



2026-2027 HILTON HEAD CHRISTIAN ACADEMY DUAL ENROLLMENT PROGRAM

The HHCA Dual Enrollment (DE) Program offers eligible students the opportunity to take college courses while in high school, for up to 30 hours of credit. Dual enrollment courses are those taken in person at HHCA or online through a college for credit on both a student's high school and college transcripts. Dual credit courses are awarded an additional weighting of one quality point and each count as one high school course credit. HHCA partners with the following institutions* to provide dual enrollment opportunities:

- The University of South Carolina, Beaufort (USCB)
- Technical College of the Lowcountry (TCL)

**Dual credit courses may only be taken with these pre-approved HHCA college partners.*

Full descriptions of each institution's Dual Enrollment program are provided below the following FAQs. See Mrs. Artime for forms.

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University of South Carolina Beaufort (USCB)

Technical College of the Lowcountry (TCL)

WHO IS ELIGIBLE FOR DUAL ENROLLMENT?

Colleges require permission from the originating high school in order for students to pursue dual enrollment courses.

Permission is granted based on meeting the following eligibility criteria:

- Juniors and Seniors only
- 3.0 minimum GPA (unweighted)
- Academically ready and motivated, mature students
- Parent approval
- Passed all necessary placement assessments, as required by each college
- Turned in signed annual dual enrollment agreement (last page of this document) to the HHCA counselor on or before the deadline
- Received permission from the school counselor

NOTE:

- Students who are not eligible for dual enrollment courses will be required to proceed with high school level courses on the HHCA campus.
- The final HHCA schedule will dictate which dual enrollment courses fit into a student's schedule, so priorities must be determined carefully.

EXPECTATIONS & RESPONSIBILITIES

Dual enrollment courses are independent of and cannot be monitored by HHCA. They are a contract directly between the college and the student, wherein HHCA is a liaison. Thus, it is the student's responsibility to manage all aspects of dual enrollment, including but not limited to the items listed below.

HHCA Dual Enrollment Students are expected to:

- Apply to the college (+ all paperwork/online forms involved)
- Plan courses with Mrs. Artime
- Check courses for desired college transferability
- Register for courses with the college's advisor
- Schedule and taking any required placement assessments
- Send AP scores from College Board, if required
- Set up student emails and portals
- Learn and navigate the course platform
- Regularly check email

- Meet all deadlines, including the institution's course withdrawal deadlines
- Attend class, even when HHCA fall, winter, and spring breaks do not align with the college's breaks
- Submit assignments and assessments on time and with integrity
- Pay all dual enrollment fees
- Obtain Mrs. Artime's approval before dropping any course and submit email to the college by deadline
- Be familiar with all of the institution's policies, including integrity violations, grade forgiveness, etc.
- Request final course grades be sent to Mrs. Artime directly from the instructor no later than 14 calendar days after the final exam, if determined beneficial.
- Request transcripts be sent to the ultimate college of choice from the dual enrollment institution(s).
- Attend all HHCA classes, chapels, and required meetings.
- Attend mandatory dual enrollment meeting(s)
- Turn in DE assignments on time
- Communicate with instructors
- Follow all TCL academic policies
- Communicate with Mrs. Artime immediately if any issues arise

WHERE TO COMPLETE COURSEWORK

The academic programs offered at HHCA are college preparatory. Daily attendance, consistent effort, completion of assignments, and a regular habit of study are required for success. Please see the missed attendance make-up work policy included below.

In-Person Dual Enrollment Students: These classes are held on HHCA's campus.

- ENG 101 and ENG 102
- HIS 201 and 202: United States History (both courses are mandatory)
- PSC 201: American Government

Online Dual Enrollment Students

- Must work on campus in an academic period.

COSTS

Typical dual enrollment fees include:

- COURSE FEE: Typically \$300-850+, payable directly to the college. This will not be added to your HHCA bill.

- **BOOK FEE:** Any books must be acquired and paid for by the student.

NOTE: 529 funds may be used to cover these educational expenses.

Costs and fees for each institution are outlined below and may change annually.

CHOOSING COURSES

Course selection(s) and scheduling should be made under the advisement of the HHCA counselor to determine fit with the HHCA schedule and graduation credit eligibility.

D.E. POLICIES

Effective for the 2026-2027 School Year:

- Students must take Algebra 2 before taking dual enrollment math courses.
- Students must take Spanish 3 before taking dual enrollment Spanish courses.
- Students must take the first two high school level English courses before taking dual enrollment English courses.
- Students must take both US History 101 and US History 201 to fulfill the full US History graduation requirement. This class is taken in Junior year.
- English 101 and 102, HIS 201 and 202, and PSC 201 will no longer be an online D.E. option. Students must take these classes at HHCA.
- Students must take high school level fine arts and computer credits before taking dual enrollment fine arts and computer courses.
- No core courses may be taken during the summer.
- Elective courses taken during the summer must be pre-approved by the school counselor.
- Summer courses will be listed under the student's current year on their HHCA transcript (year just completed).

MAXIMUM NUMBER OF COURSES PER SEMESTER

Up to two (2) dual enrollment courses may be taken each semester and the summer between junior and senior year, for a maximum of 30 hours of college credit by high school graduation. Courses taken during the summer may only be approved elective courses; they cannot be core courses.

HOW TO REGISTER

Course registration will take place between the student and the dual enrollment advisor at the college and may take place in person, through email or by online meeting. Course seats are offered first come, first served. Registering early is beneficial. Students must set up this appointment and keep it. If requested, the HHCA counselor may sit in on the dual enrollment advisement appointment with the student. FERPA requirements prevent anyone other than the student from registering for courses.

FREQUENTLY ASKED QUESTIONS

HOW WILL STUDENTS KNOW IF THEIR COURSE WILL TRANSFER TO ANOTHER UNIVERSITY/COLLEGE?

Transfer of dual enrollment credits varies, especially with out-of-state and highly selective colleges. The student is responsible for verifying course transferability to desired institutions and programs (majors).

- TCL Transferability can be found [here](#).
- Students may further explore in-state course transfers [here](#).

For out of state institutions, students should refer to the desired institution's website to explore the transfer credit policies and/or course equivalencies. It is also highly recommended that the student explore the specific curriculum for their desired major.

HOW ARE GRADES DETERMINED?

Only official grade reports directly from the issuing institution are accepted. If letter grades are presented they will be converted using the SC Uniform Grading Policy (A=95, B=85, C=75, D=75). If numeric grades are presented they will be posted according to the SC Uniform Grading Policy.

Students must request final course grades be sent to Mrs. Arttime directly from the instructor no later than 14 calendar days after the final exam.

WHAT ARE HHCA TRANSCRIPT IMPLICATIONS OF D.E. COURSES?

As stated in the HHCA Student Handbook [in this section](#):

- All approved dual enrollment course grades will be included in the student's cumulative GPA, numeric average, and posted to their transcript with the issuing

institution noted. Withdrawals (W/WP/WF) will also be indicated on HHCA transcripts as recorded by the college. A WF will count as a 50 in the student's GPA calculation.

- Students who earn a grade of D or F in a course may retake the same course for a second grade. Both courses and grades will be listed on the student's transcript; however, only the second grade will factor into the student's GPA.
- College credit will not transfer if a student earns a D or an F in a course. However, earning a grade of 60 or higher will count for high school credit.
- Failing a dual enrollment course carries the same academic penalty as an on-campus class in terms of eligibility. Further, students who fail a dual enrollment course may retake that course but will not be allowed to take any further dual credit courses.
- Integrity violations are serious and will result in consequences from both the college and HHCA. Students receiving integrity violations will not be allowed to take any further dual credit courses.
- Dual enrollment courses are ineligible for end-of-year academic awards.

WHAT ARE THE COLLEGE TRANSCRIPT IMPLICATIONS OF D.E. COURSES?

All approved dual enrollment course grades earned will be part of the student's official college transcript, including failing grades and withdrawals. Grades, including withdrawal grades, may affect subsequent post-secondary admission and financial aid eligibility at another college or university. Dual enrollment course grades are also factored into South Carolina scholarship criteria and can affect eligibility for the Hope, Life, and Palmetto Fellows scholarships.

CAN A STUDENT DROP (WITHDRAW) OR RETAKE A D.E. COURSE?

Each institution has its own policies with regard to withdrawing from a course, repeating a course, and/or grade forgiveness. It is important to be aware of these policies and deadlines. Students should view their institution's policies and academic calendar, which includes all deadlines.

HHCA will follow the same course drop policy, grade replacement policy, and policy for posting grades to the transcript as the initiating college.

Helpful Links:

- [TCL's Repeated Course Procedure](#)
- [TCL's Consumer Information Page](#)
- [USCB's Grade Forgiveness Policy \(pg. 77\)](#)

HOW DOES A STUDENT GET COLLEGE CREDIT FOR THEIR D.E. COURSE(S)?

For a student to acquire COLLEGE CREDIT for dual enrollment courses, the student must request to have their official college transcript sent directly to their enrolling college at the end of senior year.

See each institution's transcript request information below.

EXPLORE D.E. OPPORTUNITIES BY INSTITUTION

University of South Carolina Beaufort (USCB)

USCB General Information

- Online and in-person courses offered; must work with student's HHCA schedule and have approval of high school counselor
- 3.0 unweighted GPA required by USCB and HHCA
- Withdrawing from a USCB course: Students may, with permission from their counselor and parent/guardian, withdraw from a course. (Withdrawals may affect graduation requirements.) A W, WP or WF will be granted as per the USCB Academic Calendar policy and deadlines found [here](#).
- HHCA will mirror USCB transcript policy on HHCA transcripts.
- Seniors only: Click [here](#) to request USCB transcripts to be sent to your enrolling college.
- Courses run semester-long: FALL (Aug-Dec); SPRING (Jan-May); SUMMER (May-July); 2 course maximum per semester
- Cost: approximately \$300 per 3-credit course (additional textbook fees may apply)
- Course Refunds: Per USCB policy, after the first week, course fees will not be refunded

USCB Links

- [Click here for USCB Dual Enrollment Information](#)

USCB Application & Enrollment

- USCB online application and forms must be completed by the due date (all online). Use the fee waiver code: USCBDE
- HHCA will send HHCA transcripts to USCB upon request and upon receiving the annually signed HHCA Dual Enrollment Agreement (at the end of this handbook).
- Check email for USCB acceptance and follow instructions to claim your VIP ID.
- USCB course preference forms must be submitted by the due date (in the FinsUp portal).
- Course selection and advisement dates will be communicated by USCB.
- Meet with your HHCA counselor to discuss, confirm and receive HHCA instructions.

USCB Approved Courses

- ENGL B101 - Composition and Rhetoric

- ENGL B102 - Composition and Literature
 - If ENG 102 is taken without ENG 101, an AP score of >4 must be sent from College Board by the student.
- ENGL B200-Level
- MATH B111, B115, B141, B142 - Math placement test required.
 - Math courses are subject to availability and not always open to dual enrollment students.
- ARTH B105 - History of Western Art
- COMM B140 - Public Communications
- CSCI B101 - Introduction to Computer Concepts
- ECON B222 - Macroeconomics
- HIST B111, 112, - American History 1, 2
 - History courses are subject to availability and not always open to dual enrollment students.
- PSYC B101 - Introduction to Psychology
- SOCY 101 - Introduction to Sociology
- SPAN B101, B102, 200-level
- OTHER COURSES may be approved on a case-by-case basis.

Technical College of the Lowcountry (TCL)

TCL General Information

- TCL offers both online and in-person course options (Online, New River, Culinary Institute)
- A 3.0 unweighted GPA is required by TCL and HHCA.
- HHCA will mirror TCL transcript policy on HHCA transcripts.
- Withdrawing from a TCL course: Students may, with permission from their counselor and parent, withdraw from a course until the final week of the course.
- Courses run semester-long: FALL (Aug-Dec); SPRING (Jan-May); SUMMER (May-July)
- Cost: (subject to change); additional textbook fees may apply
- 2-course maximum per semester; cost break for taking 2 courses
- Course Refunds: Per TCL policy, after 5 days, course fees will not be refunded

TCL Links

- [TCL Dual Enrollment Information Page](#)
- [TCL Application Page](#)
- [TCL Academic Calendar](#)

- [Requesting TCL Transcripts](#)

TCL Application & Enrollment

- Apply to TCL [here](#). The four supplemental forms listed below are due with your online application. Download and print them, or see Mrs. Artime, College and Career Advisor, for copies.
 - TCL Dual Enrollment Agreement & FAFSA Waiver (counselor signature required)
 - Dependent Residency Form
 - Student Information Release Authorization
 - Dual Enrollment Registration Form (fill out with counselor)
- Upon receiving all required forms (listed above), as well as the signed HHCA Dual Enrollment Agreement on this page, HHCA will send the student transcript to TCL.
- Course selection and registration will take place on dates to be determined. Stay tuned to HHCA announcements and calendar.
- Students can then meet with Mrs. Artime to discuss, confirm and receive further instructions.

TCL Approved Courses

Refer to the [26-27 TCL Dual Enrollment Handbook](#) or use this [course search tool](#).

- ENG 101 - English Composition 1
- ENG 102 - English Composition 2
 - If taken without ENG 101, AP score of >3 must be sent from College Board by the student.
- ENG 200-level
- MATH 110 - College Algebra - Math placement test required.
- MATH 120 - Probability & Statistics
- HIST 201 - US History 1 (must also take US History 2)
- HIST 202 - US History 2 (must also take US History 1)
- SPC 205 - Public Speaking
- PSY 201 - Introduction to Psychology
- SOC 101 - Introduction to Sociology
- CPT 101 - Introduction to Computers (after high school level taken)
- ART 101 - History and Appreciation of Art (after high school level taken)
- MUS 105 - Music Appreciation (after high school level taken)
- COURSES NOT APPROVED: SPA 101, SPA 102
- OTHER COURSES must be approved on a case-by-case basis