

## **Dual Enrollment Guidelines:**

**Eligibility:** In order to be eligible to dual enroll, you must have a 3.0 UNWEIGHTED high school GPA. Math and English classes require specific test scores. Also, some classes require prerequisite courses and this is something you should check when searching courses on the GCSC website. You must maintain a 2.5 college GPA in order to remain in the dual enrollment program.

**DEADLINES:** You MUST check the college's deadlines when registering for classes. We have to adhere to their registration and drop/add deadlines.

**REGISTERING:** It is VERY important to turn in your yellow dual enrollment form to the guidance office well before the registration deadline for 3 reasons:

1. Guidance may not be able to fax it to the college the day you turn it in.
2. Classes offered at the college or web based courses fill up quickly due to the fact that college students are also registering for those classes.
3. **BOOKS:** We have dual enrollment books on hand, but those go quickly. If guidance does not have a book you need, it will have to be ordered. It takes approximately a week to a week and half from the date the book is ordered to receive it. Books are not ordered until the student is registered for the class.

Once your yellow form is faxed to the college, you are in the class unless their dual enrollment liaison contacts the guidance counselor and states otherwise. If you are ever unsure, call the college and ask if you were enrolled. They will have this information more readily available.

Once you are enrolled in the class, the guidance counselor has no control or access to anything regarding the class or Gulf Coast State College's grading portal. Any questions you have will require you to contact the college. Often times the college will not even speak to a parent, because they follow the college confidentiality guidelines.

**DROPPING A CLASS:** If you decide that you do NOT want to take the class after signing up for it, you MUST drop the class within the colleges drop/add timeframe. If you drop it after this time, you will receive a "W" on your college transcript and some colleges accept this as an "F".

Also, once you turn in your yellow form, you are enrolled in the class unless there was an issue. The guidance counselor will let you know if there was an issue as soon as he/she is notified by the college.

**Remember:** It is ALWAYS a good idea to contact the college if you are unsure. If you are enrolled in the class and did not go through the proper procedure to officially drop the class and do not attend, you will be marked as a no show (NS), on your transcript, which can translate to a "WF" withdrawn failing. This remains on your transcript forever.

**GRADES:** Please be aware that a "C" on a college transcript does not look good when applying to colleges. Also, please be aware that if you receive below a "C", you will not receive credit for the class. Your college grades will go on your college transcript, as well as your high school transcript and they are weighted as honors classes.

**RETAKING A CLASS:** You are allowed to retake a class only once. You cannot retake a class to earn grade forgiveness unless you earned a grade of a "D" or "F" in the course.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_