

## Dual Credit Program Student Information & Responsibilities

### GENERAL INFORMATION

- 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: <https://www.tridenttech.edu/student/life/index.htm>.

### ELIGIBILITY

- To qualify, students taking courses for dual credit must meet the same requirements for enrollment into an individual course as other college students.
- Enrollment into most entry-level courses requires proof of academic readiness as indicated on the SAT, ACT or TTC ACCUPLACER Placement Test. For questions about other forms of placement, please contact the TTC Dual Enrollment Office at [DualEnrollment@tridenttech.edu](mailto:DualEnrollment@tridenttech.edu) or 843-574-6533.
- For more information about the TTC ACCUPLACER Placement Test, visit our website here: [https://www.tridenttech.edu/start/apply/ad\\_placement.htm](https://www.tridenttech.edu/start/apply/ad_placement.htm).

### TUITION AND FEES

- Students taking courses for dual credit are responsible for the cost of the tuition, books and materials unless otherwise directed by the high school or school district.
- It is the student's (and parent/guardian's) responsibility to ensure payment for any tuition and/or fees.
- **Tuition bills and online payment options are available in the TTC Student Portal.** Paper bills will not be mailed.
- Tuition and fees and textbook costs can be found here: <https://www.tridenttech.edu/pay/cost/index.htm>
- Some TTC courses have digital materials. Students will not have a physical textbook to purchase from a TTC Bookstore for these courses. Digital materials will have a fee, which will appear on the student's tuition bill online via the TTC Student Portal.
- **State tuition assistance (SCWINS, SC Lottery Assistance) and need-based scholarships may be available for high school students who qualify.** For more information on available tuition assistance and eligibility requirements, visit our website: [https://www.tridenttech.edu/start/highschool/ad\\_dualcredit.htm](https://www.tridenttech.edu/start/highschool/ad_dualcredit.htm) or contact the TTC Finance and Scholarship Coordinator at 843-574-6734.

### RESIDENCY

- Tuition costs and tuition assistance are both based on residency.
- Students who have lived in South Carolina for less than 12 consecutive months at the time of their admission are identified as out-of-state residents and are charged an out-of-state tuition rate.
- Additionally, tuition assistance, such as SC Lottery Tuition Assistance, cannot be awarded to students with out-of-state residency.
- Students with out-of-state residency may submit an Application for Classification as a SC Resident to the Admissions Office and provide supporting documentation that demonstrates SC residency. For more information visit our website here: [https://www.tridenttech.edu/start/before/ad\\_residency.htm](https://www.tridenttech.edu/start/before/ad_residency.htm) or contact the Dual Enrollment Admissions Coordinator at 843-574-6424.

### ACCOMMODATIONS

- **Accommodations cannot be made based on a high school IEP or 504 plan.** Separate accommodations must be requested every term/semester through TTC's Services for Students with Disabilities office.
- To request accommodations due to a disability (either as a student or when taking a college placement test), students and their parents must contact TTC's Services for Students with Disabilities office at 843-574-6131 or [Counseling.Services@tridenttech.edu](mailto:Counseling.Services@tridenttech.edu).

## INTERNATIONAL STUDENTS

- Students who are not U.S. citizens must provide proof of legal presence in the U.S. in order to be considered for dual credit enrollment.
- The S.C. Illegal Immigrant Reform Act of 2008 prohibits those unlawfully in the United States from attending a public institution of higher education.
- Additionally, international students may not qualify for tuition assistance, and may be charged out-of-state tuition and fees. For more information, please visit our website here: <https://www.tridenttech.edu/start/international/index.htm> or contact the International Admissions Coordinator at 843-574-6325.

## 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-credit-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.

## 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 TTC grading scale and the high school's grading scale. TTC's grading scale can be found on our website:

[https://www.tridenttech.edu/academics/intro/ac\\_GPA.htm](https://www.tridenttech.edu/academics/intro/ac_GPA.htm)

**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.

## DROP/ADD

- At the beginning of each term or semester, students have short window to drop or add a course through their high school counselor or the TTC Dual Enrollment Office.
- Students are responsible for adhering to the drop/add policies set by the college. Visit our Academic Calendars webpage to review the drop/add schedule for each semester/term: <https://www.tridenttech.edu/start/apply/calendars/index.htm>.

## WITHDRAWAL

- After the Drop/Add period, students may request to withdraw from a course through the TTC Dual Enrollment Office.
- If a student withdraws from a course, the grade of "W" will be entered on the TTC permanent academic record. This grade is not calculated into 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.
- **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.**
- Tuition and fees still apply for withdrawn courses. These costs are only removed if courses are dropped during the Drop/Add period.
- 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.**



# TRIDENT TECHNICAL COLLEGE DUAL CREDIT PROGRAM PERMISSION FORM

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
Student First Name

\_\_\_\_\_  
Date of Birth

## TO BE COMPLETED BY HIGH SCHOOL OR GOVERNING HOME SCHOOL ASSOCIATION

**High School or Governing Home School Association:** \_\_\_\_\_

The above-named student has permission to enroll in any college-level course that meets Dual Enrollment criteria provided that high school and TTC prerequisites are met. Eligibility is determined through established TTC academic requirements (test scores or alternative placement) and the high school. **Student is responsible for registering for courses with the high school to verify that high school credit will be awarded.**

\_\_\_\_\_  
Principal/School Counselor or Governing Homeschool Authority (PLEASE PRINT)

\_\_\_\_\_  
Principal/School Counselor or Governing Homeschool Authority Signature

\_\_\_\_\_  
Date

## TO BE COMPLETED BY STUDENT

I am interested in taking courses under one of the following tracks (*choose one*):

Career Pathways (SCWINS/CTE)

-OR-

University Transfer (non-CTE)

Desired Career Pathways Major: \_\_\_\_\_

**List of programs can be found here: <https://www.tridenttech.edu/academics/Programs.htm>**

As a Trident Technical College Dual Credit student, I certify that I have read the Student Information and Responsibilities document, understand and agree (**PLEASE INITIAL NEXT TO EACH**):

\_\_\_\_\_ I am responsible for adhering to all TTC policies and procedures, which can be accessed at [www.tridenttech.edu](http://www.tridenttech.edu).

\_\_\_\_\_ I am responsible for ensuring payment of all TTC tuition and fees.

\_\_\_\_\_ I will earn one unit toward my high school diploma for each 3-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 LEGAL PARENT OR GUARDIAN

As parent/legal guardian of a Trident Technical College Dual Credit student, I certify that I have read the Student Information and Responsibilities document in its entirety, understand and agree (**PLEASE INITIAL NEXT TO EACH**):

\_\_\_\_\_ Trident Technical College is an **adult learning environment**, and textbooks, assignments and discussions may include adult and sometimes controversial subjects.

\_\_\_\_\_ 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.

\_\_\_\_\_ I and my child will be responsible for ensuring payment of all TTC tuition and fees, after available tuition assistance for which my child may be eligible has been applied.

\_\_\_\_\_ Account billing will occur through electronic billing via the TTC student portal, and no paper bills will be mailed.

As parent/guardian, I certify that I understand the **responsibilities and financial obligations** of a student enrolled in Trident Technical College's Dual Credit program, and 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

Parent/Guardian Email Address (**please print clearly**): \_\_\_\_\_