

STUDENT NAME: \_\_\_\_\_

Date: \_\_\_\_\_



# Hampton County School District

## Dual Enrollment Packet

The Hampton County School District does not discriminate against any person on the basis of sex, race, religion, national origin, age or handicap in any of its educational or employment programs or activities.

## TCL Packet School Year 2023-2024

- This packet must be completed yearly
- If you are taking TCL courses: Students must have TCL online application on file prior to registration, apply at [www.tcl.edu/apply](http://www.tcl.edu/apply)
- Students must complete the DE packet along with the registration card and have on file with your counselor for you to be registered for dual enrollment.

# Dual Enrollment Overview

## What is Dual Enrollment?

1. S.C. State Regulation No. R43-234 states that school districts may establish a policy allowing qualifying students to take college courses for units of credit toward the high school diploma offered by an institution of higher education through a cooperative agreement.
2. S.C. State Regulation requirements are as follows:
  1. A three-semester –hour college course transfers as one Carnegie unit of credit.
  2. Students enrolled in HCSD dual enrollment courses may take only courses that are applicable to baccalaureate degrees or to associate degrees offered by accredited institutions. (see Appendix A-HCSD Dual Enrollment Transferable Courses among and between Public Colleges and Universities in SC)
  3. Tuition costs and any other fees are the responsibility of the student/parent if HCSD dual enrollment tuition requirements/ criteria are not met.
3. Hampton County School District has established a cooperative agreement with the following institutions; Technical College of the Lowcountry (TCL) and University South Carolina -Salkehatchie (SALK).

## Why is Dual Enrollment important?

4. The purpose of these courses is to allow high school students who are capable of college level work to earn simultaneously both high school credit toward graduation from high school and academic course credit toward either an associate or baccalaureate degree in an institution of higher education.
5. Students who receive college credit while still in high school have a higher likelihood of graduating from high school, are more likely to continue their education after high school, and have more success during their first official year of college.
6. Dual enrollment programs can significantly reduce the time and cost required to pursue postsecondary education, because students enroll early in courses that will be directly applied to their college transcripts.

## Hampton County School District Dual Enrollment Student Eligibility Requirements (Students must meet **ALL** the criteria listed below)

7. S.C. Commission of Higher Education requires for transferability purposes that students must have at least a 3.0 grade point average (on a 4.0 scale) based on the previous semester and as noted on the most current transcript to be considered for acceptance into dual enrollment classes in Hampton County School District 1.
8. Students must meet eligibility requirements on the ACCUPLACER, SAT or ACT in keeping with the HCSD Registration deadline. A copy of the qualifying test scores will be maintained in the student's record (A9). (Page 4- HCSD Eligibility Placement for dual enrollment Courses- Accuplacer test scores published by College Board)
9. Recommendation by the school counselor.
10. Students' parental consent to participate in the dual enrollment program.
11. Approval of high school principal.

## Who pays for Dual Enrollment and what is covered?

Funds from the SC Lottery Tuition Assistance Program, TCL Foundation and the Hampton County School District are provided to pay for the following upon successful completion of dual enrollment courses:

1. Tuition (Students must take a minimum of 2 courses per semester due to Lottery Rate).\* If a student drops or withdraws from a course without notifying the School Counselor the student/ parent will be responsible for all tuition and fees.
2. If the student drops or withdraws from a class leaving only one active class, the student/ parent is responsible for all tuition and fees for both courses originally paid by the school district at the time of registration for both classes.
3. Unless extenuating circumstances exist as determined and approved by your school principal, if a student desires to retake any course previously been registered for, regardless of the grade, it will be at student/family expense.

## What are the requirements and procedures for a HCSD student to Register for Dual Enrollment courses?

Eligible students who wish to participate must:

1. Discuss with parent or guardian, and meet with a high school counselor to see if dual enrollment course(s) will benefit the students' long range academic plans through the Individual Graduation Plan (IGP) process.
2. Meet eligibility requirements on the approved placement test for the course(s) in which they wish to enroll.
3. After meeting ALL qualifications, the student must complete the HCSD dual enrollment Pre-Registration Student and Parent Agreement. The school counselor will review, sign and request principal review and approval.
4. Once meeting all the pre-requisites for the HCSD dual enrollment program the student will complete the TCL/SALK Application.
5. Students are not authorized to register online independently of the school counselor or at TCL/SALK. If student does not follow HCSD procedures, they will be responsible for the tuition and fees.

## What are the requirements and procedures for a HCSD student to Drop or Withdraw from a dual enrollment class?

4. The student is required to talk with their high school counselor before dropping or withdrawing from a course. The school counselor will also contact the parent/guardian prior to any drop or withdrawal from any course. The school principal has the authority to withdraw a student from the Dual Enrollment program at any time based on poor academic performance, attendance and/ or behavior.
5. Students who swap or drop a dual enrollment course at TCL/SALK must do so prior to the TCL/SALK authorized date for each semester. A grade of W (not WP or WF), awarded to students that drop prior to the published mid-term date will be interpreted and recorded on the HCSD transcript as a WP. A grade of W, awarded to students that drop after the published mid-term date, will be interpreted and recorded on the HCSD transcript as a WF. The student/ parent will be responsible for all fees for courses dropped after the swap/ drop date. **Grades are reported on the high school transcript following the guidelines of the SC UGP: Letter grades are reflected as A: 95, B:85, C:75, D:65, and F:50.**
6. If the student drops or withdraws from a class leaving only one active class, the student/ parent is responsible for all tuition and fees for both classes (including textbooks) originally paid by the school district at the time of registration.

# Hampton County School District Dual Enrollment

## Pre-Registration Form

### STUDENT & PARENT AGREEMENT

The HCSD Dual Enrollment program is open to students in the HCSD who meet the admission/ eligibility criteria and agree to the HCSD guidelines and terms of agreement upon enrollment as outlined below.

#### HCSD Eligibility Requirements:

1. S.C. Commission of Higher Education requires for transferability purposes that students must have at least a 3.0 grade point average (on a 4.0 scale) based on the previous semester and as noted on the most current transcript to be considered for acceptance into dual enrollment classes in Hampton County School District.
2. Students must meet eligibility requirements on the ACCUPLACER, SAT or ACT in keeping with the HCSD Registration deadline. A copy of the qualifying test scores will be maintained in the student's record.
3. Recommendation by the school counselor.
4. Students' parental consent to participate in the dual enrollment program.
5. Approval of high school principal.
6. The school principal has the authority to withdraw a student from the Dual Enrollment program at any time based on poor academic performance, attendance and/ or behavior.

#### HCSD Guidelines and Terms of Agreement

HCSD students who qualify and participate in the Dual Enrollment program will do so with the full understanding of the expectations and requirements of "Dual Enrollment" opportunity, both financially and academically, by agreeing to the following:

1. The student and parent/guardian will be responsible for all fees charged beyond the initial fees paid by the Hampton County School District 1 and/or TCL/SALK at the time of the registration.
  1. If a student desires to **retake** any course regardless of the grade, it will be at the student and parent expense.
  2. Prior to withdrawing from a course the student must meet with their school counselor. Students who swap or drop a dual enrollment course at TCL/SALK must do so **prior** to the TCL/SALK midterm date for each semester. After meeting with the school counselor, the student will email the instructor and copy the counselor. The student/ parent will be responsible for all tuition and fees for courses dropped after the swap/ drop date.
  3. The student is responsible for maintaining active enrollment in at least **two** courses per semester to maintain "lottery" and "dual fee waiver" eligibility (TCL/SALK).
  4. If the student drops or withdraws from a class leaving only **one** active class, the student/parent is responsible for all tuition and fees for **both** classes (including textbooks) that were originally paid by the school district at the time of registration. Any new fees generated by a reversal of SC Lottery funds caused by the drop or withdrawal, is the student/parent responsibility.
2. Textbooks and other required school supplies in the TCL/SALK Bookstore will be the responsibility of the student to purchase. Exception: Required textbooks are provided to TCL students as a result of the partnership with TCL. Students are to reserve this books online by checking for an email from the bookstore. Books are rented and are to be returned at the end of the semester. Students who damage books are responsible for the cost of the books and a hold of registration will be assessed to student account until books are returned or paid for.

3. Grading: students who drop a dual enrollment course at TCL/SALK should do so prior to the TCL/SALK published date of each semester’s mid-term. A grade of W (not WP or WF), awarded to students that drop **prior to** the published mid-term date will be interpreted and recorded on the HCSD transcript as a WP. A grade of W, awarded to students that drop **after** the published mid-term date, will be interpreted and recorded on the HCSD transcript as a WF.
  
4. By entering the dual enrollment program, students understand and agree that **all** course grades will be posted both on their high school transcript and their TCL/SALK transcript. **This includes failing grades or any grades given under a W, WP, WF, or I designation.** Grades will be entered on their high school transcript noting that they are part of dual enrollment and will receive **“IB/AP”** weight in GPA calculations.
  
5. The legal parent/guardian of the dual enrollment student is **NOT** allowed any information or notification concerning tardiness or absences from TCL/SALK classes due to Federal and State of South Carolina FERPA laws unless the TCL/SALK Waiver Form has been signed by the student granting the parents access to his/her records. Dual Enrollment students are treated and have the same high expectations as any other college student on the TCL/SALK Campus.
  
6. The legal parent/guardian and dual enrollment student understand that by participating in the dual enrollment program they are using SC Lottery Tuition Assistance. Students have to maintain Lottery Satisfactory Academic Progress (SAP) towards completion of a certificate diploma or degree. Students must earn a minimum 2.0 GPA on a 4.0 scale and follow the TCL/SALK Student Code of Conduct to ensure continued eligibility for SC Lottery Tuition Assistance.

**By signing I acknowledge that I fully understand and agree to the terms of participation in the dual enrollment program as outlined above. I also understand that any course I take through TCL/SALK can impact my Lottery Tuition Funding and my college transcripts:**

**Student Signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Counselor:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Principal:** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appropriate Communication for College Students

One of the keys to success in a college course is effective communication. You will spend far less time with your college instructors than you did with your high school teachers. The bulk of your work will be done independently. Your instructors are there to guide your learning, but since they are with you only a few short hours each week, they must rely on you to let them know when you are confused. Take the initiative; let them know when you have questions or concerns. Your professors want to help you!

Contact them using their preferred contact method when you have questions about assignments, grades, course policies, etc. Do **NOT** have your parent contact the professor for you. That is inappropriate. College students are responsible for their own academic affairs. Any contact made by a parent will not receive a response. All communication **MUST** be made by the student in a responsible and respectful manner. This will be enforced to enhance student learning and practice in regards to soft skills and real world career related communication.

Good communication is one key to success in college. Here are a few tips to ensure effective communication.

### Take the initiative.

Get to know your professors. Speak up in class. If you have read the syllabus and listened in class but still have questions or concerns, let your professors know; they want to help you succeed. Do not even think about having a parent communicate for you. You want to show that you are responsible! If you are mature enough to take college courses, then you are mature enough to handle concerns about course enrollment, assignments, grades, etc. Beyond that, federal law prohibits the University from sharing educational records with parents if you are over eighteen. Younger students who are concurrently enrolled should also expect to handle their own academic affairs. College classes bring a major shift of responsibility. Parents, teachers, and friends are no longer going to hold you accountable. You are responsible for your success.

### Use the preferred form of communication.

Most professors indicate their preferred contact method on their syllabus—use it. In general, use phone or email for quick, specific questions and face-to-face conferences for more in-depth discussions. All SALK & TCL professors keep office hours, and most of them will gladly arrange additional times to meet with you if those hours do not suit. Professors teaching courses off campus frequently schedule time before or after class to address student concerns. Check the syllabus for each professor's policies.

### Be courteous and respectful.

If emailing, use standard English and write as if speaking to an authority figure. Even if your professor takes a casual approach in class, you should approach written communication more formally. Do not expect instant access. Give your instructor at least twenty-four hours to respond, and then if you do not hear back, try again. When your professor does respond, reply with a simple “thank you.” If speaking on the phone or in person, always ask if the timing is convenient. Like you, your professor has multiple responsibilities. Frequently, immediately after class is a great time to discuss concerns, but sometimes your professor has somewhere else to be—like another class. All grade discussions should be face-to-face, outside of class; only call your professor to set up an appointment about grades, never to discuss them. If you are upset about anything, certainly let your instructor know, but wait until you calm down to send that email or to set up your appointment.

### Be prepared.

Show up for appointments on time, having read the syllabus and any assigned readings. Bring any materials pertinent to your concerns and come prepared with specific questions. For example, "I have written all of my body paragraphs for essay 1 and have them here for you as well as some ideas for my intro that I am not quite satisfied with. Can you tell me if you think any of these ideas might work?" is a good way to start. Showing up without your essay or ideas and saying "I can't come up with an intro, help!" is not.

**Be understanding.**

Professors are people too, and they genuinely want to help you. If you feel they have made a mistake, politely let them know. Calmly and clearly state your concerns and ask your professor to reconsider. If that fails, put your concerns in writing, being sure that your view is clearly written and well supported. Give your instructor some time to consider and respond to your written view. After that, if you feel you have been treated unfairly, contact the academic dean or director of the East campus.

**Finally**

Accept that you are going to have struggles and be honest about them. Talk to your professors...even if you get behind. Do not be embarrassed to speak up; they want to help you succeed.



*Please sign and return.*

I have read the Appropriate Communication for College Students and understand its content. My student will be the one contacting professors. Student must make all contact with their professor(s) from their official college email address.

\_\_\_\_\_

Date \_\_\_\_\_

**Student's Signature**

\_\_\_\_\_

Date \_\_\_\_\_

**Parent's Signature**





**HCHS Dual Credit College Course  
WITHDRAW Request**

Student \_\_\_\_\_

Term \_\_\_\_\_ Course: \_\_\_\_\_

**To Withdraw from a Course**

Withdrawing from this course must be done by the **date listed in your student contract**. If a student withdraws after this date, he/she will receive a "WF" on his/her report card, and an F will be calculated in to the student's GPA.

1. I am requesting my child withdraw from this college course and understand that
  1. A "W" will appear on my child's college transcript but will not affect his/her college GPA. \_\_\_\_\_ (initial)
  2. An attempt will be made to place my child in an equivalent honors or CP level course if one is available. \_\_\_\_\_ (initial)
  3. If no equivalent course is available, my child may be required to take this course in the future, enrolled in an elective course, or given a period as an study hall. \_\_\_\_\_ (initial).
  4. Students assigned as an office assistant during this class period will not be allowed to leave campus. \_\_\_\_\_ (initial).
  5. Withdrawing from this course will require me to pay all expenses HCHS or HCSD has paid for my child to take this course. This amount is \_\_\_\_\_. \_\_\_\_\_ (initial).
    1. Arrangements can be made with the HCHS bookkeeper to pay these expenses. \_\_\_\_\_ (initial).
  6. If I my child withdraws from this course, he/she will not be able to take another college course in the same discipline. \_\_\_\_\_ (initial)
  7. If my child withdraws from two or more courses, he/she will no longer be eligible to take dual credit courses through Hampton County High School. \_\_\_\_\_ (initial)
  8. If my child is withdrawn from the course because of academic dishonesty, I will be required to pay all costs HCHS or HCSD has paid for my child to take this course and these expenses **will not be** discounted. Furthermore, my child will no longer be eligible to take dual credit courses through Hampton County High School \_\_\_\_\_ (initial)
  9. If my child is trying to earn an Associate of Arts degree, dropping this course may require he/she go to summer school or take the course at a later time IF possible. Failure to do this will mean that your child will not earn an Associate's degree by his/her high school graduation. \_\_\_\_\_ (initial)

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date

-----HCHS USE ONLY-----

\_\_\_\_ approved

\_\_\_\_\_  
Administrative Approval

\_\_\_\_\_  
Date

\_\_\_\_ declined