



# Dual Enrollment Guide

# 2022 – 23



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## Welcome to Daytona State College, we're SO glad you're here!

Each year, more than 3,000 students across our two-county district experience college life through the Dual Enrollment program at Daytona State College. Over the years, thousands of students have taken college courses towards both their high school and college degree. Some students choose to take a few courses to get a head start on their college coursework, while others complete the necessary requirements of earning a degree at the same time they are graduating from high school.

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### INITIAL ENROLLMENT ELIGIBILITY

- Be enrolled in 6<sup>th</sup>-12th grade as a Public, Private, or Home Educated student registered with Volusia or Flagler County
- Have a qualifying cumulative, unweighted high school GPA:
  - For College Credit (A.A. degree, A.S. degree, A.S. certificate):
    - 3.0 unweighted high school GPA
    - Minimum test scores on the SAT, ACT, or PERT, or other qualifying placement.
  - For Vocational Programs:
    - 2.0 unweighted high school GPA
    - Qualifying test scores on the TABE

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### PLACEMENT & TESTING REQUIREMENTS

- Once students have completed a DSC admissions application and received their DSC student ID number, students are eligible to take the PERT or TABE at a DSC Assessment Center on any campus.
- There is no cost for the initial PERT attempt at DSC; however, students who retake all or part of the test at DSC will be assessed a \$10 cost at the time of testing.
- Students may also be eligible to take the PERT on their high school campus (if offered). Attempts at the high school do not count toward attempts at DSC.
- There is no limit to the number of times a student may take the PERT, but they must wait 24 hours before retesting.
- SLS1122 is required to be taken during a student's first semester, so students must meet the minimum SLS1122 reading/writing scores to begin the Dual Enrollment program.
- Students who qualify for SLS1122 and meet the math placement, but not the reading/writing placement for ENC1101 may register for math courses but may not register for other courses.
- Students must meet the minimum math scores to take any math course, or course that requires a math pre or corequisite.
- Students admitted in Fall 2020 under the Emergency Order that did not successfully complete English & Math courses with a C or better, will need to take the PERT to continue.
- Students must also meet all other pre-requisites or co-requisites; however, students who are concurrently enrolled in a high school AP or AICE English course will be considered to have met the English pre-requisites or co-requisite for DSC courses, except ENC 1102. Verification of the student's AP and/or AICE enrollment or credit will be required at registration.
- All exam sessions are monitored and recorded.
- ALL student and non-student examinees (regardless of age, testing for Dual Enrollment, or other purposes) must have a current/valid photo identification (ID) to take any examination. This is including but not limited to a state ID, learner's permit, driver's license, school ID, or passport. Assessment Services may deny entrance to an exam for individuals who do not have valid identification required for that exam.

### BENEFITS OF DUAL ENROLLMENT

- ✓ 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: Face-to-face, online, or hybrid
- ✓ Experience the college atmosphere
- ✓ Offset the cost of a college education

## ELIGIBLE TEST SCORES

PERT Minimum Scores	Reading*	Writing*	Math
SLS1122**	84	90	-
ENC1101	106	103	-
MAT1033/MGF2106/MGF2107	-	-	114
MAC1105	-	-	123-134
MAC1140/MAC1114/STA2023	-	-	135-144
MAC2233/MAC2311c	-	-	145-150
SAT Minimum Scores	Reading*	Writing*	Math
SLS1122**	22	23	-
ENC1101	24	25	-
MAT1033/MGF2106/MGF2107	-	-	24
MAC1105	-	-	26.5
ACT Minimum Scores	Reading*	English*	Math
SLS1122**	17	15	-
ENC1101	19	17	-
MAT1033/MGF2106/MGF2107	-	-	19
MAC1105	-	-	21
PSAT Minimum Score	Reading*	Writing*	Math
SLS1122	24	25	-
ENC1101	24	25	-
MAT1033/MGF2106/MGF2107	-	-	24
PreACT Minimum Scores	Reading*	English*	Math
SLS1122	22	18	-
ENC1101	22	18	-
MAT1033/MGF2106/MGF2107	-	-	22

\*Students are required to meet the reading AND writing scores to begin, and score combinations are permitted.

\*\*Students may enroll in SLS1122 to begin if they have a minimum cumulative, unweighted high school GPA of 2.5 and meet the reading and writing test scores. Students under this exception who earn a B or higher in SLS 1122 may move on to SLS2301 without retesting but will need to earn the minimum reading and writing scores for ENC1101 to continue to any other courses.

## ADDITIONAL PLACEMENT METHODS

**Performance in high school coursework.** Any student who has an unweighted high school GPA of 3.0 and achieves a grade of “B” or better in any of the courses listed below shall have demonstrated readiness for college-level work. Students who meet the scores below are eligible for MAT1033/2106/MGF2107 only. Students must also meet the minimum SLS1122 reading/writing placement to begin the Dual Enrollment program. DSC accepts courses and grades on the public high school transcript as an official record.

### 1. Courses Taught at a Florida Public High School

#### Mathematics

- Algebra 1/Algebra 1 Honors
- Algebra 2/Algebra 2 Honors
- Pre-Calculus
- Calculus
- Geometry
- Probability and Statistics

- Math for College Algebra
- Math for College Statistics
- Math for College Liberal Arts

#### English Language and Literature

- English 4/English 4 Honors

## 2. Accelerated High School Courses

Students may use AP/IB/AICE courses to place into college credit courses. Students must complete the course, earn the minimum exam score, and provide confirmation of exam score at time of registration.

Review the [Credit-By-Exam Equivalency Chart](#) for details.

### End-of-Course Assessments

Algebra 1 End-of-Course Assessment 4

Geometry End-of-Course Assessment 4

### ALEKS® PPL

Mathematics 30

### REQUIRED TABE SCORES FOR VOCATIONAL CERTIFICATE PROGRAMS\*

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

\*Students entering these programs must take the TABE prior to beginning the program, but do not need to earn the minimum score to begin courses. Students must obtain the required exit score for the program in order to graduate from DSC with a certificate in their area of study.

\*\*Students who have tested into ENC1101 and MAT1033 on the PERT, SAT, or ACT or have taken ENC1101 and MAT1033 are exempt from TABE testing.

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## PROGRAMS AUTHORIZED FOR DUAL ENROLLMENT

Students should speak with an Academic Advisor to discuss the best program based on their intended degree and academic goals.

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

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.

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

Accounting Technology  
Architectural and Building Technology  
Broadcast TV Production  
Business Administration  
Computer Engineering Technology  
Computer Information Technology  
Computer Programming and Analysis

Office Management  
Culinary Management  
Database Technology  
Digital and Interactive Media Production  
Drafting and Design (CAD)  
Early Childhood Education  
Electronics Engineering Technology

Engineering Technology  
Environmental Science Technology  
Hospitality Management  
Interior Design Technology  
Information Technology Analysis

Music Production Technology  
Networking Services Technology  
Paralegal Studies  
Photographic Technology

### **3. COLLEGE CREDIT CERTIFICATE PROGRAMS**

Accounting Technology Management  
Accounting Technology Operations (Tax)  
Advanced Network Infrastructure  
Applied Technology Specialist  
Audio/Recording Technology  
AutoCAD Foundations  
Baking & Pastry Arts  
Business Management  
Business Operations - Entrepreneurship  
Business Operations - Entrepreneurship  
Broadcast TV Production  
Cable Installation  
Computer Aided Design and Drafting  
Computer Programming  
Computer Specialist  
Culinary Arts

Drafting and Design Technology  
Engineering Technology Support Specialist  
Information Technology Analysis  
Information Technology Administration  
Kitchen and Bath Specialization  
Marketing, Sales, and Service  
Microcomputer Repair/Installer  
Network Communications (WAN)  
Network Infrastructure  
Network Server Administration  
Network Communications (LAN)  
Network Support Technician  
Office Administration  
Web Development Specialist  
Wireless Communications

### **4. VOCATIONAL CERTIFICATE PROGRAMS**

**\*Students must be 16 years old by the start of the semester to participate.**

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, pre-requisites, and be admitted to the program to take bachelor's level courses.

Bachelor of Applied Science in Supervision and Management (all concentrations)

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

## ELIGIBLE COURSES

- Students must select a major and may only take classes required for their selected major.
- Students in an AA 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.
- Students may take a combination of face-to-face, hybrid, and online courses. Review the details on each modality in the [Course Types InfoGuide](#).
- Students are limited to 2 online classes per 15-week term unless they have earned 30 or more credits and maintained a 3.5 DSC GPA at the time of enrollment.
- Students may not enroll in developmental courses, independent study, or physical education courses.
- Students may not take any course that is less than 3 college credits, with the exception of students in the QUANTA or AS programs that require 1 credit courses. \*Please note that 1 credit courses will not result in any credit towards high school coursework.

Semester/Term	Max # of Credits	Notes
Fall & Spring	15	<ul style="list-style-type: none"> <li>▪ Maximum 9 credits per A/B term</li> <li>▪ Students with a 3.0 DSC GPA may be allowed an additional 1 extra credit hours for labs, if needed.</li> <li>▪ Graduating seniors may take up to 18 credit hours in the Spring semester of their graduating year if the courses will complete their degree.</li> </ul>
Summer	14	<ul style="list-style-type: none"> <li>▪ 2 classes in the “A” term, two classes in “B” term, and two extra credit hours for labs, if needed.</li> <li>▪ 10-week courses will be counted in the “A” term credits.</li> </ul>

## THE DUAL ENROLLMENT PROCESS

### NEW STUDENTS -

New students may enter the Dual Enrollment program during the Fall & Spring semesters only.

**Step 1: Eligibility** – Talk to your school counselor to verify GPA, eligibility, high school graduation requirements, and college readiness. Attend a [Dual Enrollment Information Session](#) to determine if dual enrollment is right for you.

**Step 2: Apply to DSC** – [Follow these steps](#), choosing "Dual Enroll" as your Academic Plan.

- Home Education students must also submit a [Home School Articulation Agreement](#), [Home Education Verification](#), and documentation from the school district verifying that you are a registered home education student with Volusia or Flagler County.

**Step 3: Meet Placement Requirements** – Visit any [DSC Assessment Center](#) for placement testing. *Already have test scores?*

- If you took the PERT at your school, please indicate on your Dual Enrollment form, and we can verify in the statewide test repository – no need to attach them.
- All other scores will need to be submitted with your Dual Enrollment form.
  - [How to get your ACT scores](#)

- *Using high school coursework?* Unofficial public high school transcript must be provided with registration form.
- *Using AP/IB/AICE test scores?* An unofficial score report must be provided with registration form.

**Step 4: New Student Advising** – Schedule your [Virtual Group New Student Advising session](#) for an overview of the programs offered, how to select courses, important dates, Dual Enrollment guidelines, and your Dual Enrollment form.

**Step 5: Complete Your Dual Enrollment Form** – Complete your [Dual Enrollment form](#), then connect with your school counselor to review your course selections. Submit completed forms to [DualEnrollment@DaytonaState.edu](mailto:DualEnrollment@DaytonaState.edu). Use the [Dual Enrollment Course Search Guide](#) to review and select courses.

**Step 6: Check Your FalconMail** – All registration questions/confirmations will be sent to your [DSC FalconMail account](#).

## RETURNING STUDENTS -

- **Complete your [Dual Enrollment form](#)**, connect with your school counselor to verify you still meet eligibility requirement and to review your course selections to ensure you are taking the courses needed for high school graduation.
- Submit your completed form to [DualEnrollment@DaytonaState.edu](mailto:DualEnrollment@DaytonaState.edu) to begin the registration process from your [FalconMail student email](#).
- Home education students are required to sign a new articulation agreement each academic year.

## ITEMS TO NOTE

- A Dual Enrollment Hold is placed on each student’s account and will remain on the account until high school graduation.
- Dual Enrolled students do not have access to register for courses on their own.
- All course selections must be submitted on a completed Dual Enrollment form to [DualEnrollment@DaytonaState.edu](mailto:DualEnrollment@DaytonaState.edu).
- 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 AP/IB/AICE courses.

## IMPORTANT DATES

Fall 2022	Full Term (15-week)	Fall A	Fall B
Registration begins	March 31	March 31	March 31
Deadline to enroll	May 27	May 27	May 27
Classes begin	August 29	August 29	October 24
Drop Deadline	August 31	August 30	October 25
Withdraw Deadline	November 10	October 4	November 30
Spring 2023	Full Term (15-week)	Spring A	Spring B
Registration begins	November 3	November 3	November 3
Deadline to enroll	December 5	December 5	December 5

Classes begin	January 17	January 17	March 20
Drop Deadline	January 19	January 18	March 21
Withdraw Deadline	April 4	February 17	April 20
<b>Summer 2023</b>	<b>Summer A</b>	<b>Summer 10-week</b>	<b>Summer B</b>
Registration begins	April 6	April 6	April 6
Deadline to enroll	May 8	May 8	May 8
Classes begin	May 18	May 18	July 5
Drop Deadline	May 19	May 19	July 6
Withdraw Deadline	July 3	June 14	August 1

## 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 complete and submit a signed a drop/withdraw form before they can be dropped or withdrawn from a course. The form must be signed by a school counselor, student, and parent, then submit to [DualEnrollment@daytonastate.edu](mailto:DualEnrollment@daytonastate.edu) to be officially dropped or withdrawn from the course.
- 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 Dual Enrollment and 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. Students will be required to retake these courses alone the following semester and earn a “C” or better the following semester in order to move on to other courses.
- **All course attempts can impact future Dual Enrollment and financial aid eligibility.**

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## BOOKS & ACCESS CODES

\*Students are provided with books and access codes only. Students enrolled in programs that require uniforms, tools, and additional supplies will be responsible for purchasing such materials on their own. (Ex: Culinary, Welding, Art courses, etc).

- **Public school students** will be provided books and access codes by the textbook coordinator at each school. All book issues will be handled by your school. Books are to be returned at the end of each semester.
  - **VOL students** will need to contact their zoned school.
- **Private School and Home Educated students** will receive a voucher via FalconMail for use in the Daytona & Flagler campus bookstores during the designated book voucher redemption dates for each semester. Books must be returned by the end of each semester to remain eligible for Dual Enrollment. Students who do not use the voucher during the published window will be responsible for purchasing their own instructional materials.
- **Florida Virtual High School (FLVS) students** should contact their counselor for books and access codes.



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## 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 guidelines as any other college teacher.
- 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](#).

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## ELIGIBILITY FOR CONTINUED DUAL ENROLLMENT

Grades are reviewed at the end of each semester. Students must meet all eligibility requirements listed below to continue in the Dual Enrollment program. Students are notified via FalconMail once grades are reviewed.

- 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.
- Dual Enrolled students must maintain a minimum 2.0 cumulative Daytona State College GPA 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.
- 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, please refer to the appeals section below.
- 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 course. This must take place within the [dates designated by the college each semester](#) for withdrawing without a grade penalty. The school counselor (or parent for home school students) must sign the withdrawal form.
- 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 or who are on track to graduate high school before the completion of the course are not eligible to participate in the Dual Enrollment program.
- Home Educated students are no longer eligible to register for courses after their 19<sup>th</sup> birthday.

- Fifth year seniors are not eligible for the Dual Enrollment program, with the exception of students with an IEP who have deferred graduation.
- 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 eligible program and may only take the courses required for that program.
- 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, and school counselors will be notified.

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## STUDENTS WITH DISABILITIES

Students who have a disability should register with the Counseling & Accessibility Services Office 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.

Contact the Counseling & Accessibility Office at (386) 506-3988.

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## APPEALS

Appeals for major extenuating circumstances may be made in the following cases:

- Serious illness or injury
- Unforeseen emergency or natural disaster
- Death of an immediate family member (parent/legal guardian, sibling, spouse/partner, or child)
- Non-voluntary military activation
- Other extraordinary circumstance

Events such as child-care issues, transportation issues, employment changes, normal pregnancy, incarceration, disagreement with instructor teaching method, difficulty learning the course material, college disciplinary actions, or judicial sanctions are not typically considered extenuating circumstances for college appeals, but we want to help you navigate life's hurdles.

Learn more about appeals [here](#), at [Appeals@daytonastate.edu](mailto:Appeals@daytonastate.edu), or by calling 386-506-3781.

Students who have lost eligibility for Dual Enrollment should follow the standard appeals process first, and if they do not have extenuating circumstances, or the appeal is denied, they may appeal with the support of their school counselor to [dualenrollment@daytonastate.edu](mailto:dualenrollment@daytonastate.edu).

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## SUPER HELPFUL RESOURCES

- ✓ Not sure which Math course is right for you? Check out our [Math Pathways Guide!](#)
- ✓ [Degree Planner](#) - Helps you plan which courses you should take each semester, based on when you want to graduate.
- ✓ [Schedule Builder](#) - Allows you to enter the days and times you want to take classes and does all the work to show you all possible schedule options for the classes you want!

### CONTACT US:

[DualEnrollment@daytonastate.edu](mailto:DualEnrollment@daytonastate.edu) | 386.506.3661 | **Appointments** – 386.506.3602