HCS Dual-Enrollment Courses

Dual-Enrollment Course Guidelines 2022-2023

Definition of Dual-Enrollment Courses

1. For the purposes of this agreement, HCS defines dual-enrollment courses as the following:
    a. Those university-parallel courses, as listed in the South Carolina Commission on Higher Education Statewide Articulation Agreement, which are transferable to South Carolina senior institutions and satisfy the requirements for a South Carolina high school diploma
    b. Courses that satisfy the prerequisite or other requirements for program completer status within an approved Horry County Schools Career and Technology Education (CTE) majors and South Carolina Department of Education (SCDE) approved dual-enrollment credit
    c. Requirements for HCS Early College High School
2. For the purposes of this agreement, HGTC courses, defined above, required to be scheduled during the regular school day. Courses taken during the regular school day are defined as courses that start between the hours of 8:00 A.M. and 3:00 P.M. Courses taken outside the regular school year, such as May-mester courses and during the summer, will not be recorded on the high school transcript. Online dual-enrollment courses will be scheduled as a part of the student's official schedule in PowerSchool, during the regular school day the same as face-to-face dual-enrollment courses are.
3. The dual-enrollment program offers opportunities for high-school juniors and seniors to get a head start on college. Through the cooperation of Horry County Schools and Horry-Georgetown Technical College, the dual-enrollment program enables qualified students to take advantage of coursework that can be counted on both their high school and college transcripts. The credit earned from dual-enrollment coursework may apply to requirements for high school graduation, as well as to programs of study at Horry-Georgetown Technical College or transfer to senior institutions.
4. Students who choose to take advantage of dual-enrollment courses taught online should keep in mind that the National College Athletic Association (NCAA) has very strict guidelines regarding credit for courses taken online. Some online courses may not be approved by the NCAA. Before enrolling in any online class, students should be sure to consult with their high school's athletic director and school counselor to determine if the online course that they are considering is approved for credit by the NCAA.
5. All dual-enrollment courses become part of the student's high school and college transcripts and count toward the student's high school GPA and class rank, as well as his/her continuing GPA for the purposes of state scholarship renewal and financial aid eligibility.

Dual-Enrollment Forms

1. HCS will provide a student commitment form that must be signed by the student and the parent prior to the student's enrolling in dual-enrollment course(s) each term. The forms will become part of the student's HCS academic record.
2. The initial application for acceptance into the PACE program must be completed through the use of the HGTC PACE online application process.
3. All HCS and HGTC forms and applications, including the FAFSA waiver form, must be completed and returned to the high school counselor before a student is enrolled into a dual-enrollment course each term.
4. HGTC PACE information will be available through the school counselor. The HGTC application, permission form, FAFSA waiver form, SC residency, tests scores and additional high school information requested by HGTC **must** be completed online. HCS Dual Enrollment Commitment forms reflecting course requests for each semester must be signed and returned to the high school counselor.

5. The following will apply if the student does not register for a dual-enrollment course through the base school/secondary program school counselor and return the signed HCS student commitment form to the base school/secondary program guidance counselor:
    - Credit for the course will not be recorded on the high school transcript.
    - The student will not be eligible for the district to pay the cost for tuition and textbooks.
6. The school counselor will work with the assigned HGTC enrollment advisor to submit the counselor approval and course requests and complete student course enrollment each term.

Dual-Enrollment Course Selection

1. The principal or his/her designee will identify the courses, based on the definition of dual-enrollment courses and on an analysis of the student's high school transcript and IGP goals, for which a student may receive dual credit.
2. The principal or his/her designee will provide the HCS liaison with a list of names of students and the courses in which students may enroll for dual credit prior to the fifth day of each semester.
3. Each student is responsible for verifying whether or not the dual-enrollment course will transfer to his/her college/university of choice.
4. HGTC personnel, along with the HSC liaison, will conduct annual high school site visits to discuss course offerings and procedures as needed.
5. English 101 and 102* are both required if a student is taking the courses in lieu of a fourth high school English course to meet the requirements for a state high school diploma. English 101 is assigned high school elective credit; English 102 is assigned high school English credit. (Both are university-transfer courses.) If a student does not successfully complete English 101 and English 102, he/she will not receive high school credit for English IV, which is a required course for a South Carolina high school diploma.
    *Students are encouraged to complete an American and a British literature course prior to enrolling in English 101 and 102.
6. United States History 201 and 202 are required for a student who is taking the courses in lieu of the high school United States History to meet the requirements for a state high school diploma. United States History 201 is assigned high school elective credit; United States History 202 is assigned high school social studies credit. (Both are university-transfer courses.) The student also will be required to take the state United States History end-of-course test (EOCT).
7. The following math courses will only be recorded on the high school transcript if the school does not offer the math courses beyond Algebra 2: MATH 110 College Algebra and MATH 111 College Trigonometry. (Note: College/university course titles may vary.) High school guidance counselors will provide other options for dual-enrollment math courses based on an analysis of the student's transcript and IGP goals.
8. Students are allowed to enroll in HGTC Flex Start Classes (a compressed class schedule that permits students to begin their classes later and finish on time) and Fast Forward Classes (a compressed class schedule that permits students to begin their classes at the start of the semester and finish early or enter classes later in the semester and finish at the end of the term) as long as the classes meet all requirements outlined within the dual-enrollment guidelines. The school counselor must submit an amended dual-enrollment tuition funding form showing these and all other dual-enrollment courses to the HCS dual-enrollment liaison **within the first three weeks of the semester** in order for the district to pay the tuition costs for the course(s).

Admission

1. It is strongly recommended students complete all admission and registration requirements by May 1 in order to reserve space in HGTC fall semester courses and by November 1 in order to reserve space in HGTC spring semester courses. Provided space is available and all admissions requirements are completed, students may register for courses until the first day of the course.
2. The high school/academy principal or his/her designee will verify that a student has met admissions requirements before assigning a dual-enrollment course as part of his/her high school schedule.
3. Students will be required to provide qualifying test scores (SAT, ACT) or meet multiple measure requirements as determined by the HGTC Admissions Office.
4. HGTC personnel will notify eligible students to apply for Lottery Tuition Assistance. HGTC requires all

students who register for dual enrollment to complete the FAFSA waiver form.

5. HGTC will notify the students who are classified as out-of-state/out-of-county residents regarding cost for out-of-county tuition.
6. HGTC will notify the high school/academy principal upon the student's meeting all requirements for admission and enrollment in classes.
7. Students participating in dual enrollment will have access to all HGTC student services and academic support functions of the college including but not limited to tutoring, career and personal counseling, and library services.

Academic Records

1. The HGTC college/university registrar will report official dual-enrollment course grades to the high school principal at the end of the fall and spring terms. Interim and nine-weeks (quarter) grades will not be reported.
2. Beginning with the fall semester of the 2021-22 school year, HGTC will send numeric grades to the base high schools for dual-enrollment course grades to be recorded on the high school transcript.
3. As required by the SC Uniform Grading Policy for secondary schools,
    a. With the first day of enrollment in the course as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or ten days in a 180- day course will do so without penalty.
    b. The three-, five-, and ten-day limitations for withdrawing from a course without penalty do not apply to course or course level changes approved by the administration of a school. Students who withdraw from a course with administrative approval will be given a WP for the course. Students who withdraw from a course after the specified time of three days for a 45-day course, five days in a 90-day course, or ten days in a 180-day course without administrative approval, shall be assigned a WF/50. The WF/50 will be calculated in the student's overall grade point average. Withdrawal limitations for distance learning, dual credit, and virtual courses will be established by local districts in conjunction with partner institutions of higher education and Virtual SC enrollment and withdrawal deadlines.
    c. Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following policies:
        1. The student will receive a WP if he or she was passing the course. The grade of WP will carry no earned units of credit and no quality points to be factored into the student's GPA.
        2. The student will receive a WF if he or she was failing the course. The grade of WF will carry no earned units of credit but will be factored into the student's GPA as a 50.

SC Uniform Grading Policy 2019

4. According to the HGTC grading policy, after the add/drop period and before the two-thirds point for the term, the student may perform a withdrawal which results in a grade of W. This withdrawal may affect financial aid award but will not affect the student's GPA at the College. After the two-thirds point in the semester, a student will receive a W if passing the course on the date last attended, or may receive a WF if failing the course on the last date attended. However, the W and WF will be recorded on the high school transcript if the student withdraws after the specified time. (See 4a above)
5. Students should note that a withdrawal of any kind or an unsuccessful completion in a college course may have an effect on a student's future eligibility for financial aid.
6. The HGTC PACE Coordinator will notify the high school/academy principal if a student withdraws from a dual- enrollment course.
7. Students who receive below a C on an entry-level dual-enrollment course will not be allowed to advance to the next level course for dual credit.

8. The student must notify the high school guidance counselor if he/she withdraws at any point from a dual- enrollment course.
9. College/university attendance and grading policies, as well as expectations for college-level work, apply for dual-enrollment courses.
10. Failure to complete successfully a dual-enrollment course required for graduation may result in a student's not receiving a South Carolina high school diploma.
11. Students who plan to repeat an HGTC PACE course should register during the designated registration period. It is the student's responsibility to verify eligibility for financial aid. All grades earned for the course will appear on the student's high school and college transcript. Students should check with his/her high school counselor to determine whether or not the course qualifies for grade suppression, as outlined in the SC Uniform Grading Policy.

Textbooks

The following apply for textbooks that meet the guidelines for which the district will provide funds:

1. The principal will designate a textbook coordinator to be responsible for purchasing textbooks for dual- enrollment courses and maintaining records of inventory. This person will submit a textbook funding form to the district liaison requesting funds for needed dual-enrollment textbooks.
2. Once the district liaison reviewed and approved the request form, funds will be transferred to schools for purchasing textbooks.
3. The textbook coordinator will be responsible for following a system for issuing and collecting textbooks.

Dual-Enrollment Course Cost

1. Students are responsible for the tuition and cost of textbooks for university-transfer core courses (English, math, science, history) unless one of the following applies:
    a. A core course for equivalent credit is not offered at the base high school.
    b. Student has taken all courses for equivalent credit in a core subject area offered at the base school/secondary program, such as the following:
        - AP Language and Composition and AP English Literature and Composition before taking English 101 and 102
        - AP Calculus AB and BC before taking MAT 122 Finite College Mathematics, MAT 140 Analytical Geometry and Calculus I, or MAT 130 Elementary Calculus
        - AP Statistics before taking MAT 120 Probability and Statistics
2. Students will be responsible for the cost of tuition and textbooks for the following college math courses unless the school does not offer math courses beyond Algebra 2: MATH 110 College Algebra and MATH 111 College Trigonometry. (Note: College/university course titles may vary.) The courses will not be recorded on the high school transcript if the school offers math courses beyond Algebra 2.
3. Students are responsible for the tuition and cost of textbooks for career and technology courses unless courses are required for specific approved HCS career and technology majors or specific approved career and technology majors as outlined in articulation agreements between HCS and HGTC and approved by the state for dual-enrollment credit.
4. The district will pay the cost of textbooks and tuition for the university-transfer courses in the following academic areas offered on HCS campuses, on HGTC campuses, and online if the course is not offered for equivalent credit in the base school/secondary program and all other dual-enrollment guidelines are met. The course offerings will be contingent upon approval by HGTC based on enrollment and availability of instructors. The course must be scheduled as one of the courses the student will take during the regular school day and year. Courses taken during the regular school day are defined as courses that start between the hours of 8:00 A.M. and 3:00 P.M.

    *For example, the district will not pay the cost of textbooks and tuition for PSY 201 if the

school offers AP Psychology.
**The student must successfully complete levels one and two for foreign language courses (same language as dual-enrollment course request) if offered at the base school/secondary program before the district will pay the cost for tuition for the dual-enrollment course.

5. The following apply if HCS pays the tuition and cost of textbooks:
    a. Funds are allocated within the HCS 2021-2022 budget.
    b. HCS will pay for no more than two dual-enrollment courses per term. Exceptions may be for approved programs.
    c. If a student takes more than one HGTC course per semester, the student must apply for lottery funds in order for HCS to pay the tuition balance.
    d. Students classified as out-of-state/out-of-county residents are responsible for out-of-area tuition fees, which may require an additional cost in excess of $1,000.
    e. A student who withdraws from a dual-enrollment course or receives a grade below 70 in a dual- enrollment course will be responsible for reimbursing HCS for tuition and cost of textbooks.
    f. If a student withdraws from a dual-enrollment course or receives a grade below 70 in a dual- enrollment course, HCS will not pay the tuition and cost of textbooks for future dual-enrollment courses for the student.
    g. A student who is removed from a dual-enrollment course or section as a result of disciplinary action will be responsible for reimbursing HCS for tuition and cost of textbooks.
    h. If a student chooses to retake a course for grade suppression, he/she is responsible for covering the cost of the course. Students who retake a course / courses for grade suppression will still be ineligible to take future dual-enrollment courses paid for by HCS.
    i. Dual-enrollment courses must meet the Definition of Dual-Enrollment Courses in order to be funded through HCS.

6. If a student chooses to take a dual-enrollment course through another accredited college/university instead of through HGTC, the following apply in order for the course to be recorded the high school transcript:
    a. The course must meet all the HCS dual-enrollment guidelines that apply.
    b. The course must be approved by the principal or his/her designee prior to the student enrolling in the course.
    c. If the course meets the guidelines for the district to pay the tuition and cost of textbooks, the district will reimburse the student for only the cost for an HGTC course and the cost of textbook. In order to be reimbursed, the student must provide receipts documenting payment and passing grade of “C” / 70 or higher.