

HIGH SCHOOL DUAL ENROLLMENT

STUDENT GUIDE



FLORIDA STATE UNIVERSITY
PANAMA CITY



**Florida State University
Panama City**

Office of Admissions & Records
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Phone: 850-770-2160

**FLORIDA STATE UNIVERSITY PANAMA CITY HIGH SCHOOL DUAL ENROLLMENT
PROGRAM APPROVAL AND APPLICATION PACKET (Rev. 1/31/19)**

Dear secondary student:

Thank you for your interest in the High School Dual Enrollment Program at Florida State University Panama City. We are pleased to offer the acceleration opportunity that permits qualified high school students and homeschool students to begin postsecondary coursework while earning credits toward the high school diploma. The benefits of dual enrollment include access to rigorous postsecondary courses while reducing the time and cost of completing the college degree. However, I do want to caution you that any grades received in dual enrollment become a permanent part of your college transcript and will be factored into your future applications to other colleges or universities. Therefore, we expect you to work closely with our office for ongoing academic advisement and support. Additionally, you must go through this approval process each semester that you wish to participate in dual enrollment at Florida State University Panama City.

The eligibility requirements for dual enrollment are outlined in state statute and local articulation agreements. Please review the following page that summarizes those qualifications. If you think you meet the requirements, you must schedule a meeting with your high school guidance counselor who will grant you permission, if appropriate, by completing the Guidance Counselor Approval Form. Once this approval is obtained, you can then proceed with the student application process as outlined on the following pages of this packet.

Home school students will need to complete the Home School Course Request Form and Articulation Agreement and provide proof of enrollment in a home education program (S.1002.41, F.S.) along with verification of grade level and performance such as test scores and transcripts.

A copy of this student guide and associated forms are available at
<http://pc.fsu.edu/admissions/dual-enrollment>.

If you have questions or we can assist you in any way, please feel free to call (850) 770-2160. We look forward to working with you in the upcoming semester.

Sincerely,

David Henry
Director, Enrollment Mgmt. & Student Success

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INFORMATION ABOUT DUAL ENROLLMENT

What is high school dual enrollment?

High School Dual Enrollment is a coursework acceleration program that allows qualified high school students to begin postsecondary coursework without paying tuition and fees, while earning credits toward their high school diploma at the same time. Dual Enrollment is established by law (Florida Statute 1007.271) for district, private, charter, and home school secondary students.

Student eligibility

A High School Dual Enrollment student must meet the following requirements:

- › Be a local area secondary student with a 3.9 weighted high school GPA on a minimum of 12 graded credits to include at least:
 - 2 English credits
 - 2 mathematics credits, one of which must be Algebra II or higher
 - 1 science credit with lab
 - 1 social studies credit
- › The weighted GPA is calculated by adding 1.0 quality point to the GPA for Dual Enrollment, AP, and IB courses with a C or higher and a 0.5 quality point added to GPA for honors level courses with a C or higher.
- › The student must have the following minimum test scores:

<u>ACT</u>		or	<u>SAT (Before March 2016)</u>		or	<u>SAT (March 2016 or later)</u>	
Reading	21		Critical Reading	500		Evidence-based Reading & Writing	530
English	21		Math	500		Math	530
Math	21						

- › Must meet any course prerequisites as set forth in the University undergraduate catalog.
- › Must show proof of credit for prerequisite course requirements, if applicable.
- › Must provide proof of immunizations and health history form.
- › Must be free of any charges of scholastic or behavioral misconduct at any educational institution, any violation of the law which did/may result in probation, community service, jail sentence, revocation or suspension of driver's license, or a traffic violation that resulted in a fine of \$200 or more, and also must be free of any felony charge even if adjudication has been withheld.
- › Must maintain a 3.0 FSU GPA (FSU courses only) to continue in the Dual Enrollment Program.

Testing Preparation

- › Students who have not yet been admitted to FSU may use the Testing and Education Reference Center (TERC) resource at no charge using one of the computers in the FSU Panama City Library and Learning Center (LLC) located on the first floor of the Holley Academic Center. This online resource provides practice tests and prep materials for ACT, SAT, AP, and CLEP.
- › Students may visit the FSU Panama City LLC Monday – Thursday 8am – 9pm, Friday 10am - 4pm, and Saturday – Sunday Noon – 5pm.

APPROVAL & ENROLLMENT PROCESS

Step 1: Guidance counselor permission

Secondary students enrolled in local schools must meet with their guidance counselor in order to validate that they meet the requirements for dual enrollment at FSU and gain permission for postsecondary coursework that would apply to their high school diploma. If approved, the student will receive a completed copy of the *Guidance Counselor Approval Form*, which the student must submit to the Office of Admissions & Records at FSU PC prior to setting up an appointment with an FSU PC advisor.

Home school students will need to complete the *Home School Course Request Form and Articulation Agreement* and provide proof of enrollment in a home education program (s.1002.41, F.S.) along with verification of grade level and performance such as tests and transcripts. If the student has prior college credit, please provide a copy of the college transcript.

Step 2: New student's FSU EMPLID creation

If a first time student has a prior association with the University such as employment, attended a camp, been a student at FSUS, etc., please call the Panama City Office of Admissions & Records before attempting to create an FSU EMPLID. The student may already have an EMPLID that the staff can research to find.

All other new students must create their FSU EMPLID prior to the advising appointment. Students will need their Social Security Number and should follow the directions available at <https://its.fsu.edu/service-catalog/administrative-business/fsuid-account-management> .

Step 3: Forms to complete prior to the advising appointment

All applicants must complete the *Student Application for Participation in the High School Dual Enrollment Program and the Judicial Form* and submit these documents to the Panama City Office of Admissions & Records **prior to the advising appointment**.

New students are required to complete the *Health History/Student Immunization Record* in order to show either their waivers or proof of immunizations. After all immunization and health documentation has been cleared by University Health Services in Panama City, students will be eligible to schedule an appointment with an academic advisor after which will be enrolled into their classes. If students would like to request a Religious Exemption from vaccinations, they will need to contact the Panama City Office of Student Affairs, (850) 770-2170 for information.

Be sure to include the EMPLID that was created in Step 2 on all forms. Questions about the *Health History/Student Immunization Record* and/or immunizations may call (850) 770-2170.

Step 4: Schedule an advising & enrollment appointment with an FSU PC Advisor

Students must attend an advising appointment in order to select their class schedules. Students will need to have the following items on file in the Panama City Office of Admissions & Records before making the advising appointment:

- › *Guidance Counselor Approval Form* or *Home School Course Request Form*
- › High school transcript**
- › Completed *Application for Participation in High School Dual Enrollment*
- › Completed *Judicial Form*
- › **NEW STUDENTS:** Completed *Health History/Student Immunization Record*
- › Non-FSU college transcripts (if relevant)
- › AP/IB/AICE scores (if relevant)
- › FSU EMPLID or FSUID
- › Proof of enrollment in a home education program (home school students only)

**Homeschool students are recommended to use the Homeschool Transcript template found at <http://pc.fsu.edu/dual-enrollment-high-school-students>

Students must call (850) 770-2288 or email advising@pc.fsu.edu in order to schedule an appointment with an advisor. ***Our dual enrollment advising procedures cannot accommodate walk-in traffic.*** After the advising appointment, the selected schedule will be sent to the Panama City Registrar's Office for administrative enrollment. Students do not have access to enroll themselves into courses.

Course selection

On the student's *Guidance Counselor Approval Form*, the guidance counselor will indicate either specific courses or subject areas which the student has been given permission to register for at FSU PC. Students will not be enrolled in courses without their guidance counselor's permission. This ensures that the credit earned at FSU PC will also apply towards the credits needed for completion of the high school diploma. The guidance counselor may approve a maximum of 9 semester credits each term.

Some courses are not offered every semester. Students can look for available courses at http://registrar.fsu.edu/class_search/.

Recommended dual enrollment courses at FSU

With the recent establishment of a 15-hour core of general education courses (36 hours total) recognized across all public colleges and universities in Florida, the following courses are ideal for students who plan to attend college within the state. These credits will count toward the degree and fulfill a general education requirement as outlined below. Some of these credits may satisfy additional requirements, but that will vary across institutions and majors. Check other college and university catalogs as appropriate to your postsecondary plans.

Gen. Ed. Subject Area	Course Number	Course Title	Credits
English (3 hours req.)	ENC1101	Freshman Composition	3
Quantitative/ Logical (3 hours req.)	MAC 1105	College Algebra	3
	MAC 1114*	Analytic Trigonometry	2
	MAC 1140*	Pre-calculus Algebra	3
	MAC 2233*	Calculus for Business	3
	MAC 2311*	Calculus with Analytic Geom. I	4
	MAC 2312*	Calculus with Analytic Geom. II	4
	MAC 2313*	Calculus with Analytic Geom. III	5
	MGF 1106	Mathematics for Liberal Arts	3
	MGF 1107	Topics in Practical Finite Mathematics	3
Social Science/History (3 hours req.)	STA 2023	Fundamental Business Statistics	3
	ANT 2000	Introduction to Anthropology	3
	ECO 2013	Principles of Macroeconomics	3
	POS 1041	American Government: National	3
	PSY 2012	General Psychology	3
	SYG 1000	Introductory Sociology	3
	AMH 2020	History of the U.S. SINCE 1877	3
Ethics/Humanities (3 hours req.)	PHI 2010	Introduction to Philosophy	3
	ARH 2000	Art, Architecture, and Artistic Vision	3
	HUM 2020	Introduction to Humanities	3
	LIT 2000	Introduction to Literature	3
	MUL 2010	Music Literature, Listening and Understanding	3
	THE 2000	Introduction to Theatre for Non-Majors	3
Natural Science (3 hours req.)	AST 1002	Planets, Stars, & Galaxies	3
	BSC 1005	General Biology for Non-Majors	3
	BSC 2010	Biological Science I	3
	BSC 2085	Anatomy and Physiology I	3
	CHM 1020	Chemistry for Liberal Studies (Non-Majors)	3
	CHM 1045*	General Chemistry I	3
	ESC 1000	Introduction to Earth Science	3
	EVR 1001	Introduction to Environmental Science	3
	PHY 1020	Fundamentals of Physics (Non-Majors)	3
	PHY 2048C*	General Physics A (Calculus based)	4
	PHY 2053C*	College Physics A (Trig based)	4

***NOTE:** Course has a college-level prerequisite that must be completed prior to enrollment (i.e. must submit documentation of satisfactory grade/test score as determined by departmental policy).

What types of courses are Dual Enrollment students restricted from taking?

- › Courses that are not creditable to both the high school diploma and the college degree
- › Courses graded on an S/U basis or not graded at all
- › Physical education, recreation, and leisure courses
- › Courses in limited access majors or otherwise restricted to students in the major
- › Directed Individual Study (DIS) and courses with an IFS prefix
- › Online classes

What courses require special approval?

- › Courses with prerequisites require test scores or transcripts to be submitted as documentation to verify eligibility
- › Courses at the 3000 or 4000 level may require departmental permission
- › Math courses in the calculus sequence may require the ALEKS placement test (\$25)

Where to go for your advising appointment

After making an advising appointment by calling 850-770-2288, you may find the Academic Advising & Student Success Center in the Holley Building rm. C117 (building number 9 on the included map). Currently, a parking permit is not necessary for the Panama City campus.

Changing your schedule after your advising appointment

If a change to your schedule becomes necessary, you must contact your academic advisor. Any requests for classes that have not been approved by the high school counselor will require a *Course Adjustment Form* with the guidance counselor signature. Home school students will need to complete the *Home School Course Adjustment Form*.

Step 5: Course prerequisites

ALEKS math placement test

Students planning to take a course in the calculus sequence as their first math course at FSU (MAC1114, MAC1140, MAC2311, MAC2312, MAC2313 or MAC2233) will be directed to take the online ALEKS math placement test (\$25 fee) soon after their advising appointments.

Students must use their FSU email address to register for the ALEKS placement test.

Instructions for ALEKS are available online at <http://www.math.fsu.edu/~bellenot/ALEKS/>.

Students who do not complete ALEKS testing will be dropped from their math class during the first week of classes.

Course prerequisite credit

If the student requests to take a course that requires prerequisite credit, the appropriate test scores/transcript must be provided to the Panama City Office of Admissions & Records or the student will be dropped from the class.

- › **If you are using a course taken at FSU to satisfy prerequisite credit**, the student does not need to take any action. Your advisor will check to make sure the course was completed with a satisfactory grade.
- › **If you are using a course taken at a different institution to satisfy prerequisite credit**, the student must submit an official sealed transcript to the Panama City Office of Admissions & Records as soon as possible after the grade is received.
- › **If you are using AP/IB/AICE test scores to satisfy prerequisite credit**, the student must request the official test scores be sent directly to the Panama City Office of Admissions & Records. Unofficial copies may be used for advising and may be sent by email, fax, or hand delivered prior to the semester's beginning.
 - AP scores can be retrieved at <https://apscore.collegeboard.org/scores#/>.
 - IB scores can be retrieved at <http://www.ibo.org/programmes/diploma-programme/assessment-and-exams/getting-results/>.
 - AP/IB/AICE test scores and Florida State University's course equivalents can be found using the following URLs:
 - <http://admissions.fsu.edu/credit/AP/>
 - <http://admissions.fsu.edu/credit/IB/>
 - <http://admissions.fsu.edu/credit/AICE/>

Step 6: New student's FSUID and email address activation

The Panama City Registrar's Office will send an email with instructions to all new students shortly after their advising appointment. Follow the directions to activate the student's FSUID and their FSU email account. **FSU email is the official source for FSU communication and all official correspondence will be sent to this address.** If you have any questions about this process, please call the Panama City Office of Admissions & Records at 850-770-2160.

Delegated access on the student's FSU account

Delegated Access gives parents access to their student's information including grades and financial account. Immediately after creating the student's FSU ID, log into the student's account to set up the delegated access. For instructions on how to set up delegated access, go to <http://www.sc.my.fsu.edu/Training-Documentation/Documentation/Delegated-Access>.

Step 7: FSU student identification card

Before students begin their first semester at FSU PC, they are required to obtain an FSU Student Identification Card. Students are required to bring the card any time they are on campus. The FSU Card Center is located on the second floor of the Barron Building in the Office of Student Affairs. The student must bring a photo ID (driver's license, passport, etc.). There is no fee for the card; however if the card is lost, there will be a \$15 replacement fee. For more information, please visit <http://fsucard.fsu.edu/>.

ADDITIONAL IMPORTANT INFORMATION

Textbooks

Textbooks are required in most classes at FSU PC. Those specifics are available in course syllabi. State statute requires the public secondary schools to provide textbooks for dual enrollment. Students should contact their high school guidance counselor to inquire about textbooks. Home school students must provide their own instructional materials in accordance with Florida Statutes.

Access to campus resources

Dual Enrollment students have access to campus resources as follows:

Full access

- › FSU's libraries are a valuable resource and many of their materials are accessible online. For full details go to <https://www.lib.fsu.edu/>.
- › The Panama City Achievement & Advising Center provides free tutoring in many subject areas and is located in the Office Building on the Panama City campus. For more information, go to https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring.

No access

- › Dual enrollment students **do not** have access to programs or services directly supported by fees that have been waived for them, including Tallahassee athletic tickets, the Tallahassee Leach Center and other campus recreation programs and facilities, such as the student gym.

Student Disability Services

Student Disability Services (SDS) is a campus resource open to all enrolled students. If you have accommodations in the learning process at your high school, we encourage you to register with the SDS for accommodations in your classes at FSU, which will require completing registration forms and providing documentation. The SDS houses adaptive technology and offers an alternative testing location, extended testing time, note takers, alternate text conversion, and sign language/interpreting, among many other services. For more information, visit <http://pc.fsu.edu/student-disability-services>. You may also contact the SDS at (850) 770-2172 or sds@pc.fsu.edu. We encourage you to discuss this and any other learning support needs you may have with your academic advisor.

Grades and transcripts

Students must maintain a 3.0 FSU GPA in order to be eligible for any further dual enrollment coursework at Florida State University. Students may view their grades online using myfsu.edu.

How GPA is calculated at FSU

A	4.0	B-	2.75	D+	1.25
A-	3.75	C+	2.25	D	1.0
B+	3.25	C	2.0	D-	0.75
B	3.0	C-	1.75	F	0

$$\text{GPA} = \text{Total Grade Points} \div \text{Total Hours Attempted}$$

- › Total Grade Points are calculated for each class by multiplying the course credit hours by the grade points received for the corresponding letter grade (see chart).
- › Total Hours Attempted are the total number of credit hours taken by the student.

For example: If a student receives an 'A' for ENC1101 (3 credit hours) and a 'B+' for MAC2313 (5 credit hours), then $\text{GPA} = [(4.0 \times 3) + (3.25 \times 5)] \div 8$. This student's GPA = 3.53.

Please call the Academic Advising & Student Success Center at (850) 770-2288 if you have questions about calculating your FSU GPA.

How to send/receive copies of your transcript

The FSU Panama City Registrar's Office will send transcripts to the high schools within 7-10 days of grades posting at FSU as a part of dual enrollment grade processing.

For instructions on how a student can request a copy of their transcript either in person or online, go to: <http://www.sc.my.fsu.edu/Students/How-To/Access-Official-Transcripts>.

Student Conduct Code

Dual enrollment students are responsible for reading and adhering to the Student Code of Conduct. The University reserves the right to impose discipline based on any violation of the Student Conduct. You should review the Student Conduct Code at <https://dos.fsu.edu/srr/conduct-codes/student-conduct-code>.

Academic Honor Policy

The Academic Honor Policy outlines the University's expectations for students' academic work. Dual enrollment students should review the Academic Honor Policy at <http://fda.fsu.edu/Academics/Academic-Honor-Policy/>. Dual Enrollment Students found responsible for violating the Academic Honor Policy will not be permitted to continue in subsequent semesters.

Attendance Policy

Attendance is a critical part of academic success in college. Dual enrollment students are expected to attend all scheduled class sessions as part of their student status. Professors set their own attendance policies on course syllabi, so students should review these documents carefully at the beginning of the semester.

FSU has an administrative Required First Day Attendance Policy that requires all students to attend the first day of all classes for which they are registered. **Failure to attend the first day of class will result in the student being dropped.** If you have a legitimate emergency for missing the first day, please email the professor in advance and copy the Panama City Office of Admissions & Records admissions@pc.fsu.edu so we can ensure you are not dropped.

If a dual enrollment student has an emergency or anticipates being out of classes for a week or longer, please contact the Panama City Office of Admissions & Records so we can give you proper advice and support.

Course drop and withdrawal policies

Course drops will not be approved unless written permission is granted by both the high school guidance counselor and the academic dean at FSU. If a student is dropping all dual enrollment courses, then the student will have to complete the **Guidance Counselor Course Adjustment form** found on our webpage below (Homeschool students wishing to drop a course(s) should complete the **Homeschool Course Adjustment form**):

<http://pc.fsu.edu/dual-enrollment-high-school-students>

For more information about withdrawing from classes at FSU PC, please call or visit the Office of Student Affairs, 2nd floor Barron Building, 850-770-2172.

Campus environment

FSU is serious about our commitment to ensure the safety and well-being of all students. This includes maintaining an environment that is free from discrimination and harassment as well as campus resource offices to assist students in reporting concerns and provide appropriate follow-up. For more information, see our Title IX statement and links to other resources online at knowmore.fsu.edu. If you have any concerns about your FSU PC experience, please contact your academic advisor.

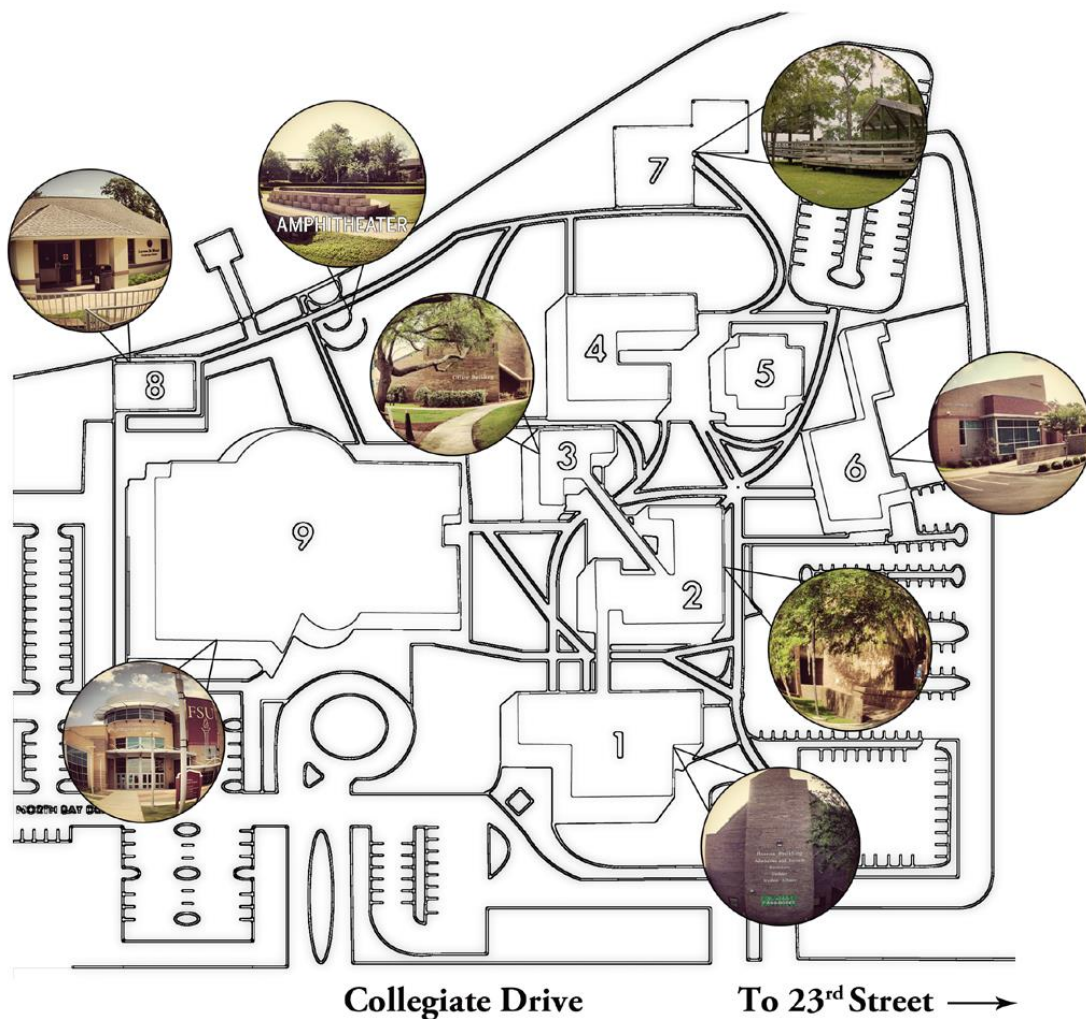
ServScript

Through the ServScript Program at Florida State University, students can record their service to the community on their official FSU transcript. Your transcript is an official government document, and a permanent record of your academic achievements as well as a direct reflection of your college career to potential employers and graduate and professional schools. To learn more about FSU's ServScript Program, go to <http://thecenter.fsu.edu/resources/servscript> .

STUDENT CHECKLIST

FOR DUAL ENROLLMENT APPLICATION & APPROVAL

	Meet with your high school guidance counselor/homeschool counselor to discuss course options and gain permission	NOTES
	At the end of the meeting with your guidance counselor, make sure you have the following items: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Guidance Counselor Approval Form (or Homeschool Course Request form)</i> <input type="checkbox"/> Sealed copy of high school transcript (or homeschool transcript) <input type="checkbox"/> <i>Dual Enrollment Application & Student Guide</i> 	
	Complete the <i>Student Application for Participation in the Dual Enrollment Program</i> (every semester)	
	Complete the <i>Judicial Form</i> (every semester)	
	Submit the following documentation to the Panama City Office of Admissions & Records prior to making an appointment with and FSU PC advisor to register for classes: <ul style="list-style-type: none"> <input type="checkbox"/> <i>Guidance Counselor Approval Form (or Homeschool Course Request form)</i> <input type="checkbox"/> <i>Student Application for Participation</i> <input type="checkbox"/> <i>Judicial Form</i> <input type="checkbox"/> Sealed High School Transcript <input type="checkbox"/> NEW STUDENTS: <i>Health History/Student Immunization Record</i> <input type="checkbox"/> Documentation for prerequisite credit (test scores/transcripts) 	
	NEW STUDENTS: Follow directions in the Registrar Office's follow up email to activate your FSUID and FSU email account.	
	Make an advising appointment with the Academic Advising & Student Success Center at (850) 770-2288	
	NEW STUDENTS: Set-Up Delegated Access on your FSU account	
	Take the ALEKS Math Placement Test, if necessary (calculus sequence courses only)	
	NEW STUDENTS: Obtain FSU Identification Card	
	Log into my.fsu.edu to check your FSU account info	
	Check your FSU email account daily	
	Complete your college courses with FSU GPA of 3.0 or higher	
	FSU PC will send a transcript to your high school each semester.	



1. **BARRON BUILDING** Admissions and Records, Bookstore, Cashier, Disability Services, Dive Locker, Mental Health Services,
Registered Student Organizations, Student Affairs, Student Government, Student Gym, Student Union
2. **TECHNOLOGY BUILDING** Classrooms, Contracts and Grants, ECAP Clinic, Information Technology Services
3. **OFFICE BUILDING** College of Applied Studies; Faculty Offices for Business, Entrepreneurship and Hospitality Management
4. **BAYSIDE BUILDING** Elementary Education Classrooms, Nurse Anesthesia Classrooms, Nurse Anesthesia Faculty Offices
5. **AUDITORIUM**
6. **ADMINISTRATIVE SERVICES**FSU Panama City Police, Mail Room, Maintenance
7. **BACK DECK**
8. **BLAND CONFERENCE CENTER**
9. **HOLLEY ACADEMIC CENTER** Academic Advising and Student Success Center, Classrooms, Cahall's Deli, Center for Academic Excellence and Innovation, Computer Labs, Digital Design Studio, Engineering Labs, Faculty Offices, Holley Lecture Hall, James Skinner and Cameron Skinner Veterans Study Room, Library & Learning Center, Office of the Dean, STEM Institute

FSU PANAMA CITY CONTACTS

Academic Advising & Student Success Center

Holley Building, Rm. C117
(850) 770-2288

advising@pc.fsu.edu

<http://pc.fsu.edu/academics/academic-advising-student-success-center>

[https://pc.fsu.edu/students/academic-advising-student-success-center/peer tutoring](https://pc.fsu.edu/students/academic-advising-student-success-center/peer_tutoring)

Admissions & Records

Office of Admissions & Records
Barron Building, Room 108
(850) 770-2160
(850) 872-7694 fax

admissions@pc.fsu.edu

<http://pc.fsu.edu/admissions>

FSU Card

FSUCard Center
Office of Student Affairs
Barron Building, Room 210
(850) 770-2170

cardcenter@pc.fsu.edu

Immunization Records and Health Forms

Office of Student Affairs
Barron Building, Room 210
(850) 770-2170
(850) 747-5434 fax

stuaffairs@pc.fsu.edu

SEE FOR YOURSELF

schedule a campus tour

Visit FSU Panama City to see why it is a place you can make your vision a reality and define your future. Tours are designed to allow you to view traditional and interactive classrooms and laboratories. You may also meet with financial aid representatives and a faculty member in your area of academic interest. Call 850-770-2160 or email visitpc@pc.fsu.edu to schedule a personalized tour.



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