

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 demonstrate academic preparedness for college-level courses as required by the college.
- Academic preparedness may be demonstrated via qualifying scores on SAT, ACT or TTC's ACCUPLACER Placement Test, or via approved alternative placement methods. For questions about other forms of placement, please contact the TTC Dual Enrollment Office at 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.

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 under *TTC Self-Service – Students > Make payments*.** 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 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 or contact the Dual Enrollment Admissions Coordinator at 843-574-6424.

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.

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.

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.

COURSE TRANSFERABILITY & COLLEGE TRANSCRIPT

- Most general education and many applied technical courses transfer to colleges and universities across the nation. The receiving 4-year college determines transferability of credits. When selecting courses, students should consult with the 4-year college they plan to attend because requirements vary from college to college and from major to major. Information regarding transferability of courses to many SC colleges and universities can be found on our website here: https://www.tridenttech.edu/academics/transfer/ac_transfrom.htm.
- When you graduate from high school, you will need to have your official TTC college transcript sent to the college or university you plan to attend. To request your official TTC transcript online, visit our website here: https://www.tridenttech.edu/start/registrar/ac_transver.htm.

DROP/ADD VS. WITHDRAWAL

- At the beginning of each term or semester, students have a 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>.
- 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 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.**



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 PATHWAY OPTIONS 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:

<https://www.tridenttech.edu/about/policies/index.htm>.

_____ 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.

_____ My child and I 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**): _____



SCWINS INFORMATION AND AFFIDAVIT

The **SC Workforce Industry Needs Scholarship (SCWINS)** is a statewide technical college scholarship program designed to address workforce shortages in South Carolina.

Eligible recipients of SCWINS can be awarded up to \$5,000 per academic year (Fall, Spring, Summer). Students enrolled in associate degree programs are **limited to nine (9) semesters** of receipt of SCWINS funds. Students enrolled in diploma or certificate programs are **limited to six (6) semesters** of receipt of SCWINS funds. The scholarship covers the cost of tuition, fees, and course-related expenses for eligible programs of study.

SCWINS ELIGIBILITY REQUIREMENTS

- Be an eligible South Carolina resident*
- Be enrolled in an eligible program of study
- Complete the SCWINS affidavit form

*Non-US citizens are not eligible for SCWINS funds. South Carolina residency is determined based on SC law and Commission on Higher Education (CHE) regulations. For more information, visit the Residency webpage on our website:

https://www.tridenttech.edu/start/before/ad_residency.htm

To accept the scholarship, students must submit an SCWINS affidavit confirming that they meet one of the following criteria:

- Be employed
- Take a financial literacy course offered at the technical college
- Complete 100 hours of voluntary time contributing to a nonprofit or public service organization

All credit-seeking students must maintain a 2.0 GPA each academic year. SCWINS will only be applied for courses required in the eligible program of study. Students are limited to one program of study unless the subsequent program constitutes progression in the same field of study.

For additional information regarding SCWINS eligibility for Dual Enrollment students, please email Katheryn Mason at katheryn.mason@tridenttech.edu.

SCWINS ACCEPTANCE

If you wish to accept SCWINS, please complete the attached SCWINS affidavit form (*see page 2*) and return to the TTC Dual Enrollment Office.

If you wish to decline SCWINS, please indicate by checking the box below, and sign and return this form to the TTC Dual Enrollment Office.

☐ ***I wish to decline SCWINS tuition assistance at this time.*** I understand that I will be responsible for any tuition, fees, and course-related expenses not covered by other Dual Enrollment tuition assistance for which I may be eligible. I understand that if I am eligible to receive SCWINS in the future, I will need to complete the scholarship affidavit.

Student Name (Print): _____

Date of Birth: _____

Student Signature: _____

Date: _____

Parent/Guardian (Print): _____

Parent/Guardian Signature: _____

Date: _____

SC Workforce Scholarships and Grants Affidavit

Form Status

Student Information

Student Name

Student ID

Street Address

City

State

Zip

Email

Phone Number

Student Comments

Award Information

Workforce Scholarships and Grants can be used for tuition and fee charges remaining after applying all other scholarships and grants for South Carolina residents (adults and recent high school graduates) enrolled in a qualified program. Award amounts may be adjusted or canceled due to changes in enrollment or the availability of funds. I understand that I must achieve and maintain a 2.0 cumulative Grade Point Average (GPA) for any renewal award(s).

I certify that I am or that I will complete one of the following requirements:

☐

I am currently employed.

☐

I will complete a financial literacy course offered by a South Carolina technical college.

- Visit CashCourse at <https://www.cashcourse.org/> (<https://www.cashcourse.org/>) to complete a free financial literacy course.

Click Register for a free account under the Student tab, fill out the registration form with your name, email and create a password.

☐

I will complete 100 hours of voluntary time contributing to a non-profit or public service organization.

Acknowledgement

☐

I have read and understand the information on the form

Name

Type Name to Sign

Date