



**2024-2025**

# **Dual Enrollment Student/Parent Handbook**

## **Contacts:**

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***Equal Opportunity Institution***

***A Unit of the Technical College System of Georgia***

## Instructions for completing STC Paperwork for DE Program

### STC Application for Admissions

- Fill out the Online STC Application <https://www.southeasterntech.edu/admissions/how-to-apply/>

### Dual Enrollment Handbook

Review all of the following with your parent/guardian:

- Dual Enrollment – General Information
- DE Rules and Procedures
- DE Funding Application Instructions
- Early College Credit – Authorization for Release of Records to a Third Party Form
- Textbook Agreement
- Student Code of Conduct

Both parent/guardian and the student will have to sign off on a Student Participation Agreement on GA Futures that the packet has been read, understood, and agreed to.

### DE Funding Application Instructions

- Public/Private School Students/Homeschool/Non-Citizens
  - Create an account at [www.gafutures.org](http://www.gafutures.org) using your name **exactly as it is printed on your social security card**. Double-check that you entered your name and Social Security Number correctly.
  - Complete an online DE Funding Application. **A new application must be added for each year you attend STC.**

## Dual Enrollment – General Information

**You are enrolling in a Southeastern Technical College Dual Enrollment (DE) course.** A Southeastern Technical College instructor or a high school instructor that STC has credentialed will teach this course on your high school campus (or at one of STC's campuses). **This class is a college-level course, and you will receive college credit and high school credit for it!** Student participation in the DE program is a choice. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its positive and negative effects upon high school graduation. The remainder of this document will explain the DE program and its implications for students. The high school principal and/or counselor will discuss with the student the academic, emotional, social and other characteristics of the DE program that should be considered in the decision to enroll the student.

### Advantages of taking a DE Course:

- College credit earned will enhance your college application and/or resume.
- DE degree level core classes will transfer to any University System of Georgia or Technical College System of Georgia college.
- You will be trained in occupational areas where job growth is projected to be very strong.
- You will get a jumpstart on your college education.
- You will be offered a chance to explore career choices while earning technical college credit.
- You will receive training that will increase job opportunities (*perhaps even part-time job opportunities as you pursue your next level of education at another college or university*).
- Students who participate in DE courses get a 0.5 boost in their HOPE Scholarship GPA calculation upon graduation from high school (please note – this does not apply to your local GPA calculation).
- Students who participate in STEM courses receive an additional 0.5 boost in their HOPE Scholarship GPA calculation upon graduation from high school.

As a student at STC and your high school, you will be required to adhere to all high school and technical college rules and regulations. *Please see a complete version of the STC Catalog and Student Handbook online at [www.southeasterntech.edu](http://www.southeasterntech.edu) and your high school student handbook to review these rules and regulations.*

## **DE Rules & Procedures**

### **Participant Eligibility & Requirements:**

- All DE programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in any DE program at STC.
- The student must attend a public or private high school in Georgia or a home study program operated in accordance with O.C.G.A.20-2690(c).
- The student must be in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade to be eligible for DE funding.
- The student must have met all admission requirements for the post-secondary program of study.
- The student must not have already received a high school diploma.
- The student must not have a criminal history.
- The student must not have any disciplinary referrals within the past academic year.
- The student must sign and complete an online participation form with a high school or home study program.
- The student must meet satisfactory academic progress.

### **Academic Information:**

- DE students will receive a letter grade from STC for academic coursework.
- The High School Initiatives Coordinator will notify the high school of grades earned for each grading period for students participating in DE.
- Failure of a technical college course can result from grades, behavior, or attendance issues.
- Failure of a DE course due to grades, behavior, or attendance may prevent obtainment of necessary units for graduation (1-2 semester hour credits = 0.5 high school unit credit; 3-5 semester hour credits = 1 high school unit credit) and result in the student being withdrawn from the DE class and/or program.
- A student's high school graduation may be delayed if a course needed for graduation is failed or if the student withdraws or is withdrawn from a course needed for graduation.
- If a student withdraws from a class or fails a class at the post-secondary institution and this class is needed for graduation, he/she may not be able to enroll in a high school or college course that will allow him/her to graduate on schedule. Many high school/college courses are offered on a rotational bases. Therefore, not every course is offered every semester.
- The student who begins attending post-secondary classes and then decides to withdraw must wait until the next program intake to resume his/her high school program.
- Students placed on Academic Suspension must sit out one semester and may be enrolled the following semester on Academic Probation, pending course offerings.
- After June 30, 2020, eligible high school students shall not be permitted to receive funding for the same course twice except under extenuating circumstances, as determined by the GSFC; and
- After withdrawal from a second dual credit course, a student shall be ineligible for DE funding except under extenuating circumstances, as determined by the commission.

### **Attendance Policy:**

- Students are expected to be punctual and attend all classes for which they are registered.
- Each student should recognize at the beginning of his/her post-secondary career that a mature acceptance of his/her responsibilities is a requirement for reasonable accomplishment in post-secondary work; this applies particularly in the area of class attendance.

- Date of completion of high school courses differ from completion dates of technical college courses. STC will follow the high school calendar when courses are offered on high school campuses. However, **students attending classes on STC campuses or online must attend STC according to the STC calendar including spring break dates and ending semester dates (unless otherwise noted).**
- The attendance policy for each course will be outlined in the course syllabus. Some courses require a 10% attendance policy to be followed to earn STC credits. Not abiding by the attendance policy would result in a failing grade at STC and the high school. **There is no difference between excused and unexcused absences at STC.**
- All make-up work will be at the instructor's discretion and will be outlined in the course syllabus.
- Students anticipating an absence or tardiness should contact the instructor **in advance** or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and make arrangements for make-up work (if allowed) at the convenience of the instructor. Failure to maintain contact with the instructor either by attending class, submitting assignments, or contacting the instructor (either in person or by telephone or email) may result in failing grade(s).

### **Academic Dishonesty:**

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for disciplinary action.

### **Financial Aid Information:**

- Each student will be responsible for applying for DE funding online at [www.gafutures.org](http://www.gafutures.org).
- HOPE hours used for DE will not factor into HOPE Grant/Scholarship caps until after the 30 hour semester cap is reached.
- Each student will enter into a Textbook Agreement so that the student will never owe money for books **provided** books are returned at end of semester in the condition they were issued at the beginning of the semester. See Textbook Agreement.
- DE students are not eligible for additional forms of financial aid while still in high school.
- **Course related fees or supplies (equipment, tools, uniforms, etc.) associated with some courses may not be covered by STC. These costs are the responsibility of the student.**

### **Eligibility and Competitive/Extracurricular Activities:**

Students enrolled in a DE program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities and must abide by all high school rules when participating in extracurricular activities/attending school-sponsored events.

### **Special Permissions:**

- The student agrees to allow parental/guardian access to all college records pertaining to the student.
- The student agrees to allow his/her parents/guardians to discuss grades with the STC instructor.
- The student and parents/guardians agree to allow high school access to all college records pertaining to the student.
- The student and parents/guardians agree to allow the High School Initiatives Coordinator to review the student's grades and course information both at the secondary and post-secondary level with the purpose of evaluating credit and providing information to the high school and technical college.

### **Student Responsibilities:**

- Follow the admission procedures of the technical college.
- Follow the rules and regulations of the technical college and the high school.
- Maintain at least a 2.0 cumulative grade point average at STC in order to complete an STC program of study. Student must earn at least a 2.0 ("C") average in a prerequisite class in order to register for the next course.

- Notify the High School Initiatives Coordinator of intent to participate in STC's graduation exercises at least three months prior to graduation. Students must be high school seniors to participate in STC's graduation exercises.
- Notify the high school counselor of changes in technical college courses.
- Fulfill all requirements for high school graduation.
- Complete only the courses prescribed by the High School Initiatives Coordinator.
- Pass the state assessment requirements.
- Make arrangements with local schools to take the state assessment tests.
- Pay for items not covered by Dual Enrollment Funding (course-related fees such as lab fees, materials, supplies, tools, and equipment).
- Provide transportation to/from technical college and to/from clinical sites if applicable. STC will not be responsible for transportation or students' health and safety while they are in route to or from classes and clinical sites.
- Any student/parent requested conferences with a DE instructor involving DE coursework or concerns will be held at the STC campus.

*As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:*

- An individual with disabilities requiring assistance with publications, accommodations, or activities of this technical college should contact: Helen Thomas, Special Needs Specialist, ADA/Section 504 – Equity – Title IX (Students) – OCR Compliance Officer, Office 108, PH: (912) 538-3216, email: [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).
- An individual with questions or concerns about our non-discrimination policy on the basis of sex in education programs and/or activities should contact: Melanie Walker, Director of Human Resources, Office 138 B, PH: (912) 538-3230, email: [mwalker@southeasterntech.edu](mailto:mwalker@southeasterntech.edu).
- Inquiries concerning the application of these policies and procedures may be directed to the individuals listed above at: Southeastern Technical College, 3001 East 1<sup>st</sup> Street, Vidalia, GA 30474; 912-538-3100; 1-800-255-0056 (TDD).

## **EARLY COLLEGE CREDIT: Authorization for Release of Records to a Third Party**

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age or are enrolled in a post-secondary educational institution. To comply with the requirements of FERPA, Southeastern Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records.

As a participant in the Dual Enrollment program at Southeastern Technical College, I understand that it is the responsibility of the college to release educational records to my high school and/or local school board. Furthermore, there may be a situation in which faculty or staff from STC must discuss my educational records with parents or specified guardians. My initials and signature on the DE application and GAfutures funding application indicate my authorization for Southeastern Technical College to release any necessary information when there is legitimate educational interest. I understand that the Student Participation Agreement only applies while attending STC under the status of DE High School Student.

## Dual Enrollment Funding Application Instructions

### Step 1: Completing your funding application and your parent/guardian approving your participation.

- 1 Have you EVER created an account in **GAfutures**?
- |   |  |
|---|--|
| <b>YES</b>  | <b>NO</b>  |
| <ol style="list-style-type: none"><li>1. Go to <a href="http://www.gafutures.org">www.gafutures.org</a></li><li>2. Click the Sign In button</li><li>3. Enter your Username and Password</li><li>4. Click the Sign In button</li></ol> | <ol style="list-style-type: none"><li>1. Go to <a href="http://www.gafutures.org">www.gafutures.org</a></li><li>2. Click the Create an Account button</li><li>3. Complete all information on the Create new account? screen</li><li>4. Click the Create Account button</li></ol> |
- 2 Once you are signed in or have created a new account, complete the application:
1. Click My Dual Enrollment Profile.
  2. Click The Upcoming **2024-25 School Year**
  3. Under Student Demographic section, review your pre-populated information and verify that your SS# and DOB are correct. Enter any missing info.
  4. Under High School section:
    - Click High School.
    - Select your high school name.
    - In the I Plan to Enroll statement, select **May 2024– April 2025**
    - Select your appropriate grade level.
  5. Under College Selction section, select **Southeastern Technical College**
  6. Under Participation Agreement section:
    - Go to Student Acknowledgement, read and click on each box to indicate your agreement/understanding.
    - Read the HOPE Grant Implications box and click 'I Understand'.
    - For Student Signature, type your first and last name.
    - Click Submit.
    - Write down the Dual Enrollment Application ID that appears.
      - \* Your parent needs this so they can complete their part of the application!
  7. Your parent will then receive an email with information on how to go in and complete the parent portion of your application. They will use the Dual Enrollment Application ID to access your application.
  8. If your are attending more than one college for DE:
    - Click My Dual Enrollment Profile.
    - Click Add Colleges.
    - Select your second college.

**Note:** You must apply for and secure your Dual Enrollment funding in GAfutures **each year**. For help with your GAfutures application, please click the Help button on the GAfutures website or contact your high school initiatives coordinator.

### Step 2: High School Guidance Counselor

Once you have completed your portion of the application, tell your counselor, so he/she can complete his/her portion of the application by adding the classes that you are requesting to take.

### Step 3: Technical College

Once the counselor has submitted his/her portion of the online application, the High School Initiatives Coordinator will register the student for the approved courses, and Financial Aid Department will then complete the process

by invoicing GSFC. You or your counselor will be notified if any changes need to be made. The student can view/print their schedule on their MySTC—BannerWeb account.

## TEXTBOOK AGREEMENT

The Dual Enrollment book award covers textbooks, e-books, or access codes that are required for the class. All loaned textbooks and materials remain the property of Southeastern Technical College and are subject to the terms and conditions outlined below. All Dual Enrollment students are expected to return their loaned textbooks, including any ancillary items that may be included, to the Southeastern Tech campus at the end of each semester. Students are responsible for any additional materials given to them as part of a Dual Enrollment course.

**NOTE:** Students receiving freely loaned textbooks must pick them up in a timely manner.

### Dual Enrollment Textbook Loan Terms:

1. I understand that I am taking part in a loan program. My loaned textbook(s) shall remain the property of the College, and I am responsible for returning the textbook to the College. All loaned textbooks must be returned to the Dual Enrollment Textbook Room (Main Building, Room 320) on the Vidalia Campus OR the College Bookstore (Building 2, Room 2173) on the Swainsboro Campus. NOTE: Even for sequential courses that will require the same textbooks, the book(s) must be turned in by the deadline. Textbook(s) will be loaned to the student taking the sequential class the following semester.
2. I understand that if the loaned books are not returned, are returned in damaged condition, or are returned past the deadline, I am, or, if under 18, my parent/legal guardian is responsible for late/damage/lost fees and will be subject to a registration hold which results in me (the student) not being able to register for forthcoming classes nor receiving grades until the late/damage/lost fee is paid in full. I understand the late/damage/lost fee is equal to \$75 or the retail cost of the book less \$75, whichever is less.
3. I understand that I must return the loaned textbook(s) in good and salable condition as determined by the STC Dual Enrollment Textbook Manager. Furthermore, I am not allowed to mark, highlight, or write in my loaned textbook(s).

## STUDENT CODE OF CONDUCT

Southeastern Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Post-secondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. Any student, acting individually or in cohort with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another's work without permission and/or acknowledgment.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.

- Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community, whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus.
- Verbal or physical abuse of or insubordination toward any student, faculty member, administrator, or employee of the college.
- Participation in any form of gambling while on college property.
- Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.
- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.
- Violation of any federal, state, or local law.
- Intentional misuse of any fire alarm or fire-fighting equipment at the college.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. The use of smokeless tobacco is prohibited on the college campus.
- Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.
- Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.
- Loitering in the hallways or classrooms/labs when classes are in session.
- Operation of student organizations not approved by the college administration and Board of Directors.
- Failure to follow established program or departmental regulations.

You and your parent/guardian will initial and sign the Student Participation Agreement stating that you have read and understand the Student Code of Conduct and that you will abide by the standards and regulations set forth by Southeastern Technical College. If you violate any part of the student conduct code, you understand that disciplinary procedures will be taken, including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator.