

Name: \_\_\_\_\_

*Get a*  
**Smart Start**  
*On Your College Career*

# Dual Credit Application

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.



[www.tridenttech.edu](http://www.tridenttech.edu)

## Student Information

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

Name \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_

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

Name of Next of Kin \_\_\_\_\_  
Last First Middle Initial

Relationship \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

\*High School Attending \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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> 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.)

Section 6109 of the Internal Revenue Code requires you to give your correct SSN to persons who must file information returns with the IRS to report certain information. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states and the District of Columbia to carry out their tax laws.

\*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 \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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).

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	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](http://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](http://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](http://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

# DUAL CREDIT STUDENT INFORMATION AND RESPONSIBILITIES

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](http://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.

TTC Grading Scale		S.C. Uniform Grading Scale	
A	91-100	A	93-100
B	81-90	B	85-92
C	71-80	C	77-84
D	65-70	D	70-76
F	Below 65	F	Below 70

**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](http://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](http://www.tridenttech.edu/start/highschool/ad_dualcredit.htm).

### **For information regarding the Dual Credit application process contact:**

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