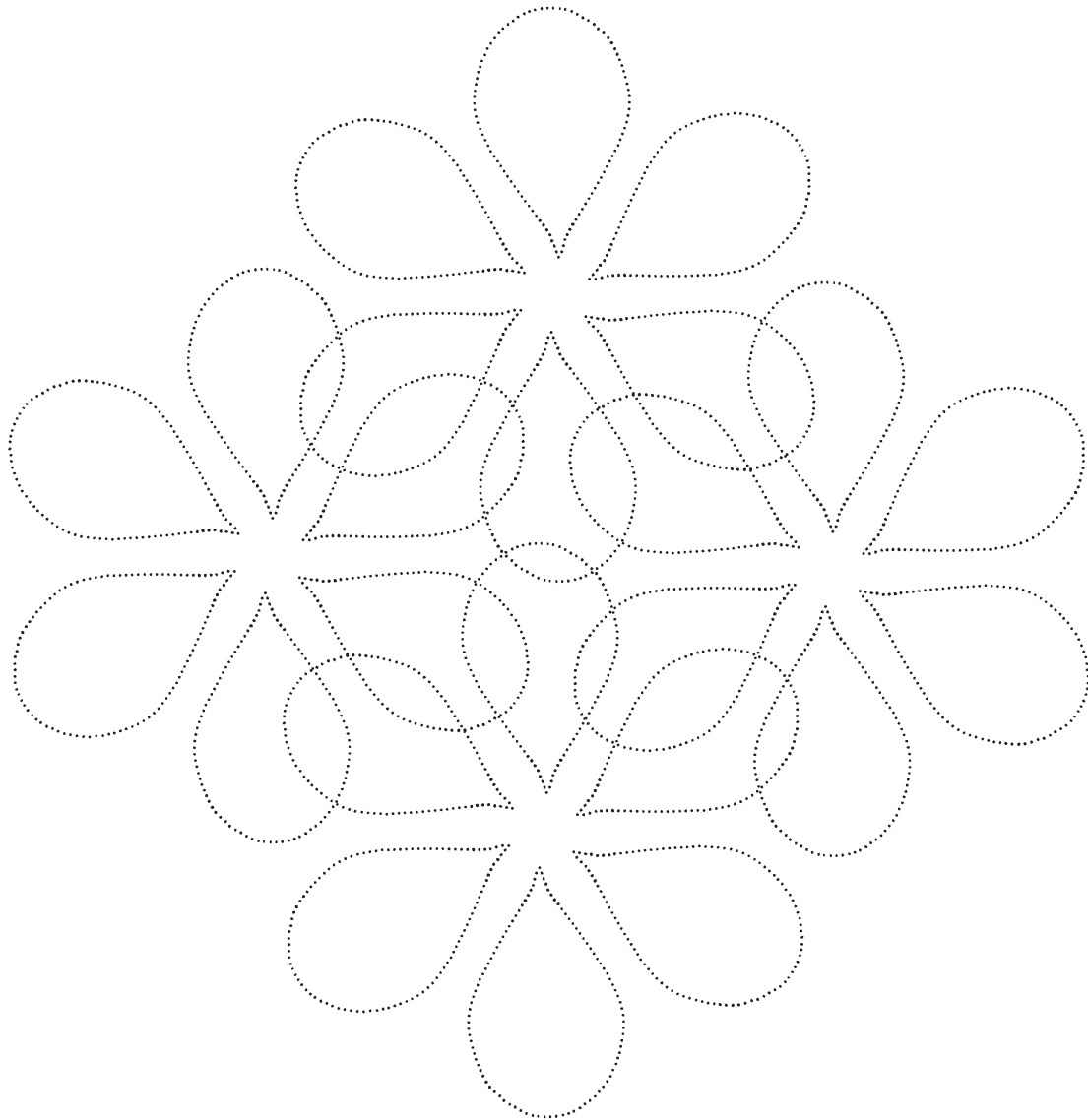
Dual Enrollment

Student Handbook

2009 - 2010

Collegewide Dual Enrollment Office
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West Campus, Mail Code 4-10
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Orlando, Florida 32811
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**HANDBOOK
DISCLAIMER**

The Valencia Dual Enrollment Program is operated in accordance with the laws and mandates set forth by the Florida Legislature, the Florida Department of Education, Valencia Community College, and the articulation agreements with its participating districts, private institutions, and home schooled participants. Information provided in the Dual Enrollment Handbook or on the dual enrollment website is provided as a “community service” to interested parties. Course information, fee structures, schedules, calendars, academic requirements, and other information pertaining to the daily operation of the dual enrollment program are subject to change without notice. In situations where reliance upon the information provided is of immediate importance, individuals are advised to verify that information with a dual enrollment program representative. Should there be questions about any of the information presented in the handbook or on the website, please contact the Dual Enrollment Office at (407) 582-1600.

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**Dual Enrollment High School Term Dates and Withdrawl Dates
2009-10 Academic Year**

Banner Code	Part of Term	Term Date				Withdrawl Deadline for W Grade	
		Orange County		Osceola County		Fall	Spring
Dual Enrollment (DE) <i>(full term on Valencia campus; see Valencia catalog for flex start dates)</i>		Fall 08/31/09 12/20/09	Spring 01/11/10 05/02/10	Fall 08/30/09 12/20/09	Spring 01/11/10 5/02/10	Fall 11/06/09	Spring 3/26/10
DE 1	1st 9 weeks	08/24/09 10/27/09	01/25/10 04/06/10	08/24/09 10/26/09	01/26/10 03/30/10	09/25/09	02/19/09
DE 2	2nd 9 weeks	10/28/09 01/21/09	04/07/10 06/09/10	10/27/09 01/22/09	03/31/09 06/10/10	12/04/09	05/04/09
DE 3	1st 6 weeks	08/24/09 10/06/09	01/25/10 03/09/10	08/24/09 10/02/09	01/26/09 03/09/10	09/14/09	02/09/09
DE 4	2nd 6 weeks	10/07/09 11/18/09	03/10/10 04/27/10	10/05/09 11/17/09	03/10/10 04/29/10	10/27/09	03/26/09
DE 5	3rd 6 weeks	11/19/09 01/21/10	04/28/10 06/09/10	11/18/09 01/22/10	04/30/10 06/10/10	12/17/09	05/13/09
DE 6	18 weeks	08/24/09 01/21/10	1/25/10 06/09/10	08/24/09 01/22/10	01/22/10 06/10/10	10/27/09	03/24/09
DE 7	2nd 12 weeks	10/07/09 01/21/10	03/10/10 06/09/10	10/05/09 01/22/10	03/10/10 06/10/10	11/18/09	04/22/09

High School Academic Calendars 2009-10 Academic Year

Term One Events	Orange County	Osceola County
First day of classes, 1st 9 wks, 1st semester	Aug 24	Aug 24
Holiday	Sep 7	Sep 7
Students/faculty out	Oct 16	N/A
End of 1st 9 wks (grades due to high school)	Oct 29	Oct 29
Students out/faculty workday	Oct 30	Oct 30
Holiday	N/A	Nov 11
Students/faculty out and Thanksgiving break	Nov 23-27	Nov 23-27
Students/faculty out and Winter break	Dec 21-Jan 1	Dec 21-Jan 1
Holiday	Jan 18	Jan 18
End of 2nd 9 wks/1st semester (grades due to high school)	Jan 21	Jan 22
Grades due electronically to Valencia (by 9:00 am)		
Students out/faculty workday	Jan 22	Jan 25

Term Two Events	Orange County	Osceola County
First day of classes, 3rd 9 wks, 2nd semester	Jan 25	Jan 26
Holiday and students/faculty out	Feb 15	Feb 29
End of 3rd 9 wks (grades due to high school)	Mar 25	Apr 1
Students out/faculty workday	Mar 26	Apr 2
Spring break	Mar 29 - Apr 2	Apr 5 - 9
Students/faculty out	May 31	May 31
End of 4th 9 wks/2nd semester/last day of school (grades due to high school)**	June 9	June 10
Grades due electronically to Valencia (by 9:00 am)	June 10	June 11

*Valencia faculty will conduct classes in accordance with high school calendar

**NOTE: Valencia faculty will check with school to determine early due dates for graduates

Dual Enrollment: Quick Reference Guide

Admission/Application

Beginning September 1, 2009, there will be only one application to complete for dual enrollment. It is available as follows:

- Download from the web at www.valenciacc.edu/dual;
- Secure from your high school guidance counselor or the Dual Enrollment Office located on the West Campus in the Student Services Building (SSB).

You may not apply on line. Submit a hard copy of the application to the Dual Enrollment Office, to your high school counselor, or to the Assessment Center by the application deadline specified in the Valencia college catalog. Completed applications should be processed in 3 to 5 business days.

Assessment

- Prospective dual enrollment students must provide assessment scores as part of the application process.
- Students qualifying with SAT or ACT scores must submit a copy of those scores along with their applications.
- For admittance to college-credit math, English or selected other courses, students must score at the college level on the appropriate assessment.
- CPT Retake: You may retake the CPT *one time*, only after completing a CPT workshop.
- CPT Preparation: You may purchase the workbooks from the Valencia bookstore.

The minimum scores for entry into the following (refer to the scores in the box to the right):

English: Reading & English portion of ACT, CPT, or SAT verbal

Math: ACT, CPT, or SAT required for College Algebra; CPT I Math Subtest required for placement above College Algebra

Orientation/Advising

- Once your application has been processed in Atlas, you are required to attend a New Student Orientation Program prior to the first term of enrollment. Please register online at www.valenciacc.edu/studentervices/nso.cfm.
- Special Dual Enrollment Student Orientations are scheduled through some public high schools. Check with your high school counselor to see if your school participates. If you are unable to attend the special orientation, you must attend a regular New Student Orientation offered on one of Valencia's campuses.
- Prior to selecting college-level courses, you are strongly encouraged to contact the Dual Enrollment Academic Advisor or your high school guidance counselor to receive academic advising.

Setting up an Atlas Account

Once your application has been submitted, you can check to see if it has been processed (allow 3 to 5 business days) by going to Valencia's online portal, Atlas. To set up your Atlas account:

- Go to atlas.valenciacc.edu.
- Select "Set up an account" and follow the online instructions.
- Your PIN number must be a 6-digit number. The computer will generate your individual Username and e-mail address.

FIVE STEPS TO FOLLOW:

- 1) Complete application
- 2) Take an assessment exam
- 3) Set up an Atlas account
- 4) Schedule an orientation
- 5) Register for class(es)

ACT, SAT or CPT SCORES

(Scores must be less than two years old)

ACT	Reading	20
	English	17
	Math	21
SAT	Critical Reading	480
	Math	500
CPT	Reading	83
	Sent.Skills	83
	Math	90

PLEASE NOTE

Once you are admitted into the Dual Enrollment Program, you must maintain a minimum unweighted high school GPA of 3.0 to continue enrolling in dual enrollment classes. You must also adhere to Valencia's Academic Standards. If either requirement falls below the specified level, you will no longer be able to participate in the program.

Visit our website at
www.valenciacc.edu/dual

Dual Enrollment: Quick Reference Guide

Registration

Courses at Valencia:

(You will need to register via your Atlas account)

- To register, go to atlas.valenciacc.edu and enter your Username and PIN (Personal Identification Number).
- Students may not register for courses less than 3 credits.
- Dual enrollment students may not enroll in college preparatory courses or PE skills courses.

Courses at the High School:

- You must register for classes being taught at the high school through your guidance counselor.

Please pay close attention to drop/add and course withdrawal deadlines.

Class Schedule

You may access a copy of your schedule through your Atlas account. If an official copy of your schedule is needed, you may request one via your Atlas account or the Answer Center at the nearest campus.

Books

Books for classes taught on Orange and Osceola County public high school campuses are provided through the high school. Private school and home educated students are responsible for the purchase of their own books.

Public high school students: To obtain books for classes taken at a Valencia campus:

- 1) Show your class schedule to your high school guidance counselor;
- 2) Obtain a book voucher; and
- 3) Take the book voucher along with a photo ID to the Valencia bookstore to pick up your book(s).

Books must be returned to your high school when the term is completed.

Fees

- Fees (application, matriculation and laboratory fees) are waived by Valencia for approved dual enrollment courses.
- Fees for dual enrollment courses will post to your Atlas account concurrent with your registration. The College will waive fees for approved courses before the course deletion deadline for the term.

General Information

- Parking decals may be requested through Atlas and picked up from the Security Office on any Valencia campus. You must have your class schedule to obtain a parking decal. Decals are issued at no cost to the student.
- ID cards are issued in the Student Development Office on each campus. ID cards are available at no cost to the student.
- Public transportation is provided by Lynx to all Valencia locations. Schedules are available in the Student Development Office.

DEPARTMENT PHONE NUMBERS

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(407) 582-1967

Niki Eggert, Academic Advisor
(407) 582-1992

Linda Clayton, Staff Assistant
(407) 582-1600

Department Fax Number
(407) 582-1901

VALENCIA EXTENSION NUMBERS

Valencia: (407) 299-5000
(see department extensions below):

Advising:
East: 2322
Osceola: 4204
West: 1343
Winter Park: 6885

CPT Info:
East: 2770
Osceola: 4860
West: 1101
Winter Park: 6814

Security:
East: 2000
Osceola: 4000
West: 1000
Winter Park: 6000

CPT Workshop Support Centers:

English & Reading:
East: 2795
Osceola: 4146
West: 1812
Winter Park: 6820

Math
East: 2775
Osceola: 4146
West: 1633
Winter Park: 6817

Overview

STATEMENT OF PURPOSE *Dual enrollment* is an articulated acceleration mechanism authorized under Florida Statute 1007.271 (see **Appendix A**). It is intended to shorten the time required for students to complete the requirements associated with the conference of a degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject.

Valencia's Dual Enrollment Program is a cooperative effort between Valencia Community College, and the Orange and Osceola County School Districts or interested private and home schools. Co-sponsored courses are selected jointly by the partners to avoid unnecessary duplication and assure that the Valencia courses are complementary to the high school curriculum. Courses taken through the dual enrollment program may be credited simultaneously toward both the high school diploma and either a career certificate, associate, or baccalaureate degree.

Valencia's commitment to teaching excellence is reflected in the Dual Enrollment Program. For courses offered on the high school campus, course content, requirements, and evaluation components are identical to those of academic courses taught on Valencia campuses. Faculty selected to teach dual enrollment, whether employed by Valencia or the school district, meet the teaching credentials established by the Commission on Colleges of the Southern Association of Colleges and Schools.

Information provided in this handbook is in compliance with the Valencia Community College Faculty Handbook and Policy Manual. The handbook and manual serve as additional resources if more detailed explanations of topics presented herein are desired. The electronic versions of both the Dual Enrollment Handbook and the College catalog for the 2009 - 2010 academic year are the official versions. They may be found online at www.valenciacc.edu. In addition, should there be any conflict of information between the handbook and the online College catalog, the online College catalog shall take precedence.

DEFINITION Dual Enrollment

Dual enrollment is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward both high school completion and either a career certificate, associate, or baccalaureate degree. The key elements include the following:

1. The student has not yet graduated from high school.
2. The student meets the eligibility requirements for dual enrollment.
3. The student is receiving both high school and college credit for the course.

There are two options under which a student may be dually enrolled, as follows:

1. College credit dual enrollment - The first option includes enrollment in college credit courses, which count towards any core requirement for high school graduation. Such courses are also intended to apply to the completion of an associate or baccalaureate degree.
2. Career dual enrollment - The second option is for enrollment in college credit courses which generally count towards elective credit for high school graduation. At the college level, courses here are intended to lead to the completion of a career certificate or associate degree. This choice is not intended for use in enrolling students in isolated career courses, but rather, for enabling students to engage in a comprehensive academic and career preparation endeavor. General education courses which satisfy high school graduation requirements are not included in this option, nor are any other courses which count towards the high school diploma, except to satisfy the elective requirement for high school graduation. Currently, there are limited options for career dual enrollment at Valencia.

Dual enrollment is but one successful acceleration mechanism that allows students to pursue an advanced curriculum relevant to their individual postsecondary interests. (For a comparison of other Florida articulated acceleration programs including Dual Enrollment (DE), Advanced Placement (AP), and International Baccalaureate (IB), and the Advanced International Certificate of Education (AICE) please see **Appendix B**.) As with all acceleration options, students must be advised based on their individual needs and carefully monitored to ensure continued success.

See Appendix C for frequently asked questions about dual enrollment

STUDENT QUALIFICATIONS FOR DUAL ENROLLMENT Requisite student qualifications for either college or career dual enrollment include demonstration of readiness for college-level or career courses. In addition to the common placement exams required for all dual enrollment students, (ACT, SAT, or CPT), students enrolling in college credit dual enrollment courses must have a minimum 3.0 unweighted high school cumulative grade point average (CGPA). Students in career dual enrollment must have at least a 2.0 unweighted high school cumulative grade point average. The qualifications are summarized in Figure 1.

QUALIFICATIONS

		Readiness	Assessment	Cumulative Grade Point Average (CGPA)	Age	Grade Level
OPTION	College Credit	High School counselor and parent recommendation of readiness for college-level courses	ACT, SAT or CPT placement test	3.0 - 4.0 <i>(unweighted CGPA)</i>	Minimum of 16 years old	High school junior or senior
	Career	High School counselor and parent recommendation of readiness for college-level courses	ACT, SAT or CPT placement test	2.0 - 2.9 <i>(unweighted CGPA)</i>	Minimum of 16 years old	High school junior or senior

Figure 1. Qualifications for participation in dual enrollment

DUAL ENROLLMENT CREDIT Academic Credit Equation

The state of Florida has determined the equation of dual enrollment credit to high school credit. The Dual Enrollment Course List in **Appendix D** presents how specific college courses equate to high school credit.

Transfer of Credit within Florida

Upon graduation, the student must submit to Valencia an official high school transcript showing the high school graduation date. Home schooled students must also complete an attestation of high school completion (forms are available in the Dual Enrollment Office). Thereafter, the student may use Atlas or visit an Answer Center on campus, to request that Valencia send an official transcript to the next institution.

Students who plan to transfer to public or private institutions within the state of Florida will be able to transfer credit in accordance with established articulation agreements between Florida’s community colleges, public universities, and selected private institutions. The Statewide Course Numbering System (SCNS) in the state of Florida facilitates the credit transfer process. Students cannot be required to retake any course with the same course prefix and last three digits in which they have earned at least a C.

Transfer of Credit Outside of Florida

Students who plan to transfer to public or private institutions outside of the state of Florida should contact that institution to determine which lower division (freshman and sophomore year courses) taken through dual enrollment, will be accepted as transfer credit.

In order to have a smooth academic transfer, it is very important that students take the initiative to know all of the requirements for their desired majors at the institution to which they plan to transfer.

Continuing Enrollment at Valencia

Dual enrollment credits may be used toward a Valencia degree. Students who continue at Valencia are treated as returning students, never having to complete another application or pay the application fee, and enjoying earlier registration appointments than other incoming freshmen. Graduating high school seniors who are planning to continue college-level coursework at Valencia must do the following:

- Change their status from dual enrollment to degree seeking by submitting a Student Records Information Form to the Valencia Records Office. This form may be obtained by contacting any Valencia campus, or the Dual Enrollment Office. It is also available online at www.valenciacc.edu/records/changeofprogram.asp.
- Request that final high school transcripts be mailed to Valencia as soon as final grades have been processed and the graduation date posted on the transcript.

For home schooled students, a notarized affidavit that the student has completed all requirements for graduation is also required. This should be submitted along with the high school transcript.

PRIVATE AND/OR HOME SCHOOL Students attending private schools or participating in home education programs in Orange or Osceola County may participate in dual enrollment with Valencia Community College if their high school (if attending a private school) or parent/guardian (if home schooled) has a signed articulation agreement on file with the College. Typically, these students will attend classes on one of Valencia's campuses. Application, matriculation, and fees are waived; however, the students may be responsible for purchasing their own textbooks. Schools desiring to enter into an agreement with Valencia as well as students needing to register for classes should contact the Dual Enrollment Office.

GRADUATION Students who complete all the requirements for an associate degree by the time they graduate from high school have the option of participating in the Valencia graduation ceremonies held each spring. Deadlines for submission of graduation applications are included in the college catalog and must be closely adhered to. Contact the Dual Enrollment Office for more information prior to the last semester of enrollment to insure that all deadlines and required forms are in order.

FINANCIAL AID Dual enrollment students who plan to continue at Valencia after high school graduation will no longer be eligible for fee waivers. This policy includes enrollment in Summer Term A which begins before high school graduation but ends after graduation. Students would be responsible for all fees for that first summer term. Financial aid is available for those who qualify.

As early as January of the senior year, students interested in financial aid should complete the Free Application for Federal Student Aid (FAFSA), available online at fafsa.ed.gov. Valencia's School Code for use on the application is 006750. Students who will become degree-seeking during the summer term will need to complete two FAFSAs because fall term (which begins in August) is the start of a new academic year for financial aid purposes. Students must complete a new FAFSA each academic year.

Information about Valencia's financial aid programs, the steps to complete the application process, as well as copies of all required forms, can be found by visiting the Valencia website at www.valenciacc.edu/finaid. For in-person assistance with your application or questions, visit the Answer Center on your campus.

Bright Futures awards do not require completion of the FAFSA. The application is available online at www.floridastudentfinancialaid.org. Students who plan to continue as degree-seeking students at Valencia should notify Bright Futures that Valencia is where they will be attending. Bright Futures will not cover summer terms.

Admissions

APPLICATION Students applying for the first time for admission to the Dual Enrollment Program offered through Valencia Community College must complete the following two applications: (1) a Dual Enrollment Application, and (2) a Valencia Application for Admissions. The Valencia application is for general admission to the college. The Dual Enrollment Application is for admission to the dual enrollment program, including certification of a student's eligibility in regard to grade point average and assessment scores. These applications are available online at www.valenciacc.edu/dual, through the Dual Enrollment Office, or the high school guidance office. Hard copy applications must be submitted, because dual enrollment students may not apply online. If assistance is needed at any step in the application process, please contact the Dual Enrollment Office.

Note: Beginning September 1, 2009, there will be a new application which includes both dual enrollment and Valencia information in one document (rather than in two as currently available.)

High School Campus Dual Enrollment

For those students who will be taking dual enrollment classes on the high school campus, the two completed applications must be submitted to the high school guidance department by May 1 for the following academic year. Submission usually occurs when the student registers for his/her classes for the next academic year. This schedule allows time for the high school counselors to screen the applications prior to the end of school, and submit them to the Dual Enrollment Office. Incomplete application materials will not be processed and will be returned to the student or to his/her high school. Completed applications must be re-submitted to Valencia.

Valencia Campus Dual Enrollment

For those students who will be taking courses on a Valencia campus rather than at a high school location, the two forms must be returned to the Dual Enrollment Office, Valencia Community College, P.O. Box 3028, MC 4-10, Orlando, FL 32802. They may also be hand delivered to the Dual Enrollment Office located in the Student Services Building, Room 111, West Campus or to an Answer Center.

Completed applications must be received by the application deadline for the desired term of enrollment, as published in the current Valencia catalog. (Only one set of applications is necessary, even if a student is taking dual enrollment classes at both the high school and a Valencia campus.) Because classes often fill up several weeks prior to the application deadline, students are encouraged to complete the application process well in advance of the first day of the desired term of enrollment.

Maintaining Status

It is the responsibility of the high school counselor to notify the Dual Enrollment Office if the student's high school CGPA falls below 3.0. In addition, students must adhere to Valencia's Academic Standards as stated in the College catalog. Failure to meet the minimum requirements will result in loss of eligibility for dual enrollment. No student will be permitted to participate in dual enrollment classes without having met eligibility and application requirements.

TESTING Accepted Tests

Every prospective dual enrollment student must submit test scores as part of the application process. Acceptable tests include the SAT, ACT, and CPT. Valencia offers the CPT at no cost, on any of Valencia's campuses. CPT testing on Valencia's campuses is done on a walk-in basis (see process below). Students should call the campus for the Assessment Center's hours of operation and for specific questions about test preparation and format.

Testing Process

In order to sit for a CPT test at one of the Valencia Assessment Centers, the following steps should be followed:

1. First, submit the two required applications.
2. After the applications are processed (three to five business days), set up an Atlas account following the instructions included in **Appendix E**.

The Valencia Identification Number (VID) will be available through Atlas at the point the account is established. (If you attempt to log on to Atlas and are unable to do so, this means the application has not yet been processed.) An alternative method for getting a VID more quickly is to go to an Answer Center (in the Student Services Building) on any campus, present the two completed applications, and indicate that you are a dual enrollment student and need a VID in order to take the CPT. The Answer Center will enter enough information to give you a number immediately, and they will then forward the application to our office for processing. (NOTE: You may take the CPT with the VID, but you cannot create an ATLAS account until your application is fully processed and entered into the database.)

3. Present this identification number along with a state-issued picture ID to the assessment center when you go for the CPT test.

Scores from the CPT test are available in the Dual Enrollment Office immediately upon completion of the test. For those students who take the CPT on the high school campus, the identification number is not required before testing, nor is the score immediately available to students. Rather, scores are sent to the high school guidance office and entered by a counselor onto the dual enrollment application, prior to submission of the application packet to the Dual Enrollment Office.

Test Preparation

To prepare for the CPT, materials may be purchased from any Valencia campus bookstore. CPT review workshop information is also available in the Answer Center, Student Services, or Assessment. You may access the assessment website at: www.valenciacc.edu/assessments.

Test Scores and Placement

To be admitted to college-level mathematics, English, or selected other courses, students must score at college level on the SAT, ACT, or CPT. Students failing to meet the minimum scores may retake the CPT only after attending a CPT review workshop. Students can attend a workshop and retake each section of the CPT just once. Failure to earn scores above the designated minimum level does not prevent a student from taking all courses; it only limits enrollment in selected courses, including the college-level English, or mathematics courses. The minimum test scores for entry into these courses are presented in Figure 2. If any score is below the minimum, students must contact the Dual Enrollment Office before registering each term and request overrides for all courses taken that term.

Figure 2. Minimum test scores for placement in selected classes

Subject Area	Assessment	Score	Placement
English	ACT English	17	ENC 1101 Freshman Composition I *
	ACT Reading	20	ENC 1101 Freshman Composition I *
	CPT Sentence Skills	83	ENC 1101 Freshman Composition I *
	CPT Reading	83	ENC 1101 Freshman Composition I *
	SAT Verbal / Critical Reading	480	ENC 1101 Freshman Composition I *
Math	ACT Math	19	MAT 1033C Intermediate Algebra **
	ACT Math	21	MAC 1105 College Algebra
	CPT Algebra	72	MAT 1033C Intermediate Algebra **
	CPT Algebra	90	MAC 1105 College Algebra
	CPT College Level Math Subtest ***	65	MAC 1114 College Trigonometry or MAC 1140 Precalculus Algebra
		77	MAC 1147 Precalculus
		89	MAC 2311 Calculus w/Analytic Geometry
	SAT Math	440	MAT 1033C Intermediate Algebra **
	SAT Math	500	MAC 1105 College Algebra

* Requires college-level placement in both English and reading

** Provides college-level elective credit

*** Requires minimum scores to take CPT math subtest, as follows: CPT 90, ACT 21, SAT 500

NEW STUDENT ORIENTATION After acceptance into the dual enrollment program, all dual enrollment students are required to attend a New Student Orientation session, either on a Valencia campus or at the high schools. Orientation should be completed prior to the first day of class on a Valencia campus.

Orientation at the High School

Students participating in dual enrollment courses held at their high schools should ask their guidance counselors if an orientation will be held at their high school location. Orientations at participating high schools are typically offered in the fall. Students who are unable to attend a session at their high school are responsible for scheduling an orientation via their Atlas accounts at a Valencia campus, as referenced below.

Orientation at Valencia

Orientations are scheduled on the Valencia campuses throughout the year. Students may sign up for a session on any campus via their Atlas accounts. For more information, call (407) 299-5000, and ask for the appropriate extension listed below:

East Campus	ext. 2322
Osceola Campus	ext. 4144
West Campus	ext. 1129
Winter Park Campus	ext. 6890

ATLAS Overview

As stated in the college catalog, *Atlas* is Valencia's electronic communication system that links students, faculty, and staff to one another and to powerful learning resources such as online registration for courses at a Valencia campus, grades, and academic records. Students taking dual enrollment courses at a high school location should also set up an Atlas account. Even though class registration for high school-based dual enrollment classes cannot be done online, all other resources are available.

Setting Up an Account

The Atlas account will be the primary form of communication from Valencia to the student and should be the primary tool used by the student to interact with the college. To establish an account, a student must be proactive, for it does not automatically happen just because an application has been approved.

After the college application has been processed, the student must go to atlas.valenciacc.edu, click on *First Time Users*, and follow the instructions for setting up an Atlas account (see **Appendix E** for additional information). The student will receive a personal identification number (Valencia ID) that allows him/her to electronically access personal student records.

This account will be the primary form of communication from Valencia to the student. Official Valencia notices and helpful information as well as specific course information will be provided through the Atlas e-mail. Through Atlas, students can do such things as register for courses and change schedules; obtain degree audits and unofficial transcripts; request official transcripts; and update addresses. Again, the Atlas account is not automatically generated just because an application has been submitted and approved, so it is critical for the student to self-activate this account immediately after the admissions application is processed.

STUDENT CONFIDENTIALITY

Even though high school students may be "dependent minors," under the Family Educational Rights and Privacy Act (FERPA) they still have rights to privacy in all matters relating to their academic enrollment in Valencia courses, regardless of where or how the courses may be delivered (see Family Educational Right to Privacy Act 2D, USC, Section S.123g.(d)). Generally, the College, including individual faculty members, will not release information relating to the education of students to persons other than the staff without the students' written consent. This practice of not releasing information extends to the release of information to parents or guardians. Information may not be released to parents or guardians unless students have signed a Student Consent to Release Educational Records Form (see **Appendix F**). Parents or guardians may wish to encourage students to sign these forms and submit them with initial applications, should there be a need or desire by parents or guardians to work with faculty or the College in the future.

Note: The new Dual Enrollment Application which will be used starting September 1, 2009 will include a Student Consent to Release Educational Records option. A separate form will no longer be required. (See Application under Admissions in this handbook.)

Enrollment

COURSE SELECTION **Advising**

All students are strongly encouraged to meet with their high school guidance counselors to determine the appropriate courses to meet their high school graduation requirements and count toward postsecondary academic goals. This step applies to students taking classes at the high school location as well as to those enrolled at a Valencia campus. For students enrolling in career dual enrollment classes, this meeting will help to determine those classes approved by the county articulation agreement and insure that text book vouchers are covered. Any student, including those who may not have access to a high school counselor, may also contact the college-wide academic advisor for dual enrollment, housed on Valencia's West Campus.

Approved Courses

Valencia Community College has approved all three-credit or higher college-level courses as being eligible for inclusion in the dual enrollment program. However, the equivalency of credit within the high school curriculum, is subject to the current articulation agreement for the specific public school district, charter school, private school, or home school. Students should refer to the dual enrollment course list presented in **Appendix D** when selecting approved courses.

As dictated by Florida statute, college preparatory (remediation) courses as well as most physical education courses are ineligible for inclusion in the dual enrollment program.

Honors Program

Dual enrollment students may be considered for participation in the Valencia Honors Program. Honors classes are not just regular classes with additional work; rather, they are an entirely unique learning experience with an emphasis on teaching students to think critically and, in so doing awaken in them a new world of opportunities for personal and intellectual growth.

In addition to a challenging classroom environment, the Honors Program offers a wide variety of opportunities for experiential learning. Extending instruction beyond the classroom helps students better understand the world they are studying.

Interested students should contact the Dual Enrollment Office for more information about the program requirements and to determine if they qualify for a recommendation to proceed to the next step.

FEES Dual enrollment students, including those from charter, home school, private, and public affiliations, are exempt from Valencia application, matriculation and laboratory fees.

TEXTBOOKS For public school students, the school district offers vouchers through the high school for textbooks and other instructional materials required for approved dual enrollment courses. Home school and private school students are usually responsible for paying all fees associated with textbooks and other instructional materials; however, some private schools may reimburse students for the cost of books. Students should contact their school guidance offices regarding specific policies.

Textbooks for all classes taught on a high school campus will be delivered directly to the school. Textbooks for courses taught on a Valencia campus must be purchased from a Valencia bookstore on the campus where the course will be taught. Orange and Osceola County Public Schools provide vouchers to their students for the purchase of textbooks required for courses offered at a Valencia location. Public school students enrolled in dual enrollment courses on Valencia's campuses must take their course schedule to the high school guidance office, where a textbook voucher will be issued. Vouchers will be accepted at the Valencia bookstores in exchange for textbooks. All dual enrollment textbooks are to be returned to the high school once the course has ended.

REGISTRATION **High School Location**

Registration for dual enrollment courses held on the high school campus is handled by the high school guidance counselor. Interested students must request dual enrollment courses through the high school guidance department during their normal high school registration period.

Valencia Locations

Registration for courses through dual enrollment on a Valencia campus is handled by students through their Atlas accounts. Detailed registration instructions can be obtained through the credit class schedule within Atlas. In addition, assistance is available through the AskAtlas feature in Atlas, through an Atlas Help Desk or Atlas computer lab located on the Valencia campuses, as well as by contacting the Dual Enrollment Office.

VALENCIA ID CARD

After a student has registered for classes and fees have been waived, he/she may take a copy of the schedule to the Student Development Office on any Valencia campus and secure a Valencia Student ID Card. This card will be required to utilize the resources available in the campus libraries.

Academic and Procedural Responsibilities

**HIGH SCHOOL
COUNSELOR**

Advising

High school counselors are responsible for advising students relative to their dual enrollment curricular choices and insuring that they meet the requirements for high school graduation. For career dual enrollment students, counselors should also approve the choice of classes to be taken at Valencia, in keeping with the county school office guidelines and state statutes.

Registration for High School Credit

High school counselors must schedule students within the high school system for dual enrollment courses taken at the high school. During the fall and spring sessions of the academic year, the Dual Enrollment Office will provide to the high school a list of students taking dual enrollment courses on a Valencia campus. Additionally, the office will provide a comprehensive list of students that completed dual enrollment coursework on campus during the summer sessions.

Students approved for dual enrollment who are taking dual enrollment courses must receive both high school and college credit. Dual enrollment courses should be noted as such on a student's high school transcript.

Verification of Class Rolls

Dual enrollment students taking credit courses at the high school are registered into the Valencia database by the Dual Enrollment Office, based on information taken from the class rolls submitted by the high school assistant principal to the Dual Enrollment Office at the beginning of each new term. The Dual Enrollment Office sends copies of the Valencia class rolls back to the high school for verification. It is the responsibility of the high school counselor, with oversight from the assistant principal, to verify the accuracy of these rolls and return them to the Dual Enrollment Office. Based on the class rolls, the following things should occur:

- Students who are attending classes but have not completed the appropriate paperwork for dual enrollment should be removed.
- Dual enrollment students who are attending classes and have completed the appropriate paperwork for dual enrollment but are not listed on the roster should be added.
- Dual enrollment students who are listed but are not attending classes should be dropped.
- As a reminder, the appropriate test scores must be on record for the selected classes.

This verification process serves as the drop/add period for students taking school-based dual enrollment courses. The only students who will receive Valencia credit for dual enrollment courses are those listed on the final class roll submitted by the high school counselor, who have

met the eligibility requirements and have submitted all of the appropriate dual enrollment paperwork; therefore, accuracy and timeliness are important.

After the verification period (drop/add) expires, new students cannot be added to a class. Students desiring to drop a dual enrollment class must officially withdraw by contacting the Dual Enrollment Office, the instructor, and the high school guidance counselor.

Counselors should remind students to check the Valencia academic calendar before dropping a class offered on a Valencia campus, to insure that they are within the Valencia drop deadline.

Schedule Changes

All student schedule changes involving dual enrollment courses should occur before the first day of class or during the verification (drop/add) period at the high school. However, if a student needs a schedule change after the verification (drop/add) period, but before the first day of class, the high school counselor must immediately notify the Dual Enrollment Office of the change. Typically, schedule changes meeting these criteria involve courses that begin mid-semester. Counselors should advise students that they are required to attend the first session of a course offered on a Valencia campus or they will be dropped. Additionally, students may not add a class after it has met one time. Students registered for classes at a Valencia campus must meet the requirements of the College catalog in all matters pertaining to dropping or adding classes.

STUDENTS Accountability and Communication

Dual enrollment students are Valencia Community College students as well as high school students. As such, they have access to college resources and support services and are accountable for compliance with Valencia Community College policies and procedures. Once students are enrolled in a dual enrollment course, the primary mode for communicating registration dates, workshops, campus activities, and general reminders will be through Atlas.

Schedules

Schedules for dual enrollment courses taken through Valencia can be accessed through the student Atlas account. Students must attend a special dual enrollment orientation or a new student orientation, in order to learn the proper procedures for accessing this information. Dual enrollment courses taken at the high school campus should also appear on the student's regular high school schedule.

Course Attempts, Withdrawals, Repeats, and Grade Forgiveness

Dual Enrollment students may attempt a course **only two times**. Otherwise, all conditions for course attempts, withdrawals, repeats, and grade forgiveness apply as presented in the college catalog. Note that both an administrative withdrawal and a student withdrawal constitute attempts.

Students are strongly encouraged to meet with their high school counselor or the dual enrollment academic advisor prior to withdrawing from a course. Oftentimes, dual enrollment courses satisfy mandates for high school graduation. Students should seek appropriate academic advising to avoid penalties for withdrawing from courses.

To withdraw from a course you must contact the Dual Enrollment Office, regardless of whether the course is taught on the high school campus or a Valencia campus. Just to tell the high school counselor will not officially withdraw you from a course. Please note the withdrawal deadlines for receiving a W presented in the "Dual Enrollment High School Term Dates and Withdrawal Dates" chart included in this handbook. The withdrawal deadlines for classes taught on a Valencia Campus are in the official online College catalog.

Grades

At the end of each term, grade reports can be accessed through the student's Atlas account. In order to receive proper high school credit, students should submit a copy of their grades to the high school for dual enrollment courses taken on a Valencia campus. Students should print these

grade reports from their Atlas account and submit them to the high school counselor. Grade reports will also be mailed directly from Valencia to the high school at the end of each term. In addition, students may request official Valencia transcripts via Atlas or the Records Office to submit to their high school guidance department for grade verification.

Student Code of Classroom Conduct

Activities which disrupt the desired classroom setting and which are violations of Valencia's Student Code of Classroom Conduct are those which, with or without intent to do so, are disruptive of the essence of the educational process. Faculty members are authorized to define, communicate, and enforce appropriate standards of decorum in classrooms and other instructional areas under their supervision. Examples of such disruptive or distracting activities include, but are not limited to, the following:

1. Activities that are inconsistent with commonly acceptable classroom behavior and which are not conducive to the learning experience, such as: tardiness, leaving and returning during class, and early departure when not previously authorized;
2. Activities which violate previously prescribed classroom guidelines or constitute an unreasonable interruption of the learning process;
3. Side discussion which are irrelevant to the subject matter of the class, that distract from the learning process, or impede, hinder, or inhibit the ability of other students to obtain the full benefit of the educational presentation; and,
4. Utterances of "fighting words" or epithets directed specifically toward other persons with the purpose of effect of creating a hostile educational environment or which may reasonably be expected to incite imminent or immediate violence.

In the case of violation of the Student Code of Classroom Conduct, the student will be subject to both high school and college disciplinary procedures, which may include: personal conferences; verbal and written warnings; referral to the high school Assistant Principal for Instruction or Valencia's Director of Student Services; and recommendation for removal from the class.

Academic Dishonesty

All forms of academic dishonesty are prohibited at Valencia Community College whether courses are taught on campus or in the high schools. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

Students shall take special notice that the assignment of course grades is the responsibility of the student's individual instructor. When the instructor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the instructor. Any student determined by the instructor to have been guilty of engaging in an act of academic dishonesty shall be subject to a range of academic penalties as determined by the instructor. These penalties may include, but are not limited to, one or more of the following: loss of credit for an assignment, examination, or project; reduction in the course grade; or a grade of "F" in the course. At the option of the instructor, the appropriate administrator of the campus may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

Library

Dual enrollment faculty and students are encouraged to utilize the resources available at a campus library located on each of Valencia's four campuses. The mission of the library is to provide a variety of learning centered resources, services, and facilities to support a diverse community; to encourage academic achievement, student success, and lifelong learning; and to enhance teaching excellence. Students and faculty have access to campus and college holdings, online resources and materials (interlibrary loan) from other libraries, as well as a collection of materials to support classes.

Additional services include research and reference support, Internet instruction, Internet and database access, and distance learning technical support. Equipment, staff assistance, and

training are also available to support Instructional Technologies. Access to materials not held in campus collections is provided through participation in the Online College Library Center, the Southeastern Library Network, the Library Information Network for Community Colleges, and the Central Florida Library Consortium.

Students are responsible for all materials checked out on their card. Damage, loss or late return of materials will result in fines and other penalties, including the following:

- A “hold” will be placed on registration, grades, transcripts and graduation for any outstanding obligations.
- There is a charge of .25 cents per day per item for overdue materials. The maximum fine is \$5.00 per item.
- The charge for lost materials is the current replacement price of the material plus a non-refundable service charge of \$5.00.
- Fines for circulating reserve materials range from .25 cents per hour to \$1.20 per hour, with maximum fines of \$5.00-\$100.00, depending on the demand for the item. Again, overdue reserve materials and unpaid fines will result in a hold being placed on registration, grades, transcripts, and graduation. Reserve items are only available to Valencia and UCF students.

Appendix A

**1007.271
DUAL ENROLLMENT
PROGRAMS**

(1) The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree.

(2) For the purpose of this section, an eligible secondary student is a student who is enrolled in a Florida public secondary school or in a Florida private secondary school which is in compliance with s. 1002.42(2) and conducts a secondary curriculum pursuant to s. 1003.43. Students enrolled in postsecondary instruction that is not creditable toward the high school diploma shall not be classified as dual enrollments. Students who are eligible for dual enrollment pursuant to this section shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term. Instructional time for such enrollment may vary from 900 hours; however, the school district may only report the student for a maximum of 1.0 FTE, as provided in s. 1011.61(4). Each semester of instruction that is eligible for high school and postsecondary credit shall be reported by school districts as 75 membership hours for purposes of FTE calculation. Any student so enrolled is exempt from the payment of registration, tuition, and laboratory fees. Vocational-preparatory instruction, college-preparatory instruction and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, are ineligible for inclusion in the dual enrollment program. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the program.

(3) The Department of Education shall adopt guidelines designed to achieve comparability across school districts of both student qualifications and teacher qualifications for dual enrollment courses. Student qualifications must demonstrate readiness for college-level coursework if the student is to be enrolled in college courses. Student qualifications must demonstrate readiness for career-level coursework if the student is to be enrolled in career courses. In addition to the common placement examination, student qualifications for enrollment in college credit dual enrollment courses must include a 3.0 unweighted grade point average, and student qualifications for enrollment in career certificate dual enrollment courses must include a 2.0 unweighted grade point average. Exceptions to the required grade point averages may be granted if the educational entities agree and the terms of the agreement are contained within the dual enrollment interinstitutional articulation agreement. Community college boards of trustees may establish additional admissions criteria, which shall be included in the district interinstitutional articulation agreement developed according to s. 1007.235, to ensure student readiness for postsecondary instruction. Additional requirements included in the agreement shall not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses. District school boards may not refuse to enter into an agreement with a local community college if that community college has the capacity to offer dual enrollment courses.

(4) Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn a series of elective credits toward the high school diploma. Career dual enrollment shall be available for secondary students seeking a degree or certificate from a complete career-preparatory program, and shall not be used to enroll students in isolated career courses. It is the intent of the Legislature that career dual enrollment provide a comprehensive academic and career dual enrollment program within the career center or community college.

(5) Each district school board shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration. Students shall be informed of eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, and the minimum academic credits required for graduation. District school boards shall annually assess the demand for dual enrollment and other advanced courses, and the district school board shall consider strategies and programs to meet that demand.

(6) The Commissioner of Education shall appoint faculty committees representing public school, community college, and university faculties to identify postsecondary courses that meet the high school graduation requirements of s. 1003.43, and to establish the number of postsecondary semester credit hours of instruction and equivalent high school credits earned through dual

enrollment pursuant to this section that are necessary to meet high school graduation requirements. Such equivalences shall be determined solely on comparable course content and not on seat time traditionally allocated to such courses in high school. The Commissioner of Education shall recommend to the State Board of Education those postsecondary courses identified to meet high school graduation requirements, based on mastery of course outcomes, by their course numbers, and all high schools shall accept these postsecondary education courses toward meeting the requirements of s. 1003.43.

(7) Early admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Students enrolled pursuant to this subsection shall be exempt from the payment of registration, tuition, and laboratory fees.

(8) Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a community college in courses that are creditable toward the high school diploma and the certificate or associate degree. Participation in the career early admission program shall be limited to students who have completed a minimum of 6 semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. Students enrolled pursuant to this section are exempt from the payment of registration, tuition, and laboratory fees.

(9) The State Board of Education shall adopt rules for any dual enrollment programs involving requirements for high school graduation.

(10)(a) The dual enrollment program for home education students consists of the enrollment of an eligible home education secondary student in a postsecondary course creditable toward an associate degree, a career certificate, or a baccalaureate degree. To participate in the dual enrollment program, an eligible home education secondary student must:

1. Provide proof of enrollment in a home education program pursuant to s. 1002.41.
2. Be responsible for his or her own instructional materials and transportation unless provided for otherwise.

(b) Each career center, community college, and state university shall:

1. Delineate courses and programs for dually enrolled home education students. Courses and programs may be added, revised, or deleted at any time.
2. Identify eligibility criteria for home education student participation, not to exceed those required of other dually enrolled students.

(11) The Department of Education shall approve any course for inclusion in the dual enrollment program that is contained within the statewide course numbering system. However, college-preparatory and other forms of pre-collegiate instruction, and physical education and other courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, may not be so approved, but must be evaluated individually for potential inclusion in the dual enrollment program. This subsection shall not be construed to mean that an independent postsecondary institution eligible for inclusion in a dual enrollment or early admission program pursuant to s. 1011.62 must participate in the statewide course numbering system developed pursuant to s. 1007.24 to participate in a dual enrollment program.

(12) The Department of Education shall develop a statement on transfer guarantees which will inform students, prior to enrollment in a dual enrollment course, of the potential for the dual enrollment course to articulate as an elective or a general education course into a postsecondary education certificate or degree program. The statement shall be provided to each district school superintendent, who shall include the statement in the information provided to all secondary students as required pursuant to this subsection. The statement may also include additional information, including, but not limited to, dual enrollment options, guarantees, privileges, and responsibilities.

(13) Students who meet the eligibility requirements of this section and who choose to participate in dual enrollment programs are exempt from the payment of registration, tuition, and laboratory fees.

(14) Instructional materials assigned for use within dual enrollment courses shall be made available to dual enrollment students from Florida public high schools free of charge. This subsection shall not be construed to prohibit a community college from providing instructional materials at no cost to a home education student or student from a private school. Students

enrolled in postsecondary instruction not creditable toward a high school diploma shall not be considered dual enrollments and shall be required to assume the cost of instructional materials necessary for such instruction.

(15) Instructional materials purchased by a district school board or community college board of trustees on behalf of dual enrollment students shall be the property of the board against which the purchase is charged.

(16) School districts and community colleges must weigh college-level dual enrollment courses the same as honors courses and advanced placement courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

(17) The Commissioner of Education may approve dual enrollment agreements for limited course offerings that have statewide appeal. Such programs shall be limited to a single site with multiple county participation.

History.--s. 357, ch. 2002-387; s. 109, ch. 2004-357; s. 6, ch. 2005-196.

Appendix B

COMPARISON OF FLORIDA'S ARTICULATED ACCELERATION PROGRAMS

	Dual Enrollment	Advanced Placement	International Baccalaureate	Advanced International Certificate of Education
Statutory Eligibility Requirements	<ul style="list-style-type: none"> 3.0 GPA for college credit courses 2.0 GPA for vocational courses Pass appropriate sections of CPT 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
Local Eligibility Requirements	<ul style="list-style-type: none"> Colleges can specify additional criteria in Interinstitutional Articulation Agreement (IAA) 	<ul style="list-style-type: none"> Districts set criteria 	<ul style="list-style-type: none"> Districts set criteria 	<ul style="list-style-type: none"> Districts set criteria
Level of Instruction	<ul style="list-style-type: none"> College level Grade earned is part of permanent college transcript 	<ul style="list-style-type: none"> Advanced high school level Only eligible for college credit if student passes AP Exam 	<ul style="list-style-type: none"> Advanced high school level Only eligible for college credit if student passes IB Exam 	<ul style="list-style-type: none"> Advanced high school level Only eligible for college credit if student passes AICE Exam
Instructor Qualifications	<ul style="list-style-type: none"> SACS criteria for college/university faculty – master's with 18 graduate credit hours in subject field 	<ul style="list-style-type: none"> Public school teacher education requirements Non-mandatory training by College Board 	<ul style="list-style-type: none"> Public school teacher education requirements Mandatory training by IB Organization 	<ul style="list-style-type: none"> Public school teacher education requirements Mandatory training by University of Cambridge International Examinations
Program Availability	<ul style="list-style-type: none"> All public schools in the 67 school districts Private schools with articulation agreements Home school students 	<ul style="list-style-type: none"> Offered in 55 school districts Available to all schools via Florida Virtual School Home school students 	<ul style="list-style-type: none"> Offered in 27 school districts 42 participating schools 	<ul style="list-style-type: none"> Offered in 14 school districts 21 participating schools
Courses Available	<ul style="list-style-type: none"> Any college-level academic or technical/career course unless excluded in local IAA No prep courses/physical education 	<ul style="list-style-type: none"> Courses offered as a part of the AP curriculum and testing program 	<ul style="list-style-type: none"> Courses offered as a part of the IB curriculum and testing program 	<ul style="list-style-type: none"> Courses offered as a part of the AICE curriculum and testing program
Exit Requirement for HS Credit	<ul style="list-style-type: none"> Passing grade in course 	<ul style="list-style-type: none"> Passing grade in course 	<ul style="list-style-type: none"> Passing grade in course 	<ul style="list-style-type: none"> Passing grade in course
Exit Requirement for Postsecondary Credit	<ul style="list-style-type: none"> Passing grade in course "C" or better in Gordon Rule courses 	<ul style="list-style-type: none"> Pass standardized AP Exam 	<ul style="list-style-type: none"> Pass standardized IB Exam 	<ul style="list-style-type: none"> Pass standardized AICE Exam
Transferability of Postsecondary Credit	<ul style="list-style-type: none"> All FL public postsecondary institutions required by Statewide Course Numbering System to accept credit if offering equivalent course 	<ul style="list-style-type: none"> All FL public postsecondary institutions required to accept credit as specified in Credit-by-Exam equivalencies posted at FACTS.org 	<ul style="list-style-type: none"> All FL public postsecondary institutions required to accept credit as specified in Credit-by-Exam equivalencies posted at FACTS.org 	<ul style="list-style-type: none"> All FL public postsecondary institutions required to accept credit as specified in Credit-by-Exam equivalencies posted at FACTS.org

% Enrolled Earning Postsecondary Credit (2007)*	<ul style="list-style-type: none"> 98% 	<ul style="list-style-type: none"> 48% 	<ul style="list-style-type: none"> 78% 	<ul style="list-style-type: none"> 98%
HS Quality Points Awarded	<ul style="list-style-type: none"> Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, IB, AICE. 	<ul style="list-style-type: none"> Beginning with students entering grade 9 in 2006-07, must be weighted same as DE, IB, AICE. 	<ul style="list-style-type: none"> Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, DE, AICE. 	<ul style="list-style-type: none"> Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, DE, AICE.
Bright Futures Quality Points Awarded	<ul style="list-style-type: none"> .5 QP 	<ul style="list-style-type: none"> .5 QP 	<ul style="list-style-type: none"> .5 QP 	<ul style="list-style-type: none"> .5 QP
University Admission Quality Points Awarded	<ul style="list-style-type: none"> 1 QP (for courses that meet core SUS admissions requirements) 	<ul style="list-style-type: none"> 1 QP (even if test is not taken or passed) 	<ul style="list-style-type: none"> 1 QP (even if test is not taken or passed) 	<ul style="list-style-type: none"> 1 QP (even if test is not taken or passed)
Cost to Student	<ul style="list-style-type: none"> Public school student – tuition and books provided Non-public school student – must pay for books unless specified otherwise in IAA Home school student – must pay for books unless specified otherwise in IAA 	<ul style="list-style-type: none"> Books provided Public school student – exempt from paying AP Exam administration fee Non-public school student – must pay fee Home school student – must pay fee 	<ul style="list-style-type: none"> Books provided Public school student – exempt from paying IB Exam administration fee Non-public school student – must pay fee Home school student – must pay fee 	<ul style="list-style-type: none"> Books provided Public school student – exempt from paying AICE Exam administration fee Non-public school student – must pay fee Home school student – must pay fee
Student Funding for School Districts	<ul style="list-style-type: none"> Per FTE basis through FEFP 	<ul style="list-style-type: none"> Per FTE basis through FEFP 	<ul style="list-style-type: none"> Per FTE basis through FEFP 	<ul style="list-style-type: none"> Per FTE basis through FEFP
Student Funding for Community Colleges	<ul style="list-style-type: none"> Per FTE basis through CCPE 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable
School District Financial Incentives	<ul style="list-style-type: none"> No additional incentives beyond base FTE 	<ul style="list-style-type: none"> .16 FTE bonus for each student passing an AP Exam 	<ul style="list-style-type: none"> .16 FTE bonus for each student passing IB Exam .3 FTE bonus for each student earning an IB diploma 	<ul style="list-style-type: none"> .16 FTE bonus for each student passing AICE Exam .3 FTE bonus for each student earning an AICE diploma
Teacher Financial Incentives	<ul style="list-style-type: none"> No incentives 	<ul style="list-style-type: none"> \$50 bonus for each student scoring 3 or higher on an AP Exam \$500 bonus for at least one student from a D or F school who scores 3 or higher on AP Exam \$2,000 cap for any teacher in a given year 	<ul style="list-style-type: none"> \$50 bonus for each student scoring 4 or higher on an IB Exam \$500 bonus for at least one student from a D or F school who scores 4 or higher on an IB Exam \$2,000 cap for any teacher in a given year 	<ul style="list-style-type: none"> \$50 bonus for each student scoring E or higher on an AICE Exam \$500 bonus for at least one student from a D or F school who scores E or higher on an AICE Exam \$2,000 cap for any teacher in a given year
Community College Financial Incentives	<ul style="list-style-type: none"> No additional incentives 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable

Sources: S. 1007.271, FS – Dual Enrollment Programs; 1007.27, FS – Articulated Acceleration Mechanisms; S. 1011.62(1)(n), F.S. – Funds for Operation of Schools; Florida Community College System Student Data Base; OPPAGA Report No. 06-25; Board of Governors Regulation 6.006.

Compiled by the Florida Department of Education.

January 2009

Appendix C

Dual Enrollment Frequently Asked Questions

1. What is dual enrollment?
Dual enrollment is an acceleration program that allows high school students to simultaneously earn credit toward high school completion and a career certificate, or an associate or baccalaureate degree at a Florida public institution.
2. What is Early Admission?
Early Admission is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis on a college or technical center campus. As with all dual enrollment programs, students earn both high school and college/career credits for courses completed. Participation in the career early admission program shall be limited to students who have completed a minimum of 6 semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.
3. Who is eligible for dual enrollment courses?
Students must meet the following eligibility criteria:
 - Be a student in a Florida public or nonpublic secondary school, or in a home education program;
 - Have a 3.0 unweighted grade point average to enroll in college credit courses, or a 2.0 unweighted grade point average to enroll in career certificate courses;
 - Pass the appropriate section of the college placement test; and
 - Meet any additional admissions criteria set by the postsecondary institution.
4. What courses are available for students to take through dual enrollment?
There are hundreds of rigorous courses available to students through dual enrollment. The FACTS.org course menu for the ePEP student academic planner has a comprehensive list of the dual enrollment courses offered throughout the state. Also available online at **www.FACTS.org**, under Advising Manuals, is the Dual Enrollment Course Equivalency List, which is annually updated and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education. This list identifies specific dual enrollment courses guaranteed to satisfy high school graduation subject area requirements.

Districts may also offer additional dual enrollment courses that are not included on the Dual Enrollment Course Equivalency List. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. However, districts are not prohibited from granting subject area credit for those courses not included on the list, if appropriate. Many of these additional dual enrollment elective courses will serve to increase the curricular options available to students when choosing courses for the newly required major and minor areas of interest. * Note: Remedial, physical education skills, and some recreation courses are not available for dual enrollment.
5. When and where are dual enrollment courses taught?
Pursuant to 1007.271, F.S., students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term. Dual enrollment courses are available on the high school campus, at the local career education center, community college or state university. In 2006, House Bill 7087, commonly known as the A++ bill, included language that requires district school boards to include access to dual enrollment courses on the high school campus whenever possible.
6. Can a student take dual enrollment courses beyond the 24 credits required for high school graduation?
Yes. Dual enrollment students should be subject to the same district policy as non-dual enrollment students. For example, if a non-dual enrollment student completes 24 credits by December of his or her senior year and is allowed to continue taking high school courses in the spring term, then the dual enrollment student should also be permitted to take dual enrollment courses in the spring term. Similarly, if the student who completes the 24 credits in December has the option to graduate early, then the dual enrollment student should have that option as well. The rule of thumb should be that if a student is eligible to take additional high school courses beyond the 24 required credits, then the student should also be eligible to take additional dual enrollment courses.

-
7. Are dual enrollment courses considered rigorous?
Dual enrollment courses are rigorous college courses that represent one of the accelerated mechanisms by which students can advance their course of study and postsecondary goals. Dual enrollment faculty must have college level teaching credentials and eligible students must prove college readiness evidenced by GPA and college placement exam scores.
8. How are dual enrollment courses weighted by the public school district?
Beginning with students entering grade 9 in the 2006-07 school year, the revised language for s. 1007.271(16), F.S., requires 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. Alternative grade calculation, weighing systems, or information regarding student education options which discriminate against dual enrollment courses are prohibited.” The 2006 legislature also specified that, “for the purpose of class ranking, district school boards may exercise a weighted grading system pursuant to s.1007.271.”

This new provision relating to GPA weighting includes all dual enrollment courses, including career education courses. There should also be no differentiation between the weighting of 1000 and 2000 level courses or courses that do not appear on the Dual Enrollment Course Equivalency List.

9. Who pays the college tuition for dual enrollment courses?
Tuition and fees for dual enrollment courses are waived. There is no cost to school districts for college tuition. Students who attend a Florida public college or university are exempt from registration, matriculation, or laboratory fees for courses taken through dual enrollment.
10. Who pays for textbooks?
Section 1007.271(14), F.S., specifies that “Instructional materials assigned for use within dual enrollment courses shall be made available to students from Florida public high schools free of charge.” In addition, early admission is listed in subsection (7) as “a form of dual enrollment” so all of the same statutory provisions apply. Students enrolled in home education programs or nonpublic secondary schools must provide their own materials.
11. Do school districts lose funding when students enroll in dual enrollment courses?
No. School districts report each semester of instruction that is eligible for high school and postsecondary credit as 75 membership hours for the purpose of FTE calculation. This FTE funding is provided to the district regardless of whether the dual enrollment course is offered on the college campus or the high school campus. The 75 membership hours was intended to alleviate a discrepancy between seat time on the college campus and seat time for the same course offered on the high school campus.
12. Why aren't dual enrollment courses listed in the Course Code Directory?
Dual enrollment courses are college courses that have been identified with a prefix and number by the Statewide Course Numbering System (SCNS). For students who are officially dually enrolled in an area career and technical center, community college, or university course as provided for in Section. 1011.62 (1), F.S., the course number and title used by the postsecondary institution to schedule the student must be recorded in the student's school district records and must be reported by the district to the Department of Education.
13. What are the dual enrollment courses that count toward a Bright Futures Scholarship?
The Bright Futures Comprehensive Course Table (CCT), at https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx, lists all courses considered for state scholarships. Dual enrollment courses can be found by scrolling to the bottom of each subject area list of courses. The CCT provides a good online advising resource for identifying courses that are weighted by the state for Bright Futures Scholarship consideration. The CCT also includes a column that identifies “core” courses considered by the State University System (SUS) for admission purposes.
14. Will dual enrollment courses transfer to other colleges and universities?
Dual enrollment college credit will transfer to any public college or university offering the statewide course number and must be treated as though taken at the receiving institution.

However, if students do not, upon high school graduation, attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution.

15. What types of dual enrollment programs are available to meet individual needs and career interests?
Career dual enrollment is a curricular option for secondary students to pursue to earn a series of elective credits toward the high school diploma and a degree or certificate from a career technical program.
16. Is dual enrollment right for everyone?
The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. Students who successfully complete dual enrollment courses will save time toward their college degree and save money with free tuition and textbooks. Dual enrollment courses are college courses. Students should understand that the amount of work necessary to succeed in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and is calculated into the student's permanent postsecondary GPA. It is important to do well in these courses to realize all the benefits of dual enrollment.
17. How can school districts expand curricular options available to students via dual enrollment?
Through updating the annual interinstitutional articulation agreement with postsecondary institutions, school districts can increase the number of dual enrollment course offerings available to students. For example, the A++ legislation specifically encourages school districts to enhance dual enrollment course offerings on the high school campus. The community college or university may send faculty members to the high school campus to teach a dual enrollment course or a high school teacher with the appropriate credentials to teach at the postsecondary level may teach the course at the high school. Students also have the option to travel to the college campus to take a course. The possibilities are numerous.

Appendix D

FLDOE DUAL ENROLLMENT
COURSE LIST INFORMATION

Florida Department of Education Dual Enrollment Course List Information

Postsecondary Courses to Satisfy High School Graduation Requirement

Pursuant to Section 229.551(1)(f)6., Florida Statutes, the enclosed list identifies postsecondary courses completed through dual enrollment that all high schools shall accept toward meeting the high school graduation requirements of Section 232.246, Florida Statutes. School districts shall award credit in the subject area specified, or at least elective credit, for each course on this list completed through dual enrollment. School districts are not precluded from awarding subject area credit to those dual enrollment courses guaranteed to receive elective credit. Students who meet the eligibility requirements of Florida Statutes and the local articulation agreement must be allowed to enroll in the courses on this list if offered for dual enrollment by the local postsecondary institution. The local school district and postsecondary institution may designate other postsecondary courses not on this list as available for dual enrollment. In such instances, the school district shall establish guidelines for the satisfaction of high school requirements and award of credit.

Electives

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 0.5 high school credits, either as an elective or as designated in the local interinstitutional articulation agreement.

Foreign Language Courses

All four-credit foreign language courses (including American Sign Language) shall be awarded one full high school credit.

****Signifies that all community colleges and universities offer or accept this course in transfer as a part of their general education requirements.**

Please note: PSY X012 "Introduction to Psychology" is also offered or accepted by all institutions as a part of their general education programs, but is a high school elective, and therefore not included on this list.

Prefix	No.	Postsecondary Course Completed Through Dual Enrollment	Subject Area Requirement Satisfied	High School Credit Awarded
English				
AML	2011	Survey in American Literature: Colonial Period to Civil War	English	1.0
AML	2021	Survey in American Literature: Civil War to Present	English	1.0
ENC	1101	**Freshman Composition I	English	1.0
ENC	1102	**Freshman Composition II	English	1.0
ENC	1210	Technical Communication	English	0.5
ENC	2341	Advanced Creative Writing – Literary Magazine	English	1.0
ENL	2012	Survey in English Literature: 1300-1800 1.0	English	1.0
ENL	2022	Survey in English Literature: 1800 to Present	English	1.0
LIT	2090	Contemporary Literature	English	0.5
LIT	2110	Survey in World Literature: Beginning Through Renaissance	English	1.0
LIT	2120	Survey in World Literature: Enlightenment to Present+	English	1.0

Prefix	No.	Postsecondary Course Completed Through Dual Enrollment	Subject Area Requirement Satisfied	High School Credit Awarded
Mathematics				
MAC	1105	**College Algebra	Mathematics	1.0
MAC	1114	**College Trigonometry	Mathematics	1.0
MAC	1140	Precalculus Algebra	Mathematics	1.0
MAC	1147	Precalculus (Algebra/Trigonometry)	Mathematics	1.0
MAC	2233	Calculus for Business and Social Science	Mathematics	1.0
MAC	2311	**Calculus with Analytic Geometry I	Mathematics	1.0
MAC	2312	**Calculus with Analytic Geometry II	Mathematics	1.0
MAC	2313	**Calculus with Analytic Geometry III	Mathematics	1.0
MAP	2302	Differential Equations	Mathematics	1.0
MAS	2103	Introduction to Linear Algebra	Mathematics	1.0
MAT	1033C	Intermediate Algebra	Mathematics	0.5
MGF	1106	**College Mathematics	Mathematics	1.0
MGF	1107	**Mathematics for the Liberal Arts	Mathematics	1.0
MHF	2300	Logic and Proof in Mathematics	Mathematics	1.0
MTG	2204	Informal Geometry	Mathematics	1.0
STA	2023	**Statistical Methods I	Mathematics	1.0

Science

Criteria for Awarding High School Subject Area Credit in Science:

- Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college-level dual enrollment science courses (with lab) will be awarded 1.0 high school science credits.
- College-level dual enrollment science courses taken without a lab component will be awarded 0.5 high school science credits.
- Note: Section 1003.43(1)(c), Florida Statutes, states that high school graduation requirements include successful completion of “Three credits in science, two of which must have a laboratory component.” Regardless of the number of science credits earned through dual enrollment, the requirement of two sciences with a lab component must be met to graduate.

Science

AST	1002	Astronomy	Science	0.5
BOT	2010C	**Botany	Science	1.0
BSC	1005C	Biological Science	Science	1.0
BSC	1010C	**Fundamentals of Biology I	Science	1.0
BSC	1011C	Fundamentals of Biology II	Science	1.0
BSC	1020C	Human Biology	Science	1.0
BSC	1050	Environmental Science	Science	0.5
BSC	2093C	Human Anatomy & Physiology I	Science	1.0
BSC	2094C	Human Anatomy & Physiology II	Science	1.0
CHM	1020	Chemistry in Everyday Life	Science	0.5
CHM	1025C	Introduction to General Chemistry	Science	1.0
CHM	1045C	**General Chemistry w/Qualitative Analysis I	Science	1.0
CHM	1046C	General Chemistry w/Qualitative Analysis II	Science	1.0
CHM	1205C	Introductory Organic and Biochemistry	Science	1.0
CHM	2210C	Organic Chemistry I	Science	1.0
CHM	2211C	CHM Organic Chemistry II	Science	1.0
ESC	1000	Earth Sciences	Science	0.5

Prefix	No.	Postsecondary Course Completed Through Dual Enrollment	Subject Area Requirement Satisfied	High School Credit Awarded
Science (cont.)				
GLY	2010C	Physical Geology	Science	1.0
GLY	2100C	Historical Geology	Science	1.0
MCB	2010C	Microbiology	Science	1.0
MET	1010	Introduction to Meteorology	Science	0.5
OCB	2010C	Marine Biology	Science	1.0
OCE	1001	Introduction to Oceanography	Science	0.5
PCB	1435	Florida Environmental Systems	Science	0.5
PCB	2300C	Aquatic Biology	Science	1.0
PHY	1007C	Physics	Science	1.0
PHY	1053C	**Introductory Physics I	Science	1.0
PHY	1054C	Introductory Physics II	Science	1.0
P HY	2048C	**General Physics with Calculus I	Science	1.0
PHY	2049C	General Physics with Calculus II	Science	1.0
PHY	2101	Modern Physics	Science	0.5
PSC	1020C	Fundamentals of Physical Science	Science	1.0
PSC	2930	Selected topics in Physical Science	Science	0.5
ZOO	2010C	General Zoology	Science	1.0

Social Science

Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, all college social science courses taken through dual enrollment receive elective credit.

Social Science

POS	2041	U.S. Government	American Government	0.5
AMH	2010	United States History to 1877	American History (w/AMH 2020)	0.5
AMH	2020	United States History 1877 to Present	American History (w/AMH 2010 or X011)	0.5
ECO	1000	Basic Economics	Economics	0.5
ECO	2013	Principles of Economics-Macro	Economics	0.5
ECO	2023	Principles of Economics-Micro	Economics	0.5

Performing Fine Arts

Subject area credit in Performing/Fine Arts is awarded for approved courses regardless of whether a lab is taken with the course.

Performing Fine Arts

ARC	1301	Architectural Design I	Performing Fine Arts	0.5
ARC	1701	History of Architecture I	Performing Fine Arts	0.5
ARH	1000	Art Appreciation	Performing Fine Arts	0.5
ARH	2050	Introduction to Art History I	Performing Fine Arts	0.5
ARH	2051	Introduction to Art History II	Performing Fine Arts	0.5
ART	1201C	Design I	Performing Fine Arts	0.5
ART	1203C	Design II	Performing Fine Arts	0.5
ART	1300C	Drawing I	Performing Fine Arts	0.5
ART	1301C	Drawing II	Performing Fine Arts	0.5
ART	2330C	Life Drawing	Performing Fine Arts	0.5
ART	2400C	Printmaking I	Performing Fine Arts	0.5
ART	2401C	Printmaking II	Performing Fine Arts	0.5
ART	2500C	Painting I	Performing Fine Arts	0.5
ART	2501C	Painting II	Performing Fine Arts	0.5

Prefix	No.	Postsecondary Course Completed Through Dual Enrollment	Subject Area Requirement Satisfied	High School Credit Awarded
Performing Fine Arts (cont.)				
ART	2750C	Ceramics I	Performing Fine Arts	0.5
ART	2751C	Ceramics II	Performing Fine Arts	0.5
FIL	1420	Introduction to the Film Process	Performing Fine Arts	0.5
FIL	2030	History of Motion Pictures	Performing Fine Arts	0.5
FIL	2100	Screenwriting	Performing Fine Arts	0.5
MUL	1010	Music Appreciation	Performing Fine Arts	0.5
MUL	1110	Music Literature	Performing Fine Arts	0.5
MUM	2600	Sound Recording I	Performing Fine Arts	0.5
MUS	2360	MIDI Production	Performing Fine Arts	0.5
MUT	1011	Music Theory	Performing Fine Arts	0.5
MUT	1121	Musicianship I	Performing Fine Arts	0.5
MUT	1122	Musicianship II	Performing Fine Arts	0.5
MUT	1126	Musicianship III	Performing Fine Arts	0.5
MUT	2127	Musicianship IV	Performing Fine Arts	0.5
PGY	2401C	Photography I	Performing Fine Arts	0.5
PGY	2410C	Photography II	Performing Fine Arts	0.5
SPC	1600	Fundamentals of Speech	Performing Fine Arts	0.5
THE	1020	Introduction to Theatre	Performing Fine Arts	0.5
THE	1100	Introduction to Theatre History	Performing Fine Arts	0.5
TPA	1230	Costume Techniques and Wardrobe Practices	Performing Fine Arts	0.5
TPA	2000	Creative Design for the Theatre	Performing Fine Arts	0.5
TPA	2220	Introduction to Stage Lighting	Performing Fine Arts	0.5
TPP	1110	Acting I	Performing Fine Arts	0.5
TPP	1111	Acting II	Performing Fine Arts	0.5t

Physical Education

HLP	1081	Fitness and Wellness for Life I / Physical Education:	Personal Fitness	0.5
HSC	1100	Personal Health / Physical Education:	Personal Fitness	0.5

Practical Arts / Career Education Credit

All 3-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career / technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 Practical Arts/Career Education credits toward high school graduation.

Note: Students seeking to meet the requirements of a 3-year Career Preparatory Diploma or a Gold Seal Vocational Scholarship through dual enrollment must carefully choose dual enrollment courses that meet the requirements for 3 sequential credits in one career education program.



STUDENT QUICK REFERENCE GUIDE

Setting up your Atlas account.

Please allow 3-5 business days after turning in an Admissions application before setting up an Atlas account. Go to atlas.valenciacc.edu

- Click **Sign up for an account** located next to the Login Box.
- Click **Sign up Today**
- Click **Accept**
- Click **Continue**
- Enter information in the appropriate boxes

Do not use dates to answer your secret question

The pin must be 6 characters - AlphaNumeric combination (no letters, dashes, periods, or spaces). Once you have entered all information, click Submit. The computer will then generate your individual Username and e-mail address. **Note: We encourage you to write the information down in a secure location.**

After Logging In

1. View My Valencia Identification Number

- Right under **My Atlas** tab, click **Show VID**
- Once you have seen the VID, click OK

2. Check Holds

- Click **Student Services** tab
- Click **Registration, Records, & Financial Aid** link
- Click **Student Records** link
- Click **View Holds** link
- Follow the links that will tell what kind of hold and where to take care of it

Note: Financial holds paid online (i.e. parking, short-term loan default) will not be removed from your account until you contact the business office.

3. Check My Financial Aid Status

- Click **Registration** tab
- Click **Financial Aid** link
- For more information refer to the Financial Aid Guide located at the Information Station or at valenciacc.edu/finaid

4. Register For Classes

- Click **Registration** tab
 - Click **Register for classes** link
 - Follow steps 1-5
- When you have finished adding and dropping courses, click **Submit Changes** below to complete online registration. Go to Registration Fee Assessment.

5. Student Detail Schedule

- Click **Registration** tab
- Click on the **Register for classes** link
- Click on the **Student Detail Schedule** link
- Click **Submit Term**
- Then go to **File** then to **Print**

Note: This is the schedule you need for the bookstore This schedule will show a listing of your registered courses, class times, room number and class professor.

6. Pay My Valencia Bills Online

- Click **Register** tab
- Click **Pay for My Classes** link
- Click **Online Payment** link
- The next screen contains your Account Balance and Fee Payment Information. Look at the total amount due and make a note of it before proceeding.
- Click **Submit Your Credit Card Payment Online** link
- Select the term for which you are paying, click the **Submit Term** button
- Fill in all fields for credit card information, click **Submit Payment**. **CLICK ONLY ONE TIME!** It may take several moments for the payment to be processed.
- Print payment and keep it in a safe location in the event you need it to show proof of payment

Note: You must pay 100% of the account balance to complete your registration. Please pay before the Payment due date to avoid courses being dropped for non payment.

7. Withdraw From Class

- Click **Registration** tab
 - Click **Register for Classes** link
 - Select the term you wish to view, and click the **Submit Term** button
 - The screen will show your current classes
 - Select withdraw by clicking the drop-down box next to the class(es) you wish to withdraw from
 - Once you have completed your changes, click **Submit Change**
- Note: To ensure the withdrawn classes have been removed from your schedule, please print out a new "Detail Schedule" which should include the updated changes.**



STUDENT QUICK REFERENCE GUIDE

8. See Your List Of Courses

(This is not a copy of your schedule)

- Click **My Courses** tab
- Click the **Click here** to ink
- Click the individual course name to access that course's home page
- To E-mail your professor click link under their name or click name on course home page

9. View My Grades

- Click **Registration** tab
- Click **Transcripts and Grades** link
- Click **Final Grades** link
- Submit the term
- Scroll down to view grades for each class

Note: The grade of "M" means the grade is missing. Please check the account again in 2-3 days for the proper grade or contact the professor.

10. Send An E-mail

- Click **E-mail** icon at top right of the page
- Once inside, click **Compose**
- Type in the address of the person you are sending mail to
- If you need to search for a person, click the **address** link on the right-hand side
- Click on Atlas Directory
- Select "Search for" i.e. first, last
- Fill in First and Last name
- When finished composing mail, click **Send** button at bottom of the page

11. Use LifeMap Tools

- Click **MY LifeMap** tab
- Select desired LifeMap tool
- There are several tools to choose from including My Educational Plan, My JobProspects, My Portfolio, and My Career Planner

12. Do A Degree Audit

- Click **Registration** tab
- Inside the Path to Graduation box, click **My Academic Progress (Degree Audit)** link
- Click **Degree Audit** link
- Select the Term (current term is the term you are in right now)
- Click **Generate New Degree Audit** at bottom of the page
- Select the program desired and then **Generate Request**
- Choose **Detailed Requirements**
- Print this out if you have any questions and bring it to see a specialist in the Answer Center

- What if Analysis: If the program you would like to audit is not within your "New Degree Audit," you can Request a "What if Analysis."

13. Change Address And Phone Number

- Click **Registration** tab
- Click **Update my Address** link
- Choose **Update Address and Phone** link
- Click **Current**
- Update your information
- Click **Submit**

Note: If you are a Valencia employee or a work study student you will need to change your address with Human Resources.

14. Request Official Transcripts

- Click **Registration** tab
- Click **Transcripts and Grades** link
- Click **Request Transcripts** link
- Follow instructions for choosing an address, then click **Continue**
- Select a Transcript Type, review mailing address to make sure it is correct, and then click **Continue** at bottom of screen
- Fill in required information and click **Continue**
- Review information and click **Submit Request**

Note: Please allow at least 48 hours for your request to be processed.

15. Join A Group

- Click the **Groups** icon located at the top of the page after the **Calendar** icon
- Follow the onscreen steps to join a group

FOR MORE INFORMATION

Atlas Help Desk: 407-582-5444

E-mail: askatlas@valenciacc.edu

Complete Atlas Resource Guide:
www.valenciacc.edu/lss/atlaseducation.asp
(click Resource Guide)

Atlas How-To:
www.valenciacc.edu/students/howto

VALENCIA

Appendix F

Student Consent to Release Educational Records

PLEASE PRINT ALL INFORMATION

In accordance with Valencia Community College policies and procedures, as well as state and federal law (FS 228.093, 20 U.S.C.A. 1232g),

I, _____, freely and voluntarily consent to the release of information from my educational record. In giving permission to Valencia Community College to make such disclosure(s), I also state as follows:

1.

<hr/> <small>NAME OF PARTY TO WHOM DISCLOSURES MAY BE MADE</small>	<hr/> <small>NAME OF PARTY OR PARTIES TO WHOM DISCLOSURES MAY BE MADE</small>
<hr/> <small>ADDRESS OF PARTY</small>	<hr/> <small>ADDRESS OF PARTY</small>
<hr/> <small>CITY STATE ZIP PHONE</small>	<hr/> <small>CITY STATE ZIP PHONE</small>
<hr/> <small>NAME OF PARTY TO WHOM DISCLOSURES MAY BE MADE</small>	<hr/> <small>NAME OF PARTY TO WHOM DISCLOSURES MAY BE MADE</small>
<hr/> <small>ADDRESS OF PARTY</small>	<hr/> <small>ADDRESS OF PARTY</small>
<hr/> <small>CITY STATE ZIP PHONE</small>	<hr/> <small>CITY STATE ZIP PHONE</small>

2. Is the party or parties a parent or legal guardian? Yes No Who? _____

3. Purpose of Disclosure: _____

4. Education Record(s) Which May Be Disclosed:
 All Education Records
 Other (please specify) _____

5. Period of Time During Which Consent Shall Be Valid
From: _____ To: _____

If no date is indicated, the consent will expire when the student ceases to be a student at Valencia Community College, the most recent statement pertaining to release of information will apply.

STUDENT INFORMATION

STUDENT'S IDENTIFICATION NUMBER (SOCIAL SECURITY NUMBER)

STUDENT'S MAILING ADDRESS

CITY STATE ZIP STUDENT'S PHONE

STUDENT'S SIGNATURE DATE