

OVERVIEW

- ▶ Junior and senior high school students who are at least 16 years old.
- ▶ For College/University Prep students, courses in the College Transfer Programs (AA and AS) are transferable to all public four-year senior colleges and universities in North Carolina and most private institutions.
- ▶ For College Tech Prep students, courses in the Associate in Applied Sciences degree, diploma, and certificate programs will transfer to Forsyth Tech or any other North Carolina community college.
- ▶ Students will receive both high school honors credit and college credit for completed coursework.
- ▶ Students are considered Special Credit – Dual Enrollment.
- ▶ Under dual enrollment guidelines, students must meet Forsyth Tech admissions procedures and prerequisites for courses.
- ▶ All course grades apply towards graduation from a program at Forsyth Tech.
- ▶ Classes taught through Corporate and Continuing Education are available to students at the stated cost. Continuing Education classes do not earn curriculum college credit.
- ▶ Students are responsible for fees, supplies, and textbooks.
- ▶ Courses are taught on Forsyth Tech's Silas Creek Campus, at the Mazie Woodruff Center on Lansing Drive, at the Grady Swisher Center in Kernersville, at the Northwest Center in King, at the Stokes County Center of Forsyth Tech and online.
- ▶ Courses are taught by Forsyth Tech instructors.

PROCEDURES AND PROTOCOLS

PROCEDURES FOR TAKING DUAL ENROLLMENT COURSES

Students must submit the following:

1. Forsyth Tech **Application** for admission (only on first enrollment)
2. Parental Consent/Counselor **Permission Form** (each semester)
3. **Transcript** from high school
4. Standardized **Test Scores** (SAT, ACT, CPT, Accuplacer, ASSET, and/or COMPASS)
5. A completed **Registration Card** indicating the course number, course section number, the title of the course

Upon receipt of the above items in the Office of Educational Partnerships, the student's records will be evaluated. Those students meeting prerequisites and placement test scores will be approved. Students' registration cards will be processed during the scheduled registration timeframe each semester. Students may meet prerequisites by standardized test scores, proficiency exams, articulated credit or by advanced placement test scores. Those students who have already earned college credit may already have met prerequisites. If a student withdraws from high school, they will be dropped from Forsyth Tech as the state guidelines require a student to be making adequate progress towards high school graduation while being simultaneously enrolled at Forsyth Tech.

PROTOCOL FOR DUAL ENROLLMENT STUDENTS

1. The Application Packet, including an application, official high school transcript, standardized test scores (SAT, ACT, CPT, ASSET, and COMPASS), Parental Consent/Counselor Permission Form for dual enrollment students should be sent to the Office of Educational Partnerships.
2. The Office of Educational Partnerships will review each student's application packet, including course prerequisite requirements. Based on the evaluation of the educational needs of the student, the staff will advise students and counselors on the appropriateness of course selections. Conflicts in course selection will need to be resolved in consultation with the high school counselor.
3. Students should have a minimum GPA of 3.0 on their high school transcript.

4. For those students meeting prerequisites, the Office of Educational Partnerships will process the application and approve the student's enrollment for the courses indicated on the student's Parental Consent/Counselor Permission Form and/or the Registration Request Form. For those students not meeting prerequisites, the counselor will be notified by staff so another option may be selected.
5. For approved students, the Registration Request Form, bearing the approved courses, will then be processed during the specified registration timeframe.
6. In the event that a course is filled, the staff of Educational Partnerships will contact the high school counselor and/or student to determine another choice of course for the student.
7. The original application, Parental Consent/Counselor's Form form, transcript and other supporting documentation will be forwarded to the Records Office to be retained in the student's permanent record file. A copy will be retained by the Educational Partnerships office for a period of five (5) years.
8. All questions from high school counselors and/or students regarding registration, advising, etc. will be referred to the Educational Partnerships office.
9. If a dual enrollment student wants to drop or withdraw from a course, they should notify the office of Educational Partnerships. Students will be advised as to the correct process to withdraw at that time. The high school counselor should be notified of the withdrawal or drop by the student immediately. Students can be dropped for violation of the attendance policy.