

DUAL CREDIT STUDENT INFORMATION AND RESPONSIBILITIES

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

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 Division of School and Community Initiatives 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	Palmer Campus	Rm. 226	843.722.5516
Thornley Campus	Bldg. 410/Room 202	843.574.6410	Dorchester Campus	Rm. 113	843.574.6544
Mount Pleasant Campus	Rm. 143B	843.958.5810	Dorchester QuickJobs Training Center	Rm. 102	843.574.2591

Please note: *High school 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/>.*

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 can earn one unit toward the high school diploma for each three-semester-hour college course they successfully complete if the student has received prior approval from the high school or home school association to enroll in that course. It is the responsibility of the student to notify the high school or home school association prior to enrolling in a course at TTC to be sure that course will earn high school credit.

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	90-100
B	81-90	B	80-89
C	71-80	C	70-79
D	65-70	D	60-69
F	Below 65	F	Below 60

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 90 will be reflected on the student's TTC transcript as a B and on the high school transcript as a 90/A.*

Course Withdrawal Policy: After the Drop/Add period, students may withdraw from a course through the Division of School and Community Initiatives. **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 may be entered as a numeric grade of 50 on the student's high school transcript and included in the high school GPA/rank at the school or school district's discretion. **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 843.574.6131. TTY (Hearing Impaired) call 843.574.6351.

ADMISSION AND REGISTRATION

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

- Have permission from parent/guardian and high school or home school association to enroll.
- Show proof of academic readiness for college courses as required by the college.
- Complete and submit a Dual Credit application online at www.tridenttech.edu > Get Started > High School Students > Online Application.
- Submit Dual Credit Signature Page (Page must be signed by the student, parent/guardian, and high school counselor/principal or governing home school association).
- Register for courses.
 - For students enrolling in courses offered at their high schools, registration will be arranged by the high school counseling office.
 - 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

Student taking courses for dual credit are responsible for the cost of the tuition, books and materials unless otherwise directed by high school or school district. Tuition and fees can be reviewed online at www.tridenttech.edu/pay/cost.

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. LTA 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. LTA.* 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 may be available for high school students enrolled in at least six credit hours per semester who qualify for free- or reduced-lunch programs and maintain a college GPA of 2.0 or higher. Scholarships are not available for repeated courses. Verification of a student's free- or reduced-lunch status must be provided by the high school counselor or school administrator. Need-based scholarships will include all tuition and fees in excess of Lottery Tuition Assistance. Home school students who wish to apply for the need-based scholarships should contact the Division of School and Community Initiatives.

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 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 **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 • School and Community Initiatives, HSP-M • P.O. Box 118067 • Charleston, SC 29423-8067
Telephone 843.574.6533
Fax 843.574.6489
www.tridenttech.edu

Dual Credit Signature Page

Student Last Name

Student First Name

Date of Birth

To Be Completed by High School or Governing Homeschool Authority

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

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

TTC Course(s)

High School Course(s)

Principal/Guidance Counselor or Homeschool Authority (Please Print)

High School or Homeschool Accountability Group

Principal/Guidance Counselor or Homeschool Authority Signature

To Be Completed by Student

As a Trident Technical College Dual Credit student, I certify that I have read the Student Information and Responsibilities document, 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 provided that I have first registered for that course with my high school to verify high school credit will be awarded.

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)

Student Signature

Date

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 parent/guardian, I certify that I have read the Student Information and Responsibilities document 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 Name (Please Print)

Parent/Guardian Signature

Date

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

Email: dualenrollment@tridenttech.edu • 843.574.6489