

1. Course materials, assignments, and class discussions may reflect topics not typically included in secondary. Courses will not be modified to accommodate variations in student age or maturity.
2. Guidance will be provided in the selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
3. Dual enrollment students and dual enrollment instructors have complete access to College library facilities and resources, both physical and virtual, and are encouraged to use these resources to the fullest.

In order to facilitate the seamless education of students in Santa Rosa County:

- District school counselors will carefully screen potential students for dual enrollment courses;
- Secondary school teachers and District school counselors will encourage qualified students to take a state-approved placement examination;
- District school counselors will inform parents of dual enrollment opportunities at registration meetings;
- high school instructors approved to teach dual enrollment courses by the College will be encouraged to attend adjunct orientation and other dual enrollment instructor professional development as scheduled by the College in coordination with the School Board;
- District schools will provide services and resources for dual enrollment students on the high school campus in compliance with the student's IEP, 504 plan, or health care plan.
- District schools will participate in "College Fair" activities;
- District schools will be encouraged to present information sessions regarding participation in the Dual Enrollment Program to parents and educators;
- the School Board of Santa Rosa County will encourage District school administrators, District school counselors, and secondary school teachers to promote dual enrollment opportunities to students and parents; and,
- District school counselors will meet with students to discuss their plans for post-secondary education.

In order to facilitate the seamless education of students, the College will:

- provide School Board with dual enrollment informational materials;
- encourage College Department Heads to organize faculty-with-faculty meetings in the discipline areas to discuss remediation needs and curriculum alignment issues;
- conduct workshops available to high school counselors and College Student Affairs staff to disseminate and share information;
- participate in "College Fair" activities when possible, in an effort to inform students and parents of available programs and eligibility requirements.

- review qualification and services for students with disabilities based upon documentation received (psycho-educational evaluation, medical history, IEP, 504 plan) and an interview with a SRC counselor. Accommodations include alternative testing, academic advising, registration assistance and classroom modifications. Classroom modifications include the following: use of a tape recorder, use of a calculator, use of a spell checker, preferential classroom seating, note-taking assistance, sign language interpreters, alternate seating (adjustable desk/chair), alternate format texts, adaptive technology (reader/writer software), disability related absences. Additional modifications and services may be provided with the appropriate supporting documentation. Phone, (850) 484-1637.

Mechanisms for Communicating Information

Each party shall provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures to parents and students, 1007.271(8), F.S.

To inform parents and students about the educational and economic benefits, as well as the requirements for Dual Enrollment Program participation and enrollment procedures, the School Board and the College will use communication mechanisms including, but not limited to, direct mail brochures, the *College Catalog*, dual enrollment web pages, social media, classroom visits, newsletters, and various school-based registration activities.

Mechanisms for Exercising Option to Participate

Eligible students may exercise their option to participate in dual enrollment courses by following the registration and guidance procedures outlined by the School Board and the College, 1007.235(2)(b)3, F.S. Students will be required to meet first with their respective District school counselor to review eligibility criteria and to develop a graduation/dual enrollment plan. Once eligibility has been determined and the plan developed, students will complete approval forms and contracts as appropriate. During registration at each of the District schools, Pensacola State College staff will provide a face-to-face orientation session for the eligible students. Included in the orientation will be a discussion of the purpose of dual enrollment, types of college degrees, career planning, and information on developing a successful college record. During the orientation eligible students will receive instructions on how to make maximum use of the automated advisement system for the College (Spyglass).

Student Monitoring

Monitoring of student performance subsequent to enrollment in dual enrollment courses shall be the shared responsibility of the District school guidance counselors and the College advisors assigned to coordinate with the high schools, 1007.235(2)(b)7, F.S. At the conclusion of each academic semester, the College will review the academic progress of each participating student. In situations where a student has demonstrated academic difficulties, the College will contact the District school guidance counselor to develop an action plan.