



## Dual Enrollment Student Handbook

Dual enrollment courses are available to students in District Five (D5) who are academically ready to pursue college coursework while still in high school. Courses are offered via a partnership with Midlands Technical College (MTC). Dual enrollment courses count for both high school graduation credit and college credit. Students will generate a college GPA, so it is important that students do their best in these courses. The South Carolina Department of Education provides dual enrollment courses with one point above base points on the Uniform Grading Scale.

Dual enrollment courses are scheduled on campus at D5 schools with delivery through in-person, asynchronous, and hybrid formats. Students have access to various resources provided through collaboration with Midlands Technical College. Courses may be transferable to other two- and four-year higher education institutions.

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### Lexington Richland Five offers two options for Dual Enrollment participation:

- **Option 1 - Stand-Alone Course Enrollment:** Students can enroll in individual dual enrollment course(s) offered through the partnership with Midlands Technical College. Students must be classified as a junior or senior as outlined in the District 5 course catalog, complete the **D5 Dual Enrollment Application**, and meet all enrollment criteria required by District 5 and Midlands Technical College. Please see the course listing section for available courses in the upcoming school year.
- **Option 2 - Certificate of Study:** Students enroll in a prescribed pathway of dual enrollment courses as determined by Midlands Technical College. Students can choose between **General Studies, Public Health, or Public Service**. The successful completion of a pathway requires 18 credit hours of courses and results in the award of a **Certificate**. Students must be classified as a sophomore, as outlined in the District 5 course catalog, and meet all enrollment criteria required by D5 and Midlands Technical College.

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### Enrollment Requirements

- Complete the Online District Five Dual Enrollment Application.
- Possess a minimum GPA of 3.0 (unweighted) or the minimum required score on the Accuplacer placement test.
- Demonstrate academic success by the second semester of the freshman or sophomore year.
- Commit to the time required to complete the dual enrollment coursework.
- Complete each dual enrollment course with a grade of C or higher.
- Complete the required MTC dual enrollment application and paperwork.



## Accuplacer

The Accuplacer assessment will be given on designated dates based on the need for the program. Students can practice for the test by reviewing sample questions and practice tests through the free Study App for Android or iPhone at <https://accuplacerpractice.collegeboard.org/login>.

## Orientation

Once fully admitted into the program, students will be required to complete the orientation process. As a dual enrollment student, you are both a high school student *and* a Midlands Technical College student. Orientation helps you understand several important MTC components including:

- Accessing D2L and your courses
- Accessing MyMTC and its resources
- Understanding important MTC and college terminology
- Identifying differences between high school and college learning
- Meeting the college's academic expectations
- Utilizing MTC support services, especially the library and Academic Success Center
- Exploring the Virtual Backpack and how MTC is enhancing online learning

During Midlands Technical College orientation, students will be introduced to an online tool to access the academic bulletin, course options, personal schedule, reported grades, and more. They will also be provided with their personal Midlands Technical College email information. Students are required to utilize this email account as the official means of communication with their professors.

## Code of Conduct and Learning Environment

Students participating in the dual enrollment program must adhere to Midlands Technical College's rules, regulations, policies, and procedures found in the MTC student handbook. It is imperative that students and their parents/guardians become familiar with them. The handbook is located at the link below. In addition to adhering to the Midlands Technical College's Student Handbook, all dual enrollment students will be held to the School District Five of Lexington and Richland Counties Student Code of Conduct and/ or School Code of Conduct. Students who violate the Midlands Technical College's Student Handbook, School District Five of Lexington and Richland Counties Student Code of Conduct, and/or the School Student Code of Conduct are subject to academic probation and/or disciplinary action and removal from the program.

- [School District Five of Lexington & Richland Counties Code of Conduct](#)
- [Midland Technical College Student Handbook](#)



## **Communication**

It is essential that students maintain communication with the program coordinator and school counselor. If students need assistance with a situation, the dual enrollment coordinator is here to help support and facilitate communication as needed. Students should access both their school email, Google Classroom, and Midlands Technical College email regularly. Students are also the main point of contact between themselves and their instructors/professors. If parents/guardians have concerns, they should communicate with their students and contact the dual enrollment coordinator if necessary. Each family will have to sign a FERPA release for them to communicate with Midlands Technical College concerning academic performance and attendance as needed.

## **Attendance**

Students are required to be in class daily for attendance and truancy purposes. If an absence occurs, excuses must be submitted to the school attendance office.

Additional attendance requirements will be determined by Midlands Technical College. Students are responsible for complying with attendance policies and procedures included in the course syllabi. They are expected to be in class and on time every day it meets. In the event of an absence, students will also need to make immediate contact with individual MTC instructors/professors to develop a plan for missed instruction.

## **Academic Calendar**

Students will follow the Midlands Technical College calendar for dual enrollment courses they are enrolled in, which differs from the School District 5 calendar. Classes start and end times may be different and holidays may not correspond with one another.

## **Financial Commitment**

In order to qualify each semester for the Lottery Tuition Assistance Program, students must take six credit hours (two courses with three credit hours) each semester and meet residency requirements.

If students are only enrolled in one dual enrollment course or do not meet residency requirements, the student/parent will be responsible for tuition payment. Fees are paid directly to Midlands Technical College after courses have begun and based on their annual rate. This is typically in late October or early November for fall classes and late March for spring classes.



## **Grade Reporting**

Performance in dual credit courses will directly affect high school records and graduation requirements. All final grades will be included on the student's transcript. In accordance with South Carolina state policy, students will earn one unit toward the high school diploma for each three-semester hour college course they successfully complete.

Course grades will not be stored in PowerSchool until reported by Midlands Technical College at the end of each semester. Grades may be reported as numeric or letter grades, which is dependent on the instructor/professor. Any letter grades reported will be converted to numeric grades based on the SC Uniform Grading Scale (pg. 34). In calculating the student's GPA, all earned letter grades for college-level dual credit courses are weighted the same as high school AP courses.

Students will follow syllabi established by the instructor/professor in each course they take, which will vary. They should be familiar with the grading scale and scoring rubrics used in each class. Students must keep up with their own progress throughout the semester and communicate with instructors/professors as needed; some students may have access to grades via D2L (MTC student portal) as utilized by Midlands Technical College's faculty.

## **Records**

Midlands Technical College complies fully with the Family Educational Rights and Privacy Act of 1974 (FERPA). This law guarantees the privacy of student educational records and protects the student's right to access those records. Since District 5 students are completing courses that will affect their high school transcripts, parents/guardians, school counselors, and administrators have the right to information regarding the students' course work and attendance. Requests for information regarding a student's academic success or records must be made in writing to the Midlands Technical College Office of the Registrar unless an Information Release Form is on file with the Registrar's Office. Students and their parents/guardians will be expected to sign an Information Release for appropriate school personnel access, as the school will be reviewing grades during progress monitoring meetings.

Courses offered through dual enrollment will result in the generation of a permanent Midlands Technical College transcript. This academic transcript will reflect all courses taken and the resulting grade. Students are expected to provide an official academic transcript to all other institutions they may attend after high school graduation. The status of a student's academic standing based on the Midlands Technical College's academic transcript may affect eligibility for acceptance and/or financial aid at other institutions.



### **Course Transferability**

College transfer courses are widely accepted for academic credit in South Carolina and other states; however, the acceptance of transfer credits is strictly the responsibility of the receiving institution. Therefore, students are encouraged to contact the institution they wish to attend for guidance. Students must earn a grade of “C” or better in order for courses to transfer.

The SC Commission on Higher Education (CHE) publishes a list of courses that transfer between and among the public colleges and universities in South Carolina. For more information, visit the CHE website, <https://www.che.sc.gov>. The SC Transfer and Articulation Center (SCTRAC) is another online resource. Through the website, <https://www.sctrac.org>, students and parents/guardians may search for course equivalencies between and among public colleges and universities in South Carolina.

### **Withdrawal from the Program**

Students and their parent/guardian must schedule a meeting with the dual enrollment coordinator and their school counselor prior to being removed from the program. This meeting will provide an opportunity to communicate any concerns with the program and ensure that the student’s schedule can be adjusted and accommodated.

Students who withdraw from a course after five school days in a 90-day course or 10 school days in a 180-day course are assigned a WF (50), which is calculated in the student’s overall grade point average as 0.00. Due to these constraints, withdrawal from the program will not be permitted after the 10th day of school. Students who withdraw from a course at any point after the first day of the course will incur additional fees for books.



## Courses Offerings for the 2025-26 School Year

### SOCIAL STUDIES

- **PSY 201 : General Psychology** - Topics covered in this course on the science of behavior include: scientific method, biological bases of behavior, perception, motivation, learning, memory development, personality, abnormal behavior, therapeutic techniques, and social psychology.
- **SOC 101 : Introduction to Sociology** - This course emphasizes the fundamental concepts of principles of sociology, including the topics of culture, socialization, interaction, social groups and stratification, effects of population growth, and technology in society and social institutions.
- **CRJU 101 : Introduction to Criminal Justice** - This course includes an overview of the functions and responsibilities of agencies involved in the administration of justice including police organizations, court systems, correctional systems, and juvenile justice agencies.
- **HIS 201 : American History: Discovery to 1877** - This course is a survey of U.S. History from discovery and settlement through 1876. This course includes political, social, economic, and intellectual developments during this period.
- **HIS 202 : American History: 1877 to Present** - This course is a survey of U.S. history from 1877 to the present. This course includes political, social, economic, and intellectual developments during this period.

- **PHI 115: Contemporary Moral Issues** - This course examines moral issues in contemporary society, including basic principles and applications of ethics.

### CTE

- **AHS 102 : Medical Terminology** - This career and technical education course covers medical terminology, including roots, prefixes, and suffixes. The medical terms are presented in this course with an emphasis on spelling, definition, and pronunciation.
- **AHS 180 : Medical Careers Prep** - This course includes selected topics such as study skills, test-taking skills, critical thinking, problem solving, ethics, health careers test preparation and other topics to promote student success.

### ENGLISH

- **ENG 101 : English Composition I** - This course covers the following topics: a study of composition in conjunction with appropriate literary selections, with frequent themed assignments to reinforce effective writing. A review of standard usage and the basic techniques of research are also presented.
- **ENG 102 : English Composition II** - This course covers the following topics: development of writing skills through logical organization, effective style, literary analysis, and research. The course also introduces literary genres.



### ELECTIVES

- **SPA 101 : Elementary Spanish I** - This course covers the following topics: a study of composition in conjunction with appropriate literary selections with frequent themed assignments to reinforce effective writing. It also reviews standard usage and the basic techniques of research.
- **SPA 102 : Elementary Spanish II** - This course continues development of the basic language skills and the study of Hispanic cultures. It stresses the grammar and vocabulary necessary for fundamental communication skills.
- **COL 105 : Freshman Seminar** - This course is a study of the purposes of higher education and provides a general orientation to the functions and resources of the college. The course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic survival skills.
- **CPT 101 : Introduction to Computers** - This course covers basic computer history, theory and applications, including word processing, spreadsheets, databases, and the operating system.
- **CPT 170 : Microcomputer Applications** - This course introduces microcomputer applications software, including word processing, databases, spreadsheets, graphs, and their integration.

### FINE ARTS

- **THE 101 : Introduction to Theatre** - Topics and concepts covered in this arts course include appreciation and analysis of theatrical literature, history of the theater, and theater production.
- **MUS 105 : Music Appreciation** - This course is an introduction to the study of music with a focus on the elements of music and their relationships, the musical characteristics of representative works and composers, common musical forms and genres of various Western and non-Western historical style periods, and appropriate listening experiences.
- **ART 101 : Art History & Appreciation** - This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.
- **ART 101 : Art History and Appreciation** - This is an introductory course to the history and appreciation of art, including the elements and principles of the visual arts.
- **BAF 101 : Personal Finance** - This course includes the practical applications of concepts and techniques used in managing personal finances.