

ADULT ED DUAL ENROLLMENT STUDENT RESPONSIBILITIES

Please read all of the following information carefully and save this for your records.

TTC's **Adult Education Dual Enrollment** program allows eligible adult education students the opportunity to take college courses before they have completed a high school diploma or GED/HSED. Courses completed as a part of the Adult Education Dual enrollment program become a part of the students' college transcripts. Under the guidance of the appropriate Adult Education Center, students have the option to earn high school credit for the college courses they successfully complete, or earn college credit only for these courses.

As a student in the Adult Education Dual Enrollment program at TTC, you are responsible for being informed of all TTC policies and procedures included in the Student Handbook, which may be accessed at www.tridenttech.edu > Student Resources > Student Life. College regulations will not be waived because you plead ignorance of established policies and procedures. If you are unsure of any policy on procedure, you should seek help or clarification by calling TTC's Division of School and Community Initiatives at 843.574.6533 or 843.574.6061.

TESTING

Students wishing to take courses in the Adult Ed Dual Enrollment 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	Rm. 111	843.899.8079
Dorchester Campus	Rm. 113	843.574.6544
Dorchester County QuickJobs	Rm. 102	843.574.2591
Mount Pleasant Campus	Rm. 143B	843.958.5810
Palmer Campus	Rm. 226	843.722.5516
Thornley Campus	Bldg. 410/Rm. 202	843.574.6410

Please note: *Students are permitted to test three times within a 12-month period. Students who do not achieve qualifying test scores by the third attempt must wait 12 months from the first attempt before testing again. For ACCUPLACER practice materials, visit <http://accuplacer.collegeboard.org/students/>.*

CLASS ATTENDANCE POLICY

Prompt and regular attendance is your responsibility. You are responsible for all material covered and all assignments made in class. Any time you are absent from a class, laboratory or other scheduled event, it is your responsibility to make satisfactory arrangements for any make-up work permitted by the instructor.

An absence is defined as nonattendance for any reason, including illness, emergency or official leave. If you arrive late for class, you may not be allowed into the classroom and may be considered absent for that period. If you leave before the instructor dismisses class, you also may be considered absent. All class sessions are important. Any time you miss a class, you increase your risk of making a failing grade.

If you are taking a class at the college, you will be expected to adhere to the college's calendar at www.tridenttech.edu. You will be expected to attend class whenever classes are in session.

If you quit attending or participating in class and do not officially withdraw by the published withdrawal date for each semester, you will receive a grade of F. Your instructor cannot assign a grade of W. **If you wish to withdraw from a course, it is your responsibility to follow the appropriate withdrawal procedure.**

COURSE WITHDRAWAL POLICY

After the Drop/Add period, you may withdraw from a course through the Division of School and Community Initiatives. Refunds are prorated according to the TTC refund policy outlined at www.tridenttech.edu > Pay For College > Tuition and Payment. **You 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 at www.tridenttech.edu.

It is the student's responsibility to initiate the proper paperwork to withdraw from class(es). Failure to do so will result in the grade of F on the student's permanent academic record. A decision not to attend does not constitute withdrawal from a course. If a student withdraws, the grade of W will be entered on the academic record. This grade will not affect the TTC GPA.

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

An IEP or 504 Plan with Adult Education 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 843.574.6131. TTY (Hearing Impaired) call 843.574.6351.

ADMISSION AND REGISTRATION

Qualified students who wish to participate in the Adult Education Dual Enrollment program must:

- Have permission from appropriate Adult Education Center to enroll.
- Show proof of academic readiness for college courses as required by the college.
- Complete and submit an Adult Ed Dual Enrollment application online at www.tridenttech.edu > Get Started > High School Students > Online Application.
- Submit Adult Ed Dual Enrollment Signature Page (Page must be signed by the governing Adult Education authority and the student).
- Register for courses.
 - o For students enrolling in courses on one of TTC's campuses or online, the student must contact the Division of School and Community Initiatives to register.

TUITION AND FEES

Students taking courses through the Adult Education DE program are responsible for the cost of the tuition and books unless otherwise directed by the adult education center. Tuition and fees can be reviewed online at 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 Tuition Assistance for the period they are enrolled in a GED/HSED program. *Students who have graduated or are no longer identified as adult education students by their Adult Education program must complete the FAFSA to receive S.C. Lottery Tuition Assistance.* The amount of SCLTA 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 SCLTA.

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 portal account under TTC Express for Credit Students > Financial Information > Student Account Activity and Make a Payment. Students are responsible for reviewing their accounts and ensuring payment. All payments are due by the end of the semester in which the balance is owed.

However, SCLTA is not awarded to students until after the semester begins. Students who are enrolled in at least six credit hours and are eligible for SCLTA are not expected to make payment for the tuition until the award has been posted to the student's account. Students 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 Division of School and Community Initiatives at 843.574.6978.

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 the my.tridenttech.edu student portal. 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.

For information regarding the Adult Education Dual Enrollment application process contact:

Trident Technical College • School and Community Initiatives, HSP-M • P.O. Box 118067 • Charleston, SC 29423-8067
Telephone 843.574.6533; 843.574.6061 Fax:843.574.6489 • www.tridenttech.edu



TRIDENT TECHNICAL COLLEGE

Adult Education Dual Enrollment

Student Last Name

Student First Name

Date of Birth

To Be Completed by Adult Education Group

Please attach a copy of the student's qualifying test scores (SAT, ACT or TTC ACCUPLACER).

Dual Enrollment student is approved for admission and enrollment in the following course(s):

TTC Course(s)

High School Course(s)

Adult Education Authority (Please print.)

Adult Education Group

Adult Education Authority Signature

To Be Completed by Student (PLEASE READ CAREFULLY AND SIGN)

Enrollment

I understand that I am responsible for adhering to all TTC policies and procedures, which can be accessed at www.tridenttech.edu. If given permission to enroll, I understand that my performance in classes may impact my high school equivalency completion requirements.

Financial Information

Students taking courses through dual enrollment are responsible for the cost of the tuition and books unless otherwise directed by the designated Adult Education Group. Tuition cost may be reduced for SC residents who are enrolled in six college credit hours in the same semester through S.C. Lottery Tuition Assistance. I understand that S.C. Lottery Tuition Assistance or external financial assistance received may not cover the entire cost. I understand that I will be responsible for ensuring payment of TTC tuition, course fees, textbooks, and any other materials and expenses associated with these classes. I understand that account billing will occur through electronic billing via the TTC student portal, and no paper bills will be mailed.

Authorization to Disclose Academic Information (FERPA)

Dual enrollment students enrolled in TTC college courses are protected by the Family Educational Rights and Privacy Act (FERPA) or 1974. Federal Law prohibits institutions from disclosing and/or discussing any information about a student without a written signed release from the student.

Understanding the above, I give permission for Trident Technical College to release information regarding attendance, grades, registration, and enrollment to the designated Adult Education Group.

As a Trident Technical College dual enrollment student, 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.)

Student Signature

Date

Please return this form to the TTC School and Community Initiatives Office.

Email: dualenrollment@tridenttech.edu

Fax: 843.574.6489