

## **APPENDIX A**

### **DUAL ENROLLMENT COURSES, EQUIVALENT HIGH SCHOOL CREDITS AND HIGH SCHOOL SUBJECT AREA**

- Per Florida rule and statute, all courses listed on the “Florida Department of Education Dual Enrollment Course List” (state list) and that are offered by the College shall be included in the dual enrollment program defined in this agreement.
- Should the Florida Common Course Numbering System (SCNS) institute a course number change for any of the courses on the state list, the revised course number shall replace the original number per SCNS guidelines and implementation of the change by the College.
- High school credits awarded for successful completion of dual enrollment courses shall conform to the state list.
- Dual enrollment courses shall be applicable to high school subject area requirements according to the state list.
- Per Florida statute and rule, dual enrollment credits shall be weighted by the high schools in the same manner as advanced placement courses when grade point averages are calculated. An alternative grade calculation or weighting system that discriminates against dual enrollment courses shall not be used.

## APPENDIX B

### PLAN FOR DUAL ENROLLMENT STUDENT ACADEMIC ADVISING

Academic advising for students participating in the dual enrollment program shall consist of the following components:

1. At or near the start of the student's first term of enrollment, he/she should contact a College advisor for an in-person advising session.

As part of the advising session, each student will receive a College catalog. The following topics will be covered.

- College program options/planning and selecting a college major
  - College Course-Level Expectations, including, but not limited to:
    - Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his/her College transcript,
    - All grades, including "W" for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admissions.
    - While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
    - 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.
2. The high school counselor will insure the inclusion of dual enrollment course plans in the dual enrolled student's Electronic Personal Educational Planner (ePEP) using the online student advising system available through [www.FLVC.org](http://www.FLVC.org) as required by 1003.413(3)(i), Florida Statutes, to minimize enrollment in a random selection of college courses.
  3. Dually enrolled students will have the same access to advising and program planning tools and resources that traditional College students have.
  4. The Dual Enrollment Handbook is available on the College website at <http://www.nwfsc.edu/Students/Enrollment/Admissions/Dual/>.

The handbook will address a range of information items, including, but not limited to the following.

- Dual Enrollment FAQ's
  - College certificate AA, AS and AAS requirements
  - Orientation and instructions on using the College online advising resources (Raidernet 2.0)
  - Orientation and instruction on using Florida automated online advising system (FACTS)
  - Key academic policies (e.g. effective catalog rule, withdrawal and attendance policies, etc.)
  - Listing of learning support services and related College resources
  - Tips for succeeding in the college environment
  - Basic program planning documents
5. Students will be provided access to a qualified College advisor (dual enrollment coordinator, academic advisor, center director, counselor, etc.) on an appointment basis throughout the year.
  6. The College will work with the individual high schools to offer on-site planning and sessions conducted jointly by the College and the high school staff.
  7. The College will provide workshops for District staff on various advising and advising-related topics on an as-needed basis.