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.
# Student Information

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
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<td>Address</td>
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*High School Attending*

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Parent/Guardian Signature</th>
<th>Date</th>
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</table>

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 [http://www.tridenttech.edu/start/registrar/ad_FERPA.htm](http://www.tridenttech.edu/start/registrar/ad_FERPA.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 NONDISCRIMINATION

It is the policy of Trident Technical College that no discrimination on the grounds of race, color, disability, religion, gender, sexual orientation, age, marital status, veteran status, gender identity, pregnancy, or national or ethnic origin will exist in any area of the college.

## CAMPUS SECURITY

Please visit [http://www.tridenttech.edu/about/departments/safety](http://www.tridenttech.edu/about/departments/safety) for information concerning: 1) crime prevention policies; 2) crime and related statistics; 3) TTC’s sexual assault policy.
Dual Credit Application

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

*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

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.

_____ / _____ 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

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, HSP-M  •  P.O. Box 118067  •  Charleston, SC  29423-8067
Telephone 843.574.6061; 843.574.6978
Fax 843.574.6489
www.tridenttech.edu
To Be Completed by High School or Governing Homeschool Authority

Student must have qualifying test scores on one of the following:

ACT  English ______  Math _______  Date ____/____  SAT  Critical Reading ______  Math _______  Writing ______  Date  _____/_____
month    year                                                                  month    year

TTC COMPASS  Which TTC campus?      Main __________      Berkeley __________   Palmer __________  Date  _____/_____/_____
________ WRTG        ________  READ       ________  PALG       ________  ALG       ________  CALG       ________  TR

TTC ACCUPLACER  Which TTC campus?      Main ________      Berkeley ________   Palmer ________  Date  _____/_____/_____
________ SS        ________  READ       ________  ARITH       ________  EALG       ________  CLM

Dual Credit student is approved to take the following TTC courses in lieu of high school course(s).

<table>
<thead>
<tr>
<th>TTC Course(s)</th>
<th>High School Course(s)</th>
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</table>

Principal/Guidance Counselor or Homeschool Authority (Please Print)   High School or Homeschool Accountability Group

Principal/Guidance Counselor or Homeschool Authority Signature   High School or Homeschool Accountability Group Address

To enroll in additional TTC courses while in high school, submit the Dual Credit or Early Admit Update form, which can be found at www.tridenttech.edu > Get Started > High School Students. To enroll in additional TTC courses after high school, submit a Student Major Update request through my.tridenttech.edu under TTC Express for Credit Students > Academic Profile > Student Change of Major or contact the Registrar’s Office at 843.574.6129.

To Be Completed by Student

As a Trident Technical College Dual Credit student, I certify that I have read the application insert, understand and agree:

I am responsible for adhering to all TTC policies and procedures, which can be accessed at www.tridenttech.edu.
I am responsible for ensuring payment of all TTC tuition and course fees.
I will earn one unit toward my high school diploma for each three-semester-hour college course I successfully complete. My performance in these classes will directly affect my high school records and graduation requirements.
TTC will send my educational records to the above high school or governing homeschool association.
TTC will release my educational records regarding courses taken for dual credit to my parent/guardian.

I certify these responses are true to the best of my knowledge. I understand any intentional falsification or failure to provide complete information may result in disciplinary action including denial of admission or dismissal after admission.

Student Name (Please Print)   Social Security Number (Required)   Date

Student Signature

To Be Completed by Parent/Guardian

I understand Trident Technical College is an adult learning environment. Students enrolled in the Dual Credit program will be treated as college students and will be expected to take responsibility for their own learning in this adult environment. Progress reports throughout the semester will not be issued to parents and/or high schools. Additionally, textbooks, assignments and discussions may include adult and sometimes controversial subjects. I understand and have explained to my child his/her academic responsibilities and the potential for discussion of adult subjects.

As a parent/guardian, I certify that I have read the application insert in its entirety and understand the responsibilities and financial obligations of a student enrolled in Trident Technical College’s Dual Credit program.

I understand and agree with the educational placement of this student in TTC’s Dual Credit program.

Parent/Guardian Signature   Date
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 Student Handbook, which may be accessed at www.tridenttech.edu > Student Resources > Student Life. 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. ACCUPLACER 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 ACCUPLACER placement test by calling:

- Berkeley Campus Room 111 843.899.8079
- Main Campus Bldg. 410/Room 202 843.574.6410
- Mount Pleasant Campus Rm. 143B 843.958.5810
- Palmer Campus Rm. 226 843.722.5516
- St. Paul’s Parish Site Rm. 100A 843.323.3800
- Dorchester QuickJobs Training Center Rm. 102 843.574.2591

Please note: High school students are permitted to test twice during a semester. Students who do not achieve qualifying test scores by the second attempt must wait until the following semester before testing again. For sample ACCUPLACER test questions, visit http://accuplacer.collegeboard.org/students/. Qualifying COMPASS test scores will still be accepted.

**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.

<table>
<thead>
<tr>
<th>TTC Grading Scale</th>
<th>S.C. Uniform Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 91-100</td>
<td>A 93-100</td>
</tr>
<tr>
<td>B 81-90</td>
<td>B 85-92</td>
</tr>
<tr>
<td>C 71-80</td>
<td>C 77-84</td>
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<tr>
<td>D 65-70</td>
<td>D 70-76</td>
</tr>
<tr>
<td>F Below 65</td>
<td>F Below 70</td>
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</tbody>
</table>

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 through the Registrar’s office. 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. 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. Students may be responsible for the cost of a portion or full amount of tuition associated with the withdrawn course.

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 process to withdraw from a course. Failure to do so will result in the grade of “F” on the student’s permanent academic record.

**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/academics/transfer/ac_transfrom.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. Tuition and fees can be reviewed online at http://www.tridenttech.edu/pay/cost/index.htm.

S.C. Lottery Tuition Assistance (LTA) is available to dual credit students who have lived in S.C. for at least 12 consecutive months and are actively enrolled in at least six college credit hours during a semester. Students do not need to file the Free Application for Federal Student Aid (FAFSA) to apply for S.C. 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 S.C. 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.

International students may not be eligible for tuition assistance and may be charged out-of-state tuition. Please contact the International Admissions Coordinator in the Admissions office with questions regarding your eligibility status.

BILLING

After the student has been registered for courses, the initial student bill appears on the student’s my.tridenttech.edu account under TTC Express for Credit Students > Financial Information > Student Account Activity and Make a Payment. Students and their parents are responsible for reviewing the student’s account and ensuring payment. All payments are due by the end of the semester in which the balance is owed.

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 my.tridenttech.edu 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

The most important communication tool for students is my.tridenttech.edu. New students are given their student ID numbers and log-in information 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 HANDBOOK

Additional information regarding specific procedures and services for dual credit students is available in the Dual Credit Student Handbook, which may be accessed at http://www.tridenttech.edu/start/highschool/ad_dualcredit.htm.

For information regarding the Dual Credit application process contact:
Trident Technical College • High School Programs, HSP-M • P.O. Box 118067 • Charleston, SC 29423-8067
Telephone 843.574.6061; 843.574.6978
Fax 843.574.6489
www.tridenttech.edu

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