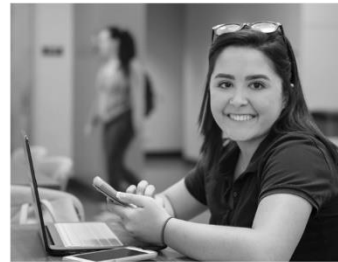


# DUAL ENROLLMENT

2019 – 2020



# TABLE OF CONTENTS

Statement of Purpose.....	3
Initial Enrollment Eligibility.....	4
The Dual Enrollment Process.....	4
Testing.....	5
Programs Authorized for Dual Enrollment.....	7
Available Courses.....	8
Drops & Withdrawals.....	9
Important Dates.....	9
Books.....	10
Eligibility for Continued Enrollment.....	11
Transferability.....	11
Appeals.....	12
Students with Disabilities.....	12
Transferability.....	13
Dual Enrollment 101 – College Classroom Basics.....	13
DSC Contacts.....	14

## STATEMENT OF PURPOSE

Dual Enrollment is authorized under **Florida Statute 1007.271** as an articulated acceleration mechanism. It is intended to shorten the time necessary for students to complete the requirements associated with the conference of a high school diploma and college degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject.

Specifically, the state of Florida defines dual enrollment as follows: **F.S.1007.271(1)**: The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

The Daytona State College Dual Enrollment program is a cooperative effort between Daytona State College and the Volusia and Flagler county school districts as well as interested private and home schools. Co-sponsored courses are selected jointly by the individual high schools and Daytona State College to avoid unnecessary duplication and assure that Daytona State College courses are complimentary to the high school curriculum. Courses taken through the Dual Enrollment program are creditable toward the high school diploma, Associate of Arts (A.A.) Associate of Science (A.S.), Baccalaureate degrees, and/or certificate programs.

Daytona State College values each student as a unique individual; the college is committed to providing a variety of opportunities that support student academic and personal development. While not for everyone, the dual enrollment program is designed to meet the needs of the academically motivated, socially mature high school student.

Daytona State College's commitment to teaching excellence is reflected in the dual enrollment program. Course content, requirements, and evaluation components are identical to those of academic courses, regardless whether taught on the Daytona State College campuses or the high school campuses. Faculty selected to teach dual enrollment courses, whether employed by Daytona State College or the School District, must meet teaching credentials established by the Commission of the Southern Association of Colleges and Schools.

## Benefits of Dual Enrollment

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- ✓ Get a head start on earning college credit
- ✓ Gain access to college resources and campus life
- ✓ Explore interesting subjects through a variety of course offerings
- ✓ Engage with different instructional methods available: Classroom, Online, or mixed mode
- ✓ Experience the college atmosphere
- ✓ Offset the cost of a college education
- ✓ Stand out among your peers

## **INITIAL ENROLLMENT ELIGIBILITY**

Students must meet the following eligibility requirements to participate in the dual enrollment program:

- Be enrolled in grade 6<sup>th</sup> through 12th grade in public, private, or home school
- Have a 3.0 or higher cumulative, unweighted high school GPA
- Have a GPA in a high school level course
- For College Credit (A.A. degree, A.S. degree, A.S. certificate), a minimum of a 3.0 unweighted high school GPA and qualifying test scores on the SAT, ACT, Post-Secondary Education Readiness Test (PERT).
- For Vocational Programs, a minimum 2.0 GPA, and must take the Test of Adult Basic Education (TABE).

## **THE DUAL ENROLLMENT PROCESS**

1. Students who wish to dual enroll begin the conversation with their High School counselor.
2. The school counselor will provide students who have a qualifying unweighted high school GPA with the dual enrollment form. The student will complete the personal information on the form and the parent, student, and counselor are required to sign. \*Home school students are not required to have a GPA, but will need to submit a notarized Home Education Verification Form.
3. The student visits the Admissions/Enrollment Services Office at any of the five DSC locations to be admitted to the college. During the admissions process, the student will be issued a student identification number.
4. If the student already has qualifying SAT, ACT, or PERT scores, they will not be required to test.
  - a) If the student does not already have acceptable test scores, they will be sent to the Assessment Office to take the PERT or TABE.
5. After testing, the student will take his/her scores back to his/her school counselor.
6. The school counselor will assist qualifying students with the selection of classes based on what they need to meet both high school graduation and college degree requirements. The course information and section number will be entered on the dual enrollment registration form, along with the school counselor's signature, indicating approval for each selected course.
7. The student will return to the college and will meet with a DSC academic advisor. The advisor will review the form and verify that the student has the appropriate test scores, pre-requisites for the course(s), and signatures. The Advisor will show the student how to access their records and college email through their college email account, and review information listed on the Dual Enrollment Checklist.
8. The student will be registered for classes and provided with two copies of his/ her schedule, one for them, and one to return to their school counselor.
9. Grades earned by dual enrolled students become a permanent part of both the high school and college transcript and are weighted on the high school transcript the same as IB and AP courses.

## REQUIRED TEST SCORES

### SAT

Critical Reading - $\geq 24$ and Writing $> 25$	ENC1101 English Composition I
Math - $\geq 24$	MAT1033 Intermediate Algebra/MGF2106 Survey in Mathematics/MGF2107 Liberal Arts Math
$\geq 26.5$	MAC1105 College Algebra

### ACT

Reading $\geq 19$ and $\geq 17$ English	ENC 1101
Math $\geq 19$	MAT1033/MGF2106 Survey in Mathematics /MGF2107 Liberal Arts Math
$\geq 21$	MAC1105

### Post- Secondary Education Readiness Test (P.E.R.T.)

Reading $\geq 106$ and Writing $\geq 103$	ENC1101
Math 114 - 122	MAT1033, MGF2106, MGF2107
123 - 134	MAC1105
135 - 144	MAC1140 Calculus I, MAC1114 College Trigonometry, STA2023 Elementary Statistics
145 - 150	MAC2233 Calculus for Business & NonPhysical Sciences, MAC2311 Calculus I & Lab

## REQUIRED TABE SCORES FOR VOCATIONAL CERTIFICATE PROGRAMS

Program	11/12 Reading	11/12 Language	11/12 Math
<b>A/C, Refrigeration, Heating Mechanic</b>	576	584	627
<b>A/C, Refrigeration, Heat Tech</b>	576	584	627
<b>Auto Collision Repair</b>	576	584	596
<b>Auto Service Technology</b>	576	584	627
<b>Bldg. Trades/Construction &amp; Design Technology</b>	576	584	596
<b>Machining</b>	576	584	627
<b>Welding Tech (Applied)</b>	576	584	596

\*\*\*Required test scores are state mandated. These score requirements will change if required by the Florida Department of Education.

- Students will be permitted to take SLS 1122, Managing Your Success, if they have a minimum cumulative, unweighted high school GPA, a minimum score of 84 on the P.E.R.T. reading section, and a minimum score of 90 on the P.E.R.T. writing section.
- Students pursuing a Career (Vocational) Certificate must have a 2.0 or higher unweighted high school GPA and take the Test of Adult Basic Education (T.A.B.E.) before starting the certificate program. Students must obtain the required exit score for the program in order to graduate from DSC with a certificate in their area of study.

- TABE score requirements vary depending on the program. Students must take the test prior to enrolling in the program but may begin without meeting the exit scores. Students must pass the TABE with the required exit score in order to be eligible to earn their certification.  
\*Required test scores are state mandated. These score requirements will change if required by the Florida Department of Education.
- Students who have tested into ENC1101 and MAT1033 on the P.E.R.T, SAT, or ACT or have taken ENC1101 and MAT1033 are exempt from T.A.B.E. testing.
- Students may register for courses that do not require math as a pre/co-requisite if they do not pass the math portion of a placement exam. Additionally, students who pass the math but not the reading/writing portion of the exam may register for math courses but may not register for other courses.
- Students must also meet all other pre-requisites or co-requisites; however, students who are concurrently enrolled in a high school AP English course will be considered to have met the English pre-requisites or co-requisite for DSC courses, with the exception of ENC 1102. Verification of the student's AP enrollment or credit will be required at registration.

## TESTING

1. Once admitted, students are eligible to take the initial PERT at the DSC Assessment Center.
2. The initial test at DSC is free of charge, additional attempts will be a \$10 fee each to the student.
3. If a student scores within five points of the required P.E.R.T. score, they can visit an Academic Advisor for permission to immediately retest at the college.
  - a. If their scores are not within 5 points, students must attend a full high school semester before they will be permitted a second attempt (Not including summer).
4. Students will be limited to three attempts taking the P.E.R.T. at the college and must wait at least one full high school semester between attempts. Attempts taken at the high school will not be counted in these attempts.
  - a. Students may appeal in writing to the Director of Dual Enrollment for permission to take the P.E.R.T for a fourth time at the college.
5. Students may also be eligible to take the P.E.R.T. on their high school campus (if offered). Attempts at the high school do not count toward the three college attempts.
  - a. Students who take the PERT on their high school campus are also permitted to use the test scores for dual enrollment purposes.

**ALL student and non-student examinees (regardless of age, testing for dual enrollment, or other purposes) must have a current/valid photo identification (ID) in order to take any examination. No exceptions.**

- All exam sessions are monitored and recorded.
- Assessment Services may deny entrance to an exam for individuals who do not have valid identification required for that exam.
- Daytona State College Assessment Services Acceptable Forms of Identification (ID) -  
All forms of identification must be original, no photocopies or digital copies. The ID information must match the information on the exam record (DSC record system, test/exam ticket, vendor registration, etc.).

Students must present at least one form of identification which must be a current/valid official photo ID from the list below:

- ✓ Driver's License issued by the United States
- ✓ Official State issued ID card
- ✓ Information for obtaining a Florida ID Card: <https://www.flhsmv.gov/driver-licensesid-cards/what-to-bring/>
- ✓ DSC ID Card (limited to PERT & TABE)
- ✓ High School ID Card with photo (limited to, PERT, ACCUPLACER, CASAS, and TABE)
- ✓ High school graduates cannot use their high school ID after the first day of the following semester
- ✓ after graduation (example: student graduates from high school in May/June, the ID is considered not valid after the first day of the DSC Fall Semester).
- ✓ U.S. Passport, U.S. Passport Card, or Permanent Resident Card or Foreign passport with U.S. Visa

## PROGRAMS AUTHORIZED FOR DUAL ENROLLMENT

### 1. ASSOCIATE OF ARTS (AA) DEGREE

Students may enroll in courses listed in the A.A. program guide, with the exception of courses that are less than three credit hours or private lesson courses.

### 2. ASSOCIATE OF SCIENCE (AS) PROGRAMS

Accounting Technology	Electronics Engineering Technology
Architectural and Building Technology	Engineering Technology
Broadcast TV Production	Hospitality Management
Computer Engineering Technology	Interior Design Technology
Computer Information Technology	Networking Services Technology
Computer Programming and Analysis	Office Administration
Culinary Management	Paralegal Studies
Drafting and Design (CAD)	Simulation and Robotics Technology
Early Childhood Education	

### 3. COLLEGE CREDIT CERTIFICATE PROGRAMS

Accounting Technology Management	Information Technology Analysis
Accounting Technology Operations (Tax)	Information Technology Support Specialist
Advanced Network Infrastructure	Information Technology Administration
Applied Technology Specialist	Information Technology Analysis
AutoCAD Foundations	Microcomputer Repair/Installer
Broadcast TV Production	Network Communications (LAN)
Cable Installation	Network Communications (WAN)
Computer Aided Design and Drafting	Network Infrastructure
Computer Programming	Network Server Administration
Computer Specialist	Network Support Technician
Culinary Arts	Office Administration
Drafting and Design Technology	Web Development Specialist
Engineering Technology Support Specialist	Wireless Communications
Information Technology Administration	

### 4. VOCATIONAL CERTIFICATE PROGRAMS (CAREER DUAL ENROLLMENT)

Air Conditioning, Refrigeration and Heating Mechanic (ATC Campus)  
 Air Conditioning, Refrigeration and Heating Technology (ATC Campus)

Automotive Collision, Repair and Refinishing (ATC Campus)  
Automotive Service Technology (ATC Campus)  
Baking and Pastry (Daytona Campus)  
Construction Technology (ATC Campus)  
Machining (ATC Campus)  
Welding Technology (Daytona Campus)

## 5. BACHELOR'S DEGREES

All Bachelor's degrees are two plus two programs. Students must have the required Associate degree and be admitted to the program to take bachelor's level courses. Students must also complete the pre-requisites for the Bachelor's programs while they are in the associate's program.

Bachelor of Applied Science  
Bachelor of Science in Engineering Technology  
Electrical Engineering Technology Concentration  
Bachelor of Science in Information Technology  
Bachelor of Science in Education

- Elementary Education
- Exceptional Education
- Secondary Biology Education
- Secondary Chemistry Education
- Secondary Earth/Space Science Education
- Secondary Mathematics Education

## AVAILABLE COURSES

- Students may enroll in up to 15 credit hours total per 15-week semester at DSC during the fall and spring semesters.
- Students may enroll in up to nine credits in a sub-session (A/B session).
- Students may take an additional one credit hour per semester for any needed lab if their cumulative college GPA is 3.0 or above. In addition, graduating seniors may take up to 18 credit hours in the spring semester of his/her graduating year if the extra class allows the student to complete their degree.
- During the summer semester, students may take no more than 14 credit hours (two classes in the "A" term, two classes in "B" term, and two extra credit hours for labs, if needed). Ten-week courses will be counted in the "A" term credits.
- Students must declare a major on the dual enrollment form.
- Students may only take classes required for their declared major.
- Students in an Associate of Arts program must complete the General Education requirements and any pre-requisite course(s) needed to transfer into their intended bachelor's degree program before they will be permitted to take other elective courses.
- Dual enrolled students may take only two fully online courses per 15-week semester at the college. They may also take hybrid or mixed mode courses.

There are hundreds of courses available to students through dual enrollment. The Dual Enrollment Course-High School Subject Area Equivalency List is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education as a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements. The current list is available at <https://daytonastate.edu/advising/dualparents.html>.

For career dual enrollment in certificate programs, students are awarded the equivalent high school credit upon completion of the entire dual enrollment course.



While Daytona State College strives to provide a safe learning environment for our students please be aware that this is an open access institution and, our campuses are open to the public. Unlike high schools, the college cannot restrict access to our campuses, and we do not perform background checks on our students. Dual Enrollment students are in classes with a diverse group of students and will be interacting with people of various age groups and maturity levels.

## RESTRICTIONS

- Students may only register for two totally online courses at DSC per 15- week semester.
- Students may not enroll in developmental courses.
- Students may not take any course that is less than 3 college credits.
- Vocational courses must be part of the high school student’s approved certificate program.
- Singular vocational course offerings are not eligible for dual enrollment.

## DROPS/WITHDRAWALS

- Students can request to be dropped from dual enrollment courses during the add/drop period posted on the Academic Calendar. Drops completed during this time will not reflect on a student’s transcript or count as an attempt.
- Students must obtain a drop/withdraw form from their school counselor before they are permitted to drop or withdraw from a course, and the form must be signed by a school counselor and parent, then returned to DSC in order to officially drop/withdraw from the course. **\*The student must be present, and should talk to an Advisor before withdrawing from any courses.**
- Once the add/drop period ends, the withdrawal period begins. If a student withdraws from a course a “W” grade is entered on the student’s transcript. The “W” does not count toward the student’s GPA; however, it does count as a course attempt, and can impact future financial aid eligibility.
- Students reported by faculty as inactive after the withdrawal deadline will be administratively withdrawn and assigned a grade of “W1”, which will not impact a student’s GPA, but will count as a course attempt. The drop and withdraw dates are listed below and are also available on the college website on the Academic Calendar.

## IMPORTANT DATES

**Fall 2019 Registration:** April 1, 2019 – August 22, 2019

### **Fall Classes begin:**

Fall A and 15-week	August 21, 2019
Fall B	October 17, 2019

**Spring 2019 Registration:** November 4, 2019 – January 21, 2020

### **Spring Classes begin:**

Spring A and 15-week	January 21, 2020
Spring B	March 16, 2020

**Summer 2019 Registration:** April 6, 2020 – May 13, 2020

**Summer Classes begin:**

Summer A and 10-week	May 13, 2020
Summer B	June 29, 2020

**DROPS/WITHDRAWALS**

	<u>Fall Full Term (15-week)</u>	<u>Fall A</u>	<u>Fall B</u>
Drop Deadline	August 23, 2019	August 22, 2019	October 18, 2019
Withdraw Deadline	October 30, 2019	September 25, 2019	November 20, 2019
	<u>Spring Full Term (15-week)</u>	<u>Spring A</u>	<u>Spring B</u>
Drop Deadline	January 23, 2020	January 22, 2020	March 18, 2020
Withdraw Deadline	April 2, 2020	February 19, 2020	April 20, 2020
	<u>Summer A</u>	<u>Summer10-week</u>	<u>Summer B</u>
Drop Deadline	May 14, 2020	May 14, 2020	June 30, 2020
Withdraw Deadline	June 10, 2020	June 25, 2020	July 27

**BOOKS**

- **Public school students** will be provided books by the textbook coordinator at each high school. If you need a computer code for your class or if your school gives you the wrong textbook, please go back to the textbook office and get a book voucher. All book issues will be handled by your High School.
- **Private school students** are responsible for purchasing their own textbooks.
- **Home school students** will receive a voucher via FalconMail for use in the Daytona campus bookstore during the designated book voucher redemption dates for each semester.

**Dual enrollment students are encouraged to take advantage of all college resources such as:** The Academic Support Center, the Writing Center, Library, Counseling and Accessibility Services, Academic Advising, Career Services, Student Activities/clubs, etc.

**ATTENDANCE**

Students are expected to actively participate and abide by both high school and college attendance policies. All DSC instructors will indicate attendance policies in the syllabus. Students are expected to abide by the attendance policies in the syllabus.

**DUAL ENROLLMENT CLASSES ON THE HIGH SCHOOL CAMPUS**

Dual enrollment classes taught on the high school campus by high school teachers are the same as college classes on campus. Students will be held to the same standards and teachers must follow the same privacy laws as any other college teacher. In addition, grades are posted on both the permanent high school and college transcripts. Students enrolled in courses on the high school campus are still required to follow all deadlines in the College's Academic Calendar – <https://daytonastate.smartcatalogiq.com/en/2019-2020/College-Catalog/Academic-Calendars/2019-Academic-Calendars/Fall-2019>

## ELIGIBILITY FOR CONTINUED DUAL ENROLLMENT

- Students must maintain a minimum 3.0 cumulative, unweighted high school GPA (2.0 for Career/Vocational) to continue to participate in the dual enrollment program. There are no exceptions for the high school GPA requirement.
- Dual enrolled students must maintain a minimum 2.0 cumulative Daytona State College GPA in order to continue participating in dual enrollment.
- Students who earn a “D”, “F”, “FN”, or “W1” in a college course but still meet the GPA requirement for both high school and college, are required to repeat the course in which they earned the “D”, “F”, “FN” or “W1” grade; however, they may only enroll in that course alone during the following semester. Students must earn a “C” or better in the second attempt at the course to be eligible for continued participation in the dual enrollment program.
- Dual Enrolled students are not permitted to take any course more than twice.
- Dual enrolled students must request to withdraw if they do not wish to complete their dual enrollment course. This must take place within the dates designated by the college each semester for withdrawing without a grade penalty. **The high school counselor (or parent for home school students) must sign the withdraw form, and student must be present to be withdrawn. Withdrawal deadlines are posted in the DSC academic calendar.**
- If a dual enrolled student earns a grade of “F”, “FN”, “W” or “W1” in more than one semester, they will no longer be eligible to participate in dual enrollment courses. Exceptions may be granted in cases of extenuating circumstances, which must be submitted in writing with supporting documentation and submitted through the high school counselor to Daytona State’s Dual Enrollment Coordinator.
- Grade forgiveness applies when students repeat a course in which they earned a grade of "D" or "F". a student may not repeat courses in which a grade of "C" or better was earned. Once a course is repeated, the highest grade earned will count in the DSC GPA. Students should check with their intended transfer institution to determine if that institution will honor Grade Forgiveness awarded at DSC.
- Students who have graduated from high school or who are on track to graduate before the completion of the course are not eligible to participate in the dual enrollment program.
- Homeschool students are no longer eligible to register for dual enrollment courses after their 19<sup>th</sup> birthday.
- Fifth year seniors are not eligible to dual enroll.
- Students who have completed the requirements for the degree they are seeking may only continue in the dual enrollment program if they graduate with their degree and admit under a new major (students must take classes toward the major they declare).

- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. In such cases, the college instructor will refer the student to the DSC Judicial Affairs office at the college where a decision will be rendered.

## **APPEALS**

Appeals are meant to address documented extenuating circumstances such as an extended illness or emergency. They are not an appropriate remedy for failure to pay adequate attention to details about published processes or deadlines. In order to file an appeal, it is important for a student to follow the appeals process very carefully, and supporting documentation is required. Learn more about appeals here - <https://daytonastate.edu/sa/> .

## **STUDENTS WITH DISABILITIES**

Students who have a disability should register with the Counseling & Accessibility Services for accommodations. Reasonable accommodations will be provided in accordance with Section 504 of the Rehabilitation Act of 1973, as amended. There are representatives at each DSC campus to assist. For more information please contact (386) 506-3988.

## **TRANSFERABILITY**

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

According to the articulation agreement among all Florida public institutions of higher education, students who receive an A.A. degree from Daytona State College have met the general education requirements for admission to the state's upper division public institutions. Although an A.A. degree guarantees admission to a Florida public institution, it does not guarantee acceptance to specific university or a university's selected, special or limited access programs. Associate of Arts Degree recipients will have to compete on the same basis as students already enrolled at the institutions for admission to these programs. For further information regarding an A.A. Degree at DSC, please refer to the current [college catalog](#).

\*Some private and/or out of state colleges or universities may not accept dual enrollment credit. Students should check with the admissions office of the college they plan to attend to determine if their dual enrollment credit will be accepted.

## Dual Enrollment 101 - College Classroom Basics

Welcome to college! Whether you plan to study art, business, mechanics, or medicine, the opportunities for you here at DSC are immense. To help you get the most out of your time as a Dual Enrolled student, here are ten helpful tips that new college students should know:

- 1. You're a Falcon now!** You will gain skills valuable for school, your future and have the ability to earn college credits while working on your high school graduation requirements. Explore the campus, join a student club, head to a soccer game, and embrace this time of your life!
- 2. In college, you spend less time in class but more time on homework.** For each class you'll spend 3-4 hours per week in class and have about 6-8 hours of homework. Building study time into your week is essential for success!
- 3. Each of your classes will have a syllabus.** This lays out the required books, assignments and due dates, instructor's policies for attendance, grading, make-up work, office hours, instructor contact info, and other critical information about the class. *Every class is different, and every instructor has different policies*, so you want to make sure you read the syllabus for each class on the first day of each semester.
- 4. Each instructor has different classroom policies for attendance and grading.** Many instructors have specific attendance policies that count towards your grade. Some classes count homework, quizzes, and tests to calculate your final grade, and others may rely on just one or two major assignments. Read the syllabus, and always notify them if you're missing class.
- 5. Your instructors may not always remind you about due dates.** You'll need to get the required books on the first day of class and stay up to date on readings and assignments. Your instructor does not have to let you make up missed work - be sure to talk with your instructor to see what options you have if you're falling behind.
- 6. You will be in courses with students of all ages and mature content.** Carefully reviewing your syllabus on the first day will help you manage your expectations about the course content.
- 7. We can't share any information about your records with your parents/guardians without your permission.** The Family Educational Rights and Privacy Act (FERPA) protects information about your grades, class attendance, or other personal information. This applies even if you're not 18 yet! If you want to share your information, login to your MyDaytonaState portal to [add a delegate to your account](#).
- 8. The college runs on a different schedule than your high school and has deadlines for changing your schedule.** Review the [Academic Calendar](#) for important dates for adding, dropping, or withdrawing from classes. You'll need a form signed by your high school counselor and parent to make changes to your college class schedule.
- 9. Know the difference between a drop and a withdrawal.** You can drop courses from your schedule without penalty prior during the add/drop period – a dropped course will not show on your transcript. Dropping a class after the drop/add period has ended is considered a withdraw. Withdrawals remain on your college transcript as a grade of W and count against your withdrawal allotment for Dual Enrollment participation. If you are no longer able/willing to attend a course, it is your responsibility to drop or withdrawal to avoid being issued a failing grade.
- 10. If you need help, ask!** DSC offers a variety of resources - [Supplemental Instruction](#) for many subjects, free [tutoring](#) at the ASC, and free [writing help](#) at the Writing Center—this is all in addition to your instructor's office hours. There are services all over campus to make sure you're successful, so take advantage of all that we have to offer!

## We're here for you!

### CONTACTS

Academic Advising/Dual Enrollment Office (386) 506-3661 [DualEnrollment@daytonastate.edu](mailto:DualEnrollment@daytonastate.edu)

Campus	Contact	Phone	Email
<b>Daytona</b>	Jessica Polaski Paige Pelletier	(386) 506-3834 (386) 506-3773	<a href="mailto:Jessica.Polaski@daytonastate.edu">Jessica.Polaski@daytonastate.edu</a> <a href="mailto:Paige.Pelletier@daytonastate.edu">Paige.Pelletier@daytonastate.edu</a>
<b>DeLand</b>	Joan Bockmiller	(386) 785-2218	<a href="mailto:Joan.Bockmiller@daytonastate.edu">Joan.Bockmiller@daytonastate.edu</a>
<b>Deltona</b>	Linda Ottesen	(386) 789-7309	<a href="mailto:Linda.Ottesen@daytonastate.edu">Linda.Ottesen@daytonastate.edu</a>
<b>New Smyrna Beach</b>	Melinda Hamilton	(386) 423-6321	<a href="mailto:Melinda.Hamilton@daytonastate.edu">Melinda.Hamilton@daytonastate.edu</a>
<b>Flagler/Palm Coast</b>	Leida Nieves	(386) 246-4823	<a href="mailto:Leida_Nieves@daytonastate.edu">Leida_Nieves@daytonastate.edu</a>
<b>All Campuses</b>	Michelle Goldys, Director	(386) 506-3331	<a href="mailto:Michelle.goldys@daytonastate.edu">Michelle.goldys@daytonastate.edu</a>

FAQ's can be found at - <http://www.fldoe.org/core/fileparse.php/5421/urlt/DualEnrollmentFAQ.pdf>