Beaufort County School District
Dual Enrollment Reference Guide
University of SC Beaufort
2024-2025

The BCSD is committed to nondiscrimination and equal opportunity for all students who participate or seek to participate in its educational programs or activities. The BCSD shall not exclude, deny benefits to, or otherwise prohibit students from course offerings based on race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth or any related medical conditions, color, physical or mental disability, ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state or federal law.

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District Mission

The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.

Vision

We will work with families and our diverse community to ensure that students perform at an internationally competitive level in a learning environment that is safe, nurturing and engaging.

Core Beliefs

We believe:

- Every student can learn using his or her valuable and unique talents and skills.
- Learning takes place when the physical, emotional, social and intellectual well-being of all students is assured at every level and during every transition.
- High expectations of the school community positively impact student success.
- Early childhood learning experiences form the foundation of future school success.
- Students learn best when they are engaged and provided with opportunities for problem solving and active participation.
- All students are entitled to learning experiences so that they can become competent and confident in the skills and knowledge needed to become successful and productive citizens.
- Investment, involvement and connection of all members of the school community are essential to a student's success.
- Frequent informal and formal assessment aligned to clearly defined learning objectives will provide improved student achievement.
- The collection, analysis and use of data from a variety of sources are critical to making decisions.
- Students should be prepared to compete and contribute in a changing global and multilingual society.

Dual Enrollment Program Overview

What is Dual Enrollment?

Dual credit courses—whether they are taken at the school where the student is enrolled or at a postsecondary institution—are those courses for which the student has been granted permission by his or her home school to earn both high school units of credit and college credit. One quality point may be added to the CP weighting for dual credit courses that are applicable to baccalaureate degrees, associate degrees, or certificates by accredited institutions per established district articulation agreements (see SBE Regulation 43•234, Defined Program, Grades 9–12, and Regulation 43•259, Graduation Requirements).

- S.C. State Regulation requirements are as follows:
    1. A three-credit college course transfers as one high school Carnegie unit of credit.
    2. Students enrolled in BCSD Dual Enrollment courses may take only courses that are applicable to baccalaureate degrees, associate degrees or certificates offered by accredited institutions. (Appendix M – South Carolina Commission on Higher Education Dual Enrollment Transferable Courses among and between Public Colleges and Universities in SC)
- Tuition costs and any other fees are the responsibility of the student/parent if BCSD Dual Enrollment tuition requirements/criteria are not met.

- Beaufort County School District has established a cooperative agreement with the following institutions: Technical College of the Lowcountry (TCL) and University South Carolina Beaufort (USCB). For purposes of this BCSD reference guide, USCB information is covered separately.

Why choose a Dual Enrollment Program option?

- The purpose of DE 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, baccalaureate degree, or certificate in an institution of higher education.
- 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.
- *Dual enrollment programs can significantly reduce the time and cost required to pursue post-secondary education, because students enroll early in courses that will be directly applied to their college transcripts.*

University of South Carolina Beaufort (USCB)

Student Eligibility and Requirements for DUAL ENROLLMENT

Students may enroll in college courses and earn units of credit toward their high school diplomas through cooperative Dual Enrollment agreements with the University of South Carolina Beaufort (USCB). These agreements provide that three-semester hour college courses transfer as one unit of credit.

To be eligible to enroll in USCB's academic, college transfer, and dual enrollment/credit courses, students must meet all criteria listed below:

1. Maintain a minimum 3.0 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript in compliance with S.C. Commission of Higher Education transfer requirements into academic programs.

2. Complete an online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.

3. Meet additional eligibility based on multiple measures to include successful completion of prerequisite courses required for specified USCB courses.

4. Be enrolled as a BCSD high school student as a rising junior or senior. Exception for students 16 or older at time of enrollment for USCB's Hilton Head Island campus only.

5. Be recommended by the school counselor and approved by the high school principal.

6. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

Important considerations PRIOR to enrolling in Dual Enrollment

Who pays for Dual Enrollment courses and what is covered?
For students who enroll in the Dual Enrollment Program through USCB, funding is available through the Beaufort County School District and are funded upon successful completion of dual enrollment courses based on the guidelines below:

- Students attending University of SC Beaufort (USCB) may enroll in one but no more than two courses regardless of a first-time or returning Dual Enrollment student per semester.*
  EXCEPTION: Students who enroll for in-person courses offered at the USCB Hilton Head Island campus only may take up to four courses per semester with (2024-25 at the pilot year for Hilton Head Island high school students only).

* **If a student drops or withdraws from a dual enrollment course without notifying the School Counselor the student/ parent will be responsible for all tuition and fees originally paid by the school district at the time of registration for both classes.**

- Unless extenuating circumstances exist as determined and approved by the school's principal, **if a student desires to retake any course, regardless of the grade, it will be at the student's expense.**
- Textbooks will be paid for by BCSD (Approved by College Instructors).

When students take college courses in high school, they begin a college transcript, including a college Grade Point Average (GPA) and completion rate. For approved USCB courses, all dual enrollment grades are included on the college transcript (if approved) and factored in determining federal/state financial aid eligibility after high school graduation. Therefore, permission must be granted by the student's home high school prior to the student's taking the dual credit course to earn both a unit for high school credit and college credit.

IMPORTANT NOTE! Performance in dual enrollment courses can help or hinder a student's ability to receive financial aid (grants, scholarships, and loans) once they are a regular college student after high school graduation.

Dual enrollment credits are transferrable to South Carolina's Public Higher Education Institutions at a 6.0 weighting. If the numeric grade is not possible, the UGP conversion rule for other grades will be applied. (Guidelines: South Carolina Uniform Grading Policy).

- Dual enrollment courses must have a correlating high school course code approved through the South Carolina Department of Education and denoted in the SC Activity Coding Manual.

- If a student takes a college course on their own time and at their own expense, the college courses ***will not*** be transcribed onto to the high school transcript.

- If a student does not follow BSCD procedures, the student will be responsible for costs of the tuition, fees and books.

- **Students who wish to participate in dual enrollment are required to follow the BCSD academic calendar AND the calendar/syllabus of the college.**

Eligible students who wish to participate must follow these steps:

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 for the course(s) in which they wish to enroll.
3. After meeting ALL qualifications, the student must complete the BCSD 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 BCSD Dual Enrollment program, the student will complete the USCB Online Application under the supervision of the school counselor.
5. Students are not authorized to register for courses without the guidance of the school counselors and assistance of the college admission advisor.
6. If a student enrolls in a dual enrollment course which is offered on the campus of USCB, the student/parent will be responsible for transportation. BCSD will not be responsible for transportation. Additionally, the student and parent must complete the Student Driver Parental Permission Form (Appendix E). A copy will be given to the student/parent and a copy will be placed in the student's record (A9).

Approved delivery formats for the Dual Enrollment Program for Beaufort County School District's students:

1. **In-Person** on the High School Campus

2. **In-Person** on USCB Campuses

3. **On-line/Distance Learning** with USCB

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

- The student is **required** to meet 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.

- Students who swap or drop a dual enrollment course must do so prior to the 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 BCSD transcript as a WP. A grade of W will be awarded to students that drop **after** the published mid-term date. The W will be interpreted and recorded on the BCSD transcript as a WF (50).
- The student/parent will be responsible for all fees for courses dropped after the swap/drop date. **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.

What are the consequences if a student's final grade is a "D" or "F"?

- If a student receives a final grade of D or F in a dual enrollment course, the student **will not be allowed to continue in the Dual Enrollment program for a minimum of one semester. If a student fails a course in the spring at USCB, BCSD can count summer as their "sit out" period.** After one semester, the principal or designee will review the student's academic record, attendance, and discipline to determine eligibility for the student to re-enroll in the program.
- Upon receipt of the student's final grade report for the semester, the school counselor will review and notify the parents/guardian in writing that the student has been disenrolled from the program because of poor academic performance (final grade of D or F).
- The school counselor will notify the dual enrollment coordinator at the Technical College of the Lowcountry and/or the University of South Carolina Beaufort when a student has been disenrolled from the program.

2024-25 Dual Enrollment Courses*

*not all courses will be available each semester



Expanded Dual Enrollment Opportunities through the USCB Hilton Head Island Campus Starting FALL 2024



1 Sand Shark Dr
Hilton Head Island, SC 29928



Hilton Head Island High School Students! Check out the new university degree courses, Tuition Free!

Eligible students can begin their college journey and career through Management Related Degrees such as Hospitality, Event, or Sports Management.

https://academics.uscb.edu/hospitality/hospitality-major/index.html

Appendix A: Important Dual Enrollment Information

Deadlines

- Deadlines will be created for each upcoming semester for the application, supplemental documentation and registration.

Admissions Application

- *Online Application*: The student will need to fill out an online application with the guidance and support of their School Counselor. Please see the instructions for detailed information in filling out the online application. No paper applications will be accepted. Please use the Application Fee Waiver code: USCBDE to avoid paying the $40 application fee. https://admissions.uscb.edu/apply/index.html
- *Dual Enrollment Permission Letter*: The student must have a permission letter from the counselor and principal of the high school on file, which shares that the student is prepared and ready for college-level classes. This letter should be sent by the high school counselor to admissions@uscb.edu.
- *High School Transcript*: Your School Counselor will send this document to USCB.
- *Standardized Test Scores*: Your School Counselor will see this or direct you to send them from your test provider. Please send test scores to admissions@uscb.edu with your first/last name and date of birth.
- *Pre – Registration Information Form* Locate in your Fins Up Portal and includes Citizenship & Immunization Requirements. For questions about these requirements contact admissions@uscb.edu.

Registration Information

A list of general course offerings will be shared with students

- Students are registered for classes by USCB professional Academic Advisors
- USCB and BCSD determine a list of approved courses prior to registration

Orientation Information

- All new Dual Enrollment students are expected to take part in an orientation session prior to the start of the semester. More information will be shared with accepted students.

USCB Contact Nancy Reading, Associate Director of Admissions for Recruitment admissions@uscb.edu or 843.208.8055

Appendix B: Dual Enrollment Checklist

Step One: Apply to USCB – Deadline April 1, 2024

- Apply Online: https://finsup.uscb.edu/apply
- Create an account or use your existing account
- You only need to reapply if you have not enrolled in classes the previous term (Fall 2023)
- Click Start New Application • Select HS Dual Enrollment 2024
- Term:
- Summer 2024
- Fall 2024
- Application Type: High School Concurrent (Dual Enrollment)
- Intended Major: Non - Degree
- Use Application Fee Waiver Code: USCBDE

Step Two: Submit Required Documents – Deadline April 15, 2024

- High School Transcript (Submitted by High School)
- High School Permission Form (Submitted by High School)
- Pre – Registration Information (online form – Submitted by Student)

– Submitted by the student in Fins Up Portal

– Includes proof of citizenship

- SC Real ID
- US Passport
- Certified Birth Certificate
- Permeant Resident Card
- Certificate of Naturalization

– Immunization Record

- Measles, Mumps, and Rubella (MMR) 2 doses
- Meningitis (Menactra, Menveo, or MCV4)

– Can be declined with Meningitis waiver

Step Three: Next Steps after Admission

- Claim your VIP ID
- Log in to your USCB Email
- Meet with your school counselor to discuss course options
- Attend a Virtual session with USCB advising to learn more about class options (optional)
  - May 9, 2024
- Complete a Dual Enrollment Course Preference Form – June 4, 2024 (Fall Only)
  - Submitted by the student in the fins up portal
- Meet with a USCB academic advisor to register for classes (appointment required)
  - Summer: April 22 – 24, 2024* (Dates subject to change)
  - Fall: July 29 – August 2, 2024* (Dates subject to change)
- Last Day to register
  - Summer: May 17, 2024
  - Fall: August 13, 2024

Appendix C:

Things to Consider:

- Dual Enrollment coursework counts toward continuing eligibility for SC Life Scholarship
- Dual Enrollment is intended to supplement a student's core curriculum from their high school
- Dual Enrollment students are enrolled in courses with traditional college students
- Course Availability is not guaranteed
  - Students should consider all general education courses as options
  - Submit AP scores , IB scores and other DE transcripts to prevent duplicate coursework
- Students should consider all general education courses as options not just English and Math
- Do some research about the requirements for your future college plans
  - University Bulletin/College Catalog
  - www.sctrac.org
  - Transfer policies
- Utilize this experience as exposure to university expectations

Appendix D: Beaufort County School District Dual Enrollment Program
Pre-Registration Form

STUDENT AND PARENT AGREEMENT

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

Students may enroll in college courses and earn units of credit toward their high school diplomas through cooperative Dual Enrollment agreements with the University of South Carolina Beaufort (USCB). These agreements provide that three-semester hour college courses transfer as one unit of credit.

A. To be eligible to enroll in USCB's academic, college transfer, dual enrollment/credit courses, students must meet all criteria listed below:

7. Maintain a minimum 3.0 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript in compliance with S.C. Commission of Higher Education transfer requirements into academic programs.

8. An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.

9. Eligibility will be based on multiple measures to include successful completion of pre-requisites for specified USCB courses.

10. Be enrolled as a BCSD high school student.

11. Be enrolled as a BCSD high school student as a rising junior or senior. Exception for students 16 or older at time of enrollment for USCB's Hilton Head Island campus only.

12. Be recommended by the school counselor and approved by the high school principal.

13. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

Please select the appropriate program:

- University of South Carolina- Bluffton - USCB

BCSD Guidelines and Terms of Agreement

BCSD 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 Beaufort County School District at the time of the registration.

a. If a student desires to **retake** any course regardless of the grade, it will be at the student and parent or legal guardian's expense.
b. Prior to withdrawing from a course, the student must meet with their school counselor. Students who swap or drop a dual enrollment course at USCB must do so **prior** to the established deadline for each semester. After meeting with the school counselor, the student will email the instructor and copy the school counselor. The student/parent will be responsible for all tuition and fees for courses dropped after the swap/drop date.

2. Textbooks and other required school fees will be provided by the Beaufort County School District at no charge. If the student does not return the textbook at the end of the course or chooses to keep the book, the student will be charged the full cost of a new replacement textbook. The student is also required to repay textbook fees if the course is dropped, and the textbook is not returned.

3. Grading: students who drop a dual enrollment course should do so prior to the 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 BCSD 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 BCSD transcript as a WF (50).

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 college 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/Cambridge"** weight in GPA calculation.

5. If a student receives a final grade of D or F in a dual enrollment course, the student **will not be allowed to continue in the Dual Enrollment program for a minimum of one semester. If a student fails a course in the spring at USCB, BCSD can count summer as their "sit out" period.** After one semester, the principal or designee will review the student's academic record, attendance, and discipline to determine eligibility for the student to re-enroll in the program. Upon receipt of the student's final grade report for the semester, the school counselor will review and notify the parents/guardian in writing that the student has been disenrolled from the program because of poor academic performance (final grade of D or F). The school counselor will notify the dual enrollment coordinator at the University of South Carolina Beaufort when a student has been disenrolled from the program. If a student is approved to re-enroll in the program, he/she will only be allowed to enroll in only two courses.

6. The legal parent/guardian of the Dual Enrollment student is **NOT** allowed any information or notification concerning tardiness or absences from college classes due to Federal and State of South Carolina Family Education Right to Privacy Act (FERPA) laws unless a 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 College Campus.

By signing, I acknowledge that I have read the Dual Enrollment handbook, fully understand and agree to the terms of participation in the Dual Enrollment Program as outlined above:

Student's Signature_____ Date_____
Parent/Guardian's Signature _____ Date_____
School Counselor's Signature _____Date_____
Principal's Signature _____Date_____

Include a signed copy of this agreement to:
Student/Parent
Student's A9

Appendix E:

Beaufort County School District
Dual Enrollment Program
Student Driver Parental Permission Form for Dual Enrollment Courses

TO BE COMPLETED BY THE HIGH SCHOOL DUAL ENROLLMENT COORDINATOR

Semester: College/University: TCL or USCB
Depart Time:
Return Time:
Drop off/Pick-Up:
Destination address:
TCL/USCB Dual Enrollment Coordinator:
TCL/USCB Dual Enrollment Coordinator's Phone # (s):

TO BE COMPLETED BY THE STUDENT/PARENT(S) OR GUARDIAN:

Student Driver Information

Student Name: _____
Last Name First Name Middle Initial

Dual Credit Course(s): _____

Dual Credit Course(s): _____

Dual Credit Course(s): _____

Driver License#: _____ Issuing State: _____

Dual Enrollment Coordinator's Name: _____ Phone: _____

Student Home Address: _____
Student's Home & Cell Phone#: _____

Parent/Guardian Emergency Contact Name: _____

Parent/Guardian Phone#: _____
Student's Vehicle Information

Year: _____ Color:_____ Auto Make: _____Model: _____

License Plate Number: _____ State: _____

Appendix F: BCSD Student Driver Parental Consent & Release Form

BACKGROUND

My child, _____, has permission to drive to the _____ (TCL or USCB) to take dual enrollment classes during _____ (semester) for the following period _____ until _____. I understand that this activity involves travel to and from the following site(s):

1. _____
2. _____
3. _____
4. _____

CONDUCT DURING ACTIVITY & EMERGENCY MEDICAL TREATMENT

I understand that my child's participation in the Dual Enrollment Program is a privilege and not a right. I acknowledge that I have spoken with my child about complying with the specific rules and requirements established for the Dual Enrollment Program, all Beaufort County School District ("District") policies and procedures, the rules of conduct set forth in the District Student Code of Conduct, and state and federal regulations and laws. I understand that all District rules and policies apply to my child while enrolled in dual enrollment courses taken on the campus of _____ (TCL or USCB). I also understand that my child may receive emergency medical treatment in case of injury or illness.

TRANSPORTATION PERMISSION AND WAIVER

I understand the District's insurance does not cover damages arising from, or related to, the operation of any private vehicle, failure to follow the directed driving route or any personal negligence related to this activity. Any damages/harm resulting from a parent/guardian/or student driver, including but not limited to property damage, personal injury, and/or death, arising from the operation of a motor vehicle in relation to the above listed activity, is hereby waived.

SIGNATURES

I confirm that I have carefully read this CONSENT AND RELEASE and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the student listed above.

I have signed this CONSENT AND RELEASE this _____ day of _____, 20_____

_____ _____
Student's signature Date

_____ _____
Signature of Student's Parent or Legal Guardian Date