



# TCC Dual Enrollment

Parent Information Guide



# Overview

The Dual Enrollment Program at Tallahassee Community College allows high school students the opportunity to become familiar with the college experience before even graduating high school. Students will learn how to register, communicate using a student email, navigate Canvas and Eaglenet, and utilize campus resources.

Per Section 1007.27(1) of the Florida Statutes, the dual enrollment program is the enrollment of eligible secondary student or home education student in a **postsecondary course creditable toward** 1) **high school completion** and 2) a **career certificate or and associate or baccalaureate degree**. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

# Admissions Requirements

**Leon, Gadsden and Wakulla county students** in grades 6 through 12 may participate in the TCC High School Dual Enrollment Program.

## Public Students

- 3.0 unweighted high school GPA
- Submit ACT, FSA Reading, PERT and/or SAT scores.
  - Scores must be less than 2 years old.
  - May test at the TCC Testing Center during summer only.

## Private School Students

- 3.0 unweighted high school GPA
- Submit ACT, FSA Reading, PERT and/or SAT scores.
  - Scores must be less than 2 years old.
  - May test at the TCC Testing Center

## Homeschooled / Students

- No GPA requirement.
- Submit ACT, FSA Reading, PERT and/or SAT scores.
  - May test at the TCC Testing Center

# Admissions Requirements

P.E.R.T. Score minimum		
Reading	106	ENC1101
Writing	103	
Mathematics	114-122	MAT1033
Mathematics	123	MAC1105, STA2023, MGF1106, MGF1107

A.C.T. Score minimum		
Reading	19	ENC1101
English	17	
Mathematics	19-20	MAT1033
Mathematics	21	MAC1105, STA2023, MGF1106, MGF1107
FSA Reading (only satisfies reading requirement)	262	ENC1101

S.A.T. Score minimum				
	Prior to 3/2/16	Prior to 5/1/17 (redesigned)	After 5/1/17	
Verbal/Reading	440	24+	24+	ENC1101
Writing/Language		25+ (as of 3/2/16)	25+ (as of 3/2/16)	
Mathematics	440-549	24-28	24-25	MAT1033
Mathematics	550	28.5	25.5+	MAC1105, STA2023, MGF1106, MGF1107

# Steps to Apply

1 | Students must complete the [TCC Online Application](#) for **Dual Enrollment** (do not complete Associate in Arts degree (AA) application - will prolong process)

2 | Meet with your High School Guidance Counselor or Home Education Official to verify you meet admissions criteria and to complete the applicable forms:

## Public/Private Students

- **Permission to Register** form
- **Exception to High School GPA** (if applicable)

## Home Schooled Students

- **Permission to Register** form
- **Home Education Articulation Agreement** - Please submit pages of this document for each student.
- **Verification of Home Education Registration** - TCC's service includes Gadsden, Leon, and Wakulla counties.
- **Permission to Access Home Education Records**

3 | Submit qualifying test scores (ACT, PERT, SAT) to Dual Enrollment Coordinator or the [TCC Testing Center](#).

4 | Find the [courses that are right for you](#), then meet with your High School Guidance counselor or Home Education Official for course qualification and course approval.

- [View our catalog.](#)

# Steps to Apply (cont'd)

- 5 | Familiarize yourself with our online portal [EagleNet](#) where you can access your email, student records, degree audit, registration and much more. Be sure to check your TCC email frequently as it is the College's official means of communication to students.
- 6 | Check for upcoming deadlines. Review the [academic calendar](#) and make note of key important dates, including:
  - **First Day of Class**
  - **Last Day to Add a Class**
  - **Last Day to Drop a Class**
  - **Fee Payment Due Date**
- 7 | Get books and supplies for your classes by visiting your High School Guidance Counselor or Home Education Official. You are also welcome to visit the [TCC Bookstore](#).
- 8 | Attend class, get involved, and have a great semester! Learn more about how to get involved at [www.tcc.fl.edu](http://www.tcc.fl.edu) under "Student Life".

# Student Advising

Students are encouraged to schedule an advising appointment through the TCC Advising Center.

Dual enrollment students can be advised on a walk-in basis.



# How to Register for Classes

1. Sign in to [EagleNet](#) using your student ID and PIN.
2. Under the Quick Links, click 'Add/Drop Classes' to search and register for classes.
3. Select a term to begin your search.
4. Write in the Course ID/Number which courses you are looking for. You can search up to 8 at a time.
5. Click the 'Search Now' button to see all available classes that meet your criteria.
6. To add a class, click the 'Reference Number' located to the left of the Course ID.
7. Click 'Update Now' to confirm and update each class to your cart.
8. When you're done adding classes, proceed to 'Register Now.'
9. You can "View/Print Schedule and Fees" to keep as a reference.
10. You can also check which [books and materials](#) are required for each course.



# Add/Drop Courses

ALL dual enrolled students must obtain written permission from High School Guidance Counselor or Home Education Official in order to add, drop, or withdraw. A signed [Course Adjustment form](#) or [Course Withdrawal form](#) must be submitted by the appropriate deadline.

- See TCC's [Full Academic Calendar](#) for Add, Drop, and Withdraw Deadlines.

## Drop vs. Withdrawal

DROPPED COURSES: Do **NOT** count as an attempt, has no impact on course completion rate, deadline is based on session (main or express - see Academic Calendar)

WITHDRAWN COURSES: Do **count** as an attempt, negatively impacts course completion rate, deadline is based on session (main or express - see academic calendar)

# Fees

**High school dual enrollment is at no cost to the student or parent.**

**Note:** ALL dual enrolled students are coded as Out of State – do not submit parent information to prove residency (this will be done upon high school graduation if the student chooses to attend TCC).

# Program Length

Maximum of 3 semesters / grade level, including summers (June Express only).

Final dual enrollment semester will be spring semester of senior year; graduating seniors may not take summer courses through dual enrollment.

After eligibility expires, students must provide proof of high school graduation in order to matriculate to degree-seeking status at TCC. Learn more about the Matriculation Process on [page 13](#).



# FERPA

Your Dual Enrollment student has two basic rights regarding education and privacy:

- the right to inspect his or her own personal record AND
- the right to expect TCC will not disclose information from the student's educational records (grades, attendance, etc.) without his or her written consent.

Learn more about [FERPA](#).

# Matriculation Process

Dual enrolled students who plan to attend TCC after high school graduation will **NOT** need to complete a new TCC application, but will need to complete the following:

- Submit the [Change of Program Form](#) and [Florida Residency Declaration](#) to the Admissions office.
- Self-register to attend the [New Student Orientation](#) for degree-seeking students.
- Submit your final high school transcript with graduation date to the Admissions office.
- If home-schooled, submit the [Affidavit of Home School Completion](#) to your TCC Dual Enrollment advisor.
- Submit any additional test scores (if applicable) to the Admissions office.
- Dual enrolled students can also [request an official TCC transcript](#).

# Questions?

Contact us at [\(850\) 201-8555](tel:8502018555) or email [ar@tcc.fl.edu](mailto:ar@tcc.fl.edu), or stop by the Admissions Office located on the second floor of the Student Union.