

Name: _____

Get a
Smart Start
On Your College Career

Dual Credit Application

TTC's **SmartStart Dual Credit** program allows eligible high school students to earn both high school and college credits by successfully completing college courses. In accordance with South Carolina state policy, students earn one unit toward their high school diploma for each three-semester-hour college course they successfully complete. Your performance in TTC courses taken for **dual credit** directly affects your high school records and graduation requirements.



www.tridenttech.edu

Student Information

The following information will be kept by the Dual Credit office for tracking purposes.

Name _____
Last First Middle Initial

Address _____

Home Phone _____ Cell Phone _____

E-mail _____ Gender _____ Race _____

Date of Birth _____ Age _____ Social Security Number* _____

Name of Next of Kin _____
Last First Middle Initial

Relationship _____ E-mail _____

Home Phone _____ Cell Phone _____

Address _____

High School Attending _____

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Courses Requested _____ _____ _____ _____ _____

**Required*

CONFIDENTIALITY OF STUDENT RECORDS

TTC complies fully with the Family Educational Rights and Privacy Act of 1974. This law guarantees the privacy of student educational records and protects the student's right to access those records. Visit www.tridenttech.edu/Registrar_2428.htm for more information regarding FERPA and how TTC complies with the law.

Please note: Because Dual Credit students are completing courses that will affect their high school transcripts, parents, high school guidance 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 instructor or to the Office of High School Programs.

NOTICE OF NON-DISCRIMINATION

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation or gender identity.

CAMPUS SECURITY

Please visit www.tridenttech.edu/publicsafety.htm for information concerning: 1) crime prevention policies; 2) crime and related statistics; 3) TTC's sexual assault policy.

Dual Credit Application

(Complete fully. Incomplete information will delay your application.)

Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states and the District of Columbia to carry out their tax laws.

*Social Security number _____

Prefix: Mr. Ms.

Name _____
Last First Middle Initial Suffix

Address _____
Street or P.O. Box Apt. No. City State Zip Code County

Home phone (____) _____ Work phone (____) _____ Work ext. _____

Date of birth ____/____/____
Month Day Year

Ethnicity Are you Hispanic/Latino? Yes No

Please check any additional descriptions that characterize your race:

American Indian or Alaska Native Asian Black or African American
 Native Hawaiian or other Pacific Islander White

Start Semester Fall Spring Summer Year 20_____

Residency

____/____
yrs. mos. **Length of time living in United States**

____/____
yrs. mos. **Length of time living in South Carolina**

____/____
yrs. mos. **Length of time living in tri-county area (Berkeley, Charleston, Dorchester counties)**
Which county? _____

Yes No Are you a dependent of a permanent, full-time employee in Berkeley, Charleston or Dorchester counties? **State his/her name and your relationship** _____

Yes No Are you a dependent of active duty military stationed in Berkeley, Charleston or Dorchester counties? **State his/her name and your relationship** _____

What is your state of legal residence? (Not your birthplace) _____

Yes No U.S. citizen? If no, country of origin _____

Yes No Immigrant with permanent residency status (If yes, submit INS card with application.)

Yes No Visa/Passport (If yes, submit with application) _____
Type Expiration Date

Tuition is based on residency. TTC determines residency based on S.C. law and Commission on Higher Education regulations. Documents may be required for proof of residency.

Emergency Contact

Name of person to contact in case of emergency _____ Phone number (____) _____

High School Information

High School _____

Governing Homeschool Association _____

High School or Governing Homeschool Association Address _____

Anticipated Date of Graduation _____

**Required*

Information Release

Do you give permission for the College to release directory information relative to your enrollment (per the Family Educational Rights and Privacy Act of 1974)? Yes No

For Information Regarding the Dual Credit Application Process Contact:

Trident Technical College • High School Programs, VA-M • P.O. Box 118067 • Charleston, SC 29423-8067

Telephone 843.574.6312 or 843.574.6061 or 843.574.6533

Fax 843.574.6789

www.tridenttech.edu

DUAL CREDIT STUDENT INFORMATION AND RESPONSIBILITIES

The Dual Credit program at TTC allows eligible high school students the opportunity to earn both high school and college credits by successfully completing college courses. Students enrolling in TTC courses for dual credit must understand that performance in these courses will directly affect high school records and graduation requirements. Students are responsible for understanding and adhering to all TTC policies and procedures included in the Catalog and Student Handbook, which may be accessed at www.tridenttech.edu > Future Students > Student Resources. College regulations are not waived because of ignorance of established policies and procedures. Students who are unsure of any procedure should seek clarification by calling TTC's Office of High School Programs at 843.574.6061.

TESTING

Students wishing to take courses in the Dual Credit program must have qualifying SAT, ACT or TTC placement test scores. COMPASS placement testing is available free of charge to students at various TTC locations. The Testing Centers test by appointment only. The hours of operation for Testing Centers vary throughout the semester. Students may make an appointment to take the COMPASS placement test by calling:

Berkeley Campus	Room 178	843.899.8079
Main Campus	Bldg 410/Room 202	843.574.6410
Palmer Campus	Room 226	843.722.5516
St. Paul's Parish site	Room 101	843.323.3500
Dorchester QuickJobs site	Room 102	843.574.2591

Please note: High school students are permitted to take COMPASS twice during a semester. Students who do not achieve qualifying test scores by the second attempt must wait at least one semester before testing again. For sample COMPASS test questions, visit www.act.org/compass/sample/.

IMPACT OF DUAL CREDIT ON HIGH SCHOOL RECORDS

Student performance in dual credit courses will directly affect high school records and graduation requirements. In accordance with S.C. state policy, students will earn one unit toward the high school diploma for each three-semester-hour college course they successfully complete.

South Carolina school districts are required to enter the earned numeric grade on the student's high school transcript. In calculating the student's GPA, all earned numeric grades for college-level dual credit courses are weighted the same as high school AP- and IB-level courses and receive an additional one-point weighting.

Grading Procedures: TTC will report the earned numeric grade for each student to the respective high school or home school association at the end of each semester. Upon receipt of the official documentation from the college, each institution will award final grades according to the applicable grading scales.

TTC Grading Scale		S.C. Uniform Grading Scale	
A	91-100	A	93-100
B	81-90	B	85-92
C	71-80	C	77-84
D	65-70	D	70-76
F	Below 65	F	Below 70

Please note: It is possible for students to receive two different letter grades for the same course. For example, in accordance with the appropriate grading scales, a grade of 91 will be reflected on the student's TTC transcript as an A and on the high school transcript as a 91/B.

Course Withdrawal Policy: After the Drop/Add period, students may withdraw from a course by submitting a withdrawal form to the Registrar's Office. The last day to withdraw from a course and receive a grade of "W" is published in the TTC academic calendar. It is the student's responsibility to initiate the proper paperwork to withdraw from a course. **Failure to do so will result in the grade of "F" on the student's permanent academic record.**

If a student withdraws from a course, the grade of "W" will be entered on the TTC permanent academic record. This grade will not affect the student's college GPA. However, in accordance with the S.C. Uniform Grading Policy, a grade of "W" in a dual credit course will be entered as a numeric grade of 61 on the student's high school transcript and included in the high school GPA/rank. **Before withdrawing from a course, students should check with their high school guidance counselor to determine the impact this will have on their high school records and graduation requirements.**

TRANSFERABILITY OF COURSES

Most general education and many applied technical or professional courses transfer to colleges and universities across the nation. The receiving four-year college determines transferability of credits. When selecting courses, students should consult four-year institutions to which they may transfer because requirements vary from college to college and from major to major. Information regarding the transferability of courses to many S.C. colleges and universities may be accessed at www.tridenttech.edu/university_transfer_3023.htm.

SERVICES FOR STUDENTS WITH DISABILITIES

A high school IEP or 504 Plan will not be sufficient for accommodations for TTC courses. To request accommodations due to a disability (either as a student or when taking a college placement test), students must contact TTC's Services for Students with Disabilities at 843.574.6303. TTY (Hearing Impaired) call 843.574.6351.

ADMISSION AND REGISTRATION

Qualified students who wish to participate in the Dual Credit program must:

- Earn qualifying SAT, ACT or TTC placement test scores for the course(s) in which they wish to enroll.
- Submit a Dual Credit application. (Applications must be signed by the high school principal or guidance counselor. For applicants who are homeschooled, the application must be signed by a district administrator or the authorized educational agency which has jurisdiction over the home school.)
- Register for courses.
 - o For students enrolling in courses offered at their high schools, registration will be arranged through the high school guidance office.
 - o For students enrolling in courses on one of TTC's campuses or through distance learning, the student must contact the Office of High School Programs to register.

TUITION AND FEES

Students taking courses for dual credit are responsible for the cost of the tuition and books unless otherwise directed by the high school.

Lottery Tuition Assistance (LTA): Dual credit students who are taking **at least six college credit hours during a semester** may reduce the amount of tuition they owe by receiving LTA; students do not need to file the Free Application for Federal Student Aid (FAFSA) to apply for lottery assistance for the period they are enrolled in high school. *Students who have graduated or are no longer identified as high school students by their high schools must complete the FAFSA to receive lottery assistance.*

The amount of LTA is set by the state prior to the beginning of each semester. Students are responsible for paying any portion of the tuition not covered by lottery assistance.

Need-Based Scholarships are available for high school students who qualify for free- or reduced-lunch programs. Verification of a student's free- or reduced-lunch status must be provided by the high school guidance counselor or school administrator. Homeschool students who wish to apply for the need-based scholarships should contact the Office of High School Programs.

BILLING

After the student has been registered for courses, the initial student bill appears on the student's TTC Express account under the Student Balance Due tab. Students and their parents are responsible for reviewing the student's account and ensuring payment.

However, LTA is not awarded to high school students until after the semester begins. Students who are enrolled in at least six credit hours and are eligible for LTA are not expected to make payment for the tuition until the award has been posted to the student's account. Students and parents should continue to monitor the TTC Express account and ensure payment once the LTA award has been made. Questions or concerns regarding billing should be directed to the Office of High School Programs at 843.574.6061.

Please note: *Students who fail to make payment will not be registered for courses in subsequent terms. Additionally, TTC will withhold transcripts until all payments have been made.*

COMMUNICATION TOOLS

Two of the most important communication tools for students are **TTC Express** and **my.tridenttech**. New students are given their IDs and passwords for these online services in the letter from Admissions that acknowledges receipt of their application. Students are encouraged to take advantage of the tutorials in each program to learn the full scope of their features.

DUAL CREDIT STUDENT ORIENTATION GUIDE

Additional information regarding specific procedures and services for dual credit students is available in the Dual Credit Orientation Guide, which may be accessed at www.tridenttech.edu/hs.htm.

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