INDIAN RIVER STATE COLLEGE

Dual Enrollment
Administrative Handbook
2017-2018

RCCPC
Research Coast Career Pathways Consortium

3209 VIRGINIA AVENUE • FORT PIERCE, FLORIDA
1-866-792-4772 • www.IRSC.edu

IRSC is an EA/EO educational institution.
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INTRODUCTION
The purpose of this handbook is to provide information to high school counselors and principals about the Dual Enrollment program options offered jointly under the Inter-Institutional Articulated Acceleration Agreements with the school districts of Indian River, Martin, Okeechobee, and St. Lucie counties and Indian River State College. The Dual Enrollment program allows eligible students to take college-level courses prior to graduating from high school and receive both high school and college credit.

DUAL ENROLLMENT: AN OPPORTUNITY FOR STUDENT SUCCESS

Dual Enrollment is a successful acceleration mechanism.

Dual Enrollment has been shown in many studies to be an effective mechanism to accelerate students’ academic progress. First and most prevalent among the successful acceleration opportunities, Dual Enrollment is available locally to all qualified high school students in the Treasure Coast region. Florida statute specifically requires each school district to inform students and parents of the exceptional opportunities available through Dual Enrollment. F.S. 1007.271 states:

Each district school board shall inform all secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration. Students and their parents shall be informed of student eligibility requirements, the option for taking dual enrollment courses beyond the regular school year, and the minimum academic credits required for graduation. District school boards shall annually assess the demand for dual enrollment and provide that information to each partnering postsecondary institution. Alternative grade calculation, weighting systems, and information regarding student education options that discriminate against dual enrollment courses are prohibited.

Dual Enrollment provides a strong basis for college and university success.

The researchers find in Florida that Dual Enrollment is positively associated with the likelihood that students will earn a high school diploma, initially enroll in a four-year institution, enroll in college full-time, and persist in college. Students who participated in Dual Enrollment in high school had significantly higher cumulative college GPAs three years after high school graduation than did their peers who did not participate in Dual Enrollment programs, and they had also earned more college credits (indicating progress toward a degree) than non-participating peers.¹

¹ The Benefits of Dual Enrollment, published by Inside Higher Ed
U.S. News and World Report, in an article published March 2012 describes the advantage of Dual Enrollment programs:

"There's a growing base of evidence that dual enrollment students do better in college," Hughes says. Students who've taken "dual" classes in high school are more likely to start at four-year colleges and more likely to persist toward a degree. And they earn higher grades than similar students who haven't taken such classes.²

PROGRAM PLANNING

To provide a clear path for students enrolled in Dual Enrollment classes, it is essential that the student has considered his or her career and life plans. Students generally enter into career planning in the middle school years and define an intended major area of study as they begin their high school years. We are focused on student success and reduction of excess credits. Encouraging students to think and plan ahead for academic success will provide a path for dual enrolled students to be successful in their major area of study or program track, with minimal excess credits and lost time and opportunity.

Together, the student and IRSC advisor will develop a Guided Pathway, providing a “map” outlining each step along a path for degree or certificate completion at IRSC. The plan will be recorded online so that it is readily available to the student.

Students are encouraged to take the Post-Secondary Education Readiness Test (P.E.R.T.) in tenth grade as a Dual Enrollment starting point to facilitate academic planning. This exam provides the student and advisor with valuable and required placement information. Placement is the foundation of program planning, assisting both the student and advisor in making sound decisions.

The online Guided Pathway provides:

- An anticipated major
- Suggested Dual Enrollment courses for upcoming and future semesters that will count toward the completion of the student’s selected program.
- An opportunity to review the plan with flexibility for changes
- A basis to work with high school counselors for authorization of Dual Enrollment participation
- A framework to transition to postsecondary planning

² Some Teens Start College Work Early Via Dual Enrollment
Employing online capabilities, students and high school counselors may view the **Guided Pathway** to assess progress and to plan for future terms. This plan may be reviewed with the student’s high school counselor to ensure that secondary graduation requirements are met. Under FERPA regulations, parents cannot have access to the student records without written approval from the student.

In addition, IRSC has implemented the Dual Enrollment Advising Network (DEAN) System an effective tool to promote more in-depth communication between IRSC academic advisors and public high school counselors. This system permits high school counselors to view IRSC records on students from their respective high schools who are enrolled in Dual Enrollment classes at IRSC. Information available to the high school counselor includes:

- Current registration information
- Date registration was initiated
- **Guided Pathway** developed with the IRSC advisor
- Student term schedule
- Unofficial transcript
- Placement scores
- Degree audit
- IRSC counseling notes
- Email notification of student drop/add/withdrawal

High school counselors are encouraged to contact Eileen Storck at estorck@irsc.edu or Dale Hayes at lhayes@irsc.edu to arrange for access to this valuable system.

Currently, IRSC has hundreds of Dual Enrollment courses available. These include courses in mathematics, English, natural sciences, social sciences, humanities, foreign languages, student success, computer science, and a variety of occupational/career course offerings. **Unlimited opportunities exist for cooperative arrangements in all disciplines at IRSC.**

**STATE OF FLORIDA PROGRAM DEFINITION/DUAL ENROLLMENT REQUIREMENTS**

The term Dual Enrollment is defined as the enrollment of an eligible high school student in a postsecondary course for which the student receives both credit toward a high school diploma and credit toward a vocational certificate, technical certificate or an Associate degree.

**Dual Enrollment/Credit**

Dual Enrollment courses may be offered at either the high school or at an IRSC campus. Dual Enrollment is available as follows:
1. **Academic**

   Students* who have an unweighted high school GPA of 3.0 may simultaneously earn high school credit toward a high school diploma and college credit toward an Associate in Arts, Associate in Science/Applied Science degree or Technical Certificate through Dual Enrollment. Students may participate in Dual Enrollment on a part-time or full-time basis. Students interested in enrolling in college credit mathematics, English and certain other academic courses must successfully complete an entry-level examination as required by Section 1008.30 of the Florida Statutes. For Dual Enrollment purposes the enhanced ACT, SATI Re-centered, and/or Postsecondary Education Readiness Test (P.E.R.T.) scores less than two years old are acceptable.

2. **Career and Technical**

   Students* who have an unweighted high school GPA of 2.0 may simultaneously earn a high school diploma and a vocational career training certificate through vocational Dual Enrollment. Individual vocational courses that are not part of these programs of study are not eligible.

*Based upon agreements with each school district, the grade level and criteria for participation may vary.

Students enrolled in vocational classes for Dual Enrollment must complete the vocational entry-level examination as required by Section 1008.30 of the Florida Statutes. At IRSC, the TABE (Test of Adult Basic Education) or P.E.R.T. will be used, as appropriate.

**CAREER TECHNICAL EDUCATION INDUSTRY CERTIFICATIONS**

The 2013 General Appropriations Act and Senate Bill 1076 require any vocational courses taken for Dual Enrollment purposes must apply toward one of the following industry certifications identified by the State Board of Education:

- Automotive service technology
- Cyber security
- Cloud virtualization
- Advanced manufacturing
- Welding
- Federal Aviation Administration (FAA) airframe mechanics
- Federal Aviation Administration (FAA) power plant mechanics
- Pharmacy technicians
- Heating, ventilation and air conditioning technicians

Students enrolled in other secondary career and technical education (CTE) programs are advised to coordinate with their high school counselor to explore opportunities for “Career Pathways” articulation.
3. **Early Admission**

Early Admission is a form of Dual Enrollment in which eligible high school seniors enroll at IRSC on a full-time basis in courses which can be applied toward both the high school diploma and the Associate Degree. These students must meet the academic and/or career and technical eligibility criteria for Dual Enrollment.

4. **Collegiate High School**

Collegiate High School programs must include an option for public school students in grades 11 or 12 participating in the Dual Enrollment program for at least one (1) full school year. Eligibility requirements:

- Earn a post-secondary CAPE Industry Certificate
- Complete 30 credit hours through Dual Enrollment

The following courses are ineligible for Dual Enrollment:

- Remedial and vocational preparatory instruction
- Private music lessons
- Physical education courses that focus on the physical execution of skills rather than the intellectual attributes of an activity

**DUAL ENROLLMENT TRANSFER GUARANTEES**

The Dual Enrollment program is an opportunity to take challenging courses and accelerate educational opportunities. With hundreds of Dual Enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of Dual Enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a Career Certificate, Technical Certificate or an Associate Degree.

Dual Enrollment courses receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, Dual Enrollment courses that meet core state university admission requirements in English/language arts, mathematics, natural sciences, social sciences, or world languages receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.
Students should understand that Dual Enrollment courses are college-level courses, and the amount of work and rigor of content in Dual Enrollment courses may be much greater than in high school courses. In addition, Dual Enrollment course grades become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary grade point average. Poor performance in Dual Enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of Dual Enrollment.

Course selection is important for the Dual Enrollment student since different college programs require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don’t know what they want to study in college should consult with an advisor and focus on completing General Education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require General Education coursework and, while there is some variation from institution to institution, many General Education courses are common among most, if not all, institutions.

During the 2015-2016 academic year, the State of Florida defined new General Education requirements for Associate in Arts degree-seeking students. Consult the 2017-2018 IRSC Catalog for more detailed information about these requirements.

Florida Dual Enrollment college credit will transfer to any Florida public college or university under the Statewide Course Numbering System, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the Dual Enrollment credit, the application of transfer credit to General Education, prerequisite, and degree programs may vary at the receiving institution.** Private and out-of-state colleges and universities may or may not grant college credit for courses taken through Dual Enrollment.

July 2012

**Additional rights are afforded to dual enrolled students who graduate high school, then proceed to continue enrollment at IRSC to complete their Associate in Arts (A.A.) Degree, with the intent of transferring to the State University System. The following Transfer Students Rights are guaranteed under the Statewide Articulation Agreement.
Transfer Student Rights

Students who graduate from a Florida community college with an associate of arts degree are guaranteed the following rights under the Statewide Articulation Agreement (SBE Rule/BOG Regulation 6A-10.024):

1. Admission to one of the 12 state universities, except to limited access programs

2. Acceptance of at least 60 semester hours by the state universities

3. Adherence to the university degree/program requirements, based on the catalog in effect at the time the student first enters the community college, provided the student maintains continuous enrollment

4. Transfer of equivalent courses under the Statewide Course Numbering System

5. Acceptance by the state universities of credits earned in accelerated programs (e.g. CLEP, Dual Enrollment, AP, IB, and AICE)

6. No additional general education core requirements

7. Equal opportunity with native university students to enter limited access programs

**NOTE:** If you have received your AA degree at a Florida community college, you are guaranteed admission with 60 semester hours into the State University System. HOWEVER, admission into a specific program at a given university may not be assured.

- Some degree programs may include additional admission requirements. These programs are referred to as "limited access" programs.
- These more stringent requirements may include a higher grade point average and/or higher test scores, additional courses or prerequisites, or auditions and/or portfolios.

IRSC DUAL ENROLLMENT CONTACTS

INDIAN RIVER COUNTY
Charles R. Lunceford
Provost – Indian River County
(772) 226-2505
- Sebastian River High School
- Vero Beach High School
- Indian River Charter High School

MARTIN COUNTY
Elizabeth A. Gaskin
Provost – Martin County
(772) 419-5604
- Jensen Beach High School
- Martin County High School
- South Fork High School

OKEECHOBEE COUNTY
Russell P. Brown
Provost – Okeechobee County
(863) 824-6001
- Okeechobee High School

ST. LUCIE COUNTY
Eileen Storck
Assistant Dean of Enrollment & Student Services
(772) 462-7361
- John Carroll High School
- Fort Pierce Westwood High School/MOA
- Fort Pierce Central High School
- Lincoln Park Academy

Harvey E. Arnold, Ph.D.
Provost – Port St. Lucie/ St. Lucie West
(772) 336-6210
- Port St. Lucie High School
- St. Lucie West Centennial High School
- Treasure Coast High School

Dual Enrollment
Articulation Agreements/All counties

Nicholas H. Brown, D.B.A.
Director of Articulation & Partnerships
(772) 462-7646

COSTS

Tuition and Fees:
Tuition and fees for Dual Enrollment courses are waived*. Students who attend a Florida public college or university are exempt from registration, matriculation or laboratory fees for courses taken through Dual Enrollment.

Textbooks and Materials:
Section 1007.271(14), F.S., specifies that, “Instructional materials assigned for use within dual enrollment courses shall be made available to students from Florida public high schools free of charge.”*

*Dual Enrollment Articulation Agreements between IRSC and the local school districts stipulate that students who receive a grade of D, F, or W in an approved Dual Enrollment course will be required to pay the full tuition and textbook fees on their own should they elect to repeat the course in a subsequent semester.
In addition, Early Admission is listed in subsection (7) as “a form of Dual Enrollment” so all of the same statutory provisions apply.

Students enrolled in Home Education programs or nonpublic secondary schools must provide their own textbook and materials.

**COURSE SELECTION PROCEDURE**

As Dual Enrollment students plan beyond their high school years, they should work closely with an IRSC advisor to select classes applicable to their future college major.

Course selections are based on discussions among the student, the student’s parent, IRSC advisor and high school counselor. Discussions should focus on IRSC course content, the parameters of the Articulation Agreements between the high schools and IRSC, and how the IRSC course will meet the student’s high school graduation requirements.

Students and parents are encouraged to visit any IRSC campus. Dual Enrollment students are invited to utilize all IRSC student support services which include: Academic Advisement, Financial Aid, Admissions, Career and Transfer Services, Academic Support Center (ASC) and libraries.

Furthermore, students must be aware that Dual Enrollment classes are part of the student’s permanent college record, and success is critical to maintain future scholarship and financial aid eligibility.

Information on courses approved for Dual Enrollment is available at all IRSC registration offices, high school guidance departments, as well as at the IRSC website [www.irsc.edu](http://www.irsc.edu). Any changes necessary during the academic year will be mutually agreed upon by Indian River State College and the respective county school district. Approval for Dual Enrollment does not guarantee that the course will satisfy requirements for eligibility for Florida Bright Futures scholarships, which should be checked with the Florida Bright Futures office.

**DUAL ENROLLMENT ORIENTATION REQUIREMENT**

Articulation Agreements now require dual-enrolled students to participate in an orientation session, offered online. Dual Enrollment Orientation provides students with the information they need to help them succeed. This orientation includes information on student-focused resources, program expectations, and other items that support success.
**SLS1101 STUDENT SUCCESS REQUIREMENT**

Effective with the Spring 2016 semester, new Dual Enrollment Associate in Arts degree-seeking students are required to complete *SLS1101–Student Success* during their first semester of attendance. An unweighted high school GPA of 3.0 is needed to participate in this course. Please see an advisor for details.

**DUAL ENROLLMENT HIGH SCHOOL COUNSELING**

Each high school should designate a specific contact for Dual Enrollment advising. This person is responsible for disseminating information pertaining to Dual Enrollment to students and parents. This contact also verifies the accuracy of the information contained on all Dual Enrollment registration forms, as well as ensures their prompt delivery to the appropriate IRSC Dual Enrollment contact.

Florida Statute requires high schools to advise both the students and their parents of the advantages of the Dual Enrollment program. In addition to accelerating the student’s college program, these advantages include:

- Early exposure to collegiate instruction
- Curricular opportunities not available at the high school
- Opportunity to experience campus life
- Savings in the cost of college attendance

Dual Enrollment students need to be aware of IRSC deadlines and impacts for dropping and/or withdrawing from courses. It is important for high school counselors to closely monitor dual enrolled student progress throughout the semester. The high school Dual Enrollment contact should also be familiar with how an IRSC grade point average is calculated.

**FACULTY SELECTION**

Decisions concerning staffing of Dual Enrollment courses, whether taught at the high schools or at an IRSC campus, will be made using the same criteria as all IRSC faculty. All faculty teaching Dual Enrollment courses must be certified to teach at the postsecondary level through IRSC.

All faculty must meet the following criteria in order to attain IRSC certification and meet Southern Association of Colleges and Schools requirements:

1. Faculty teaching in most college credit courses must hold the minimum of a Master’s Degree with a major in the specific teaching discipline or have completed at least 18 graduate semester hours in the specific discipline and hold a Master’s Degree.

2. Vocational clock-hour courses may be taught by faculty having an appropriate combination of academic preparation and work experience. All Dual Enrollment faculty
must be certified to teach at college level as determined by criteria established by the Southern Association of Colleges and Schools.

IRSC and the high school principal/designee will work together to identify teachers for Dual Enrollment courses. The Adjunct Faculty Certification process must be completed by August 1st to be eligible to teach for the Fall Semester and by November 1st to be eligible to teach for the Spring Semester. Each prospective teacher must complete the steps of the following certification process:

**ADJUNCT FACULTY CERTIFICATION PROCESS**

**STEP 1** A complete IRSC employment application must be on file with Human Resources including all required forms and documents before we can begin to process the application.

**STEP 2** The certification process cannot begin without receipt of a completed Adjunct Faculty Data Form (AFDF). Human Resources will e-mail the application to the appropriate Department Chair/Instructional Dean for their review and possible interview. If the AFDF is missing, our Adjunct Liaison will e-mail the missing form to the appropriate Department Chair/Instructional Dean for assistance in its completion.

**STEP 3** If the Department Chair recommends approval to utilize the adjunct applicant and start the certification process, the Adjunct Faculty Data Form must be signed by the Department Chair and Instructional Dean and returned to Human Resources. This is the form that notifies Human Resources to proceed with the certification process. The Department Chair/Instructional Dean will contact the adjunct applicant for an interview if there is an available position.

During the interview it is important for the Department Chair/Instructional Dean to explain the SACS required documents necessary for completion of the certification process (i.e. official transcripts, work verification if needed, philosophy of education, etc.).

- **Official transcripts must be sent directly to Human Resources.**
- Certain disciplines require a current professional license. For example: Nursing, Paramedic, Real Estate, or Insurance. Please submit copies of these current professional licenses to Human Resources with your Certification Application.

**STEP 4** Upon receipt of the approved AFDF from the Department Chair and Instructional Dean, Human Resources will notify the adjunct applicant by e-mail requesting any missing official transcripts or other missing required documents and the completion of a fingerprint clearance.

**STEP 5** Once the official transcripts, any additional supporting documents, and the fingerprint clearance are received, the file is forwarded to our Certification Officer for review and IRSC certification approval.

**STEP 6** Once approved, the IRSC teaching certificate is then issued and returned to Human Resources. Human Resources will then mail the original IRSC teaching certificate along with an adjunct faculty contract and employment checklist to the adjunct applicant and place a copy of the IRSC teaching certification in the adjunct applicant’s file. The adjunct faculty contract **MUST** be signed and returned to Human Resources for appropriate processing as
indicated in the employment checklist. All IRSC adjunct faculty are required to be certified by IRSC in the discipline(s) in accordance with SACS guidelines. This certificate will specify each discipline and level, date of issue, and an expiration date for the period of five (5) years from the date of issue.

For further questions regarding this process, contact the IRSC Human Resources Certification Specialist at 772-462-7284. The assigning of instructors will be at the discretion of the IRSC Instructional Dean.

DUAL ENROLLMENT INSTRUCTIONAL REQUIREMENTS

Dual Enrollment is the enrollment of students in college classes while still in high school. Indian River State College must ensure that Dual Enrollment classes provide the same standards of postsecondary instruction as in all other college classes, including academic practices and a collegiate learning environment. Below are actions and responsibilities to serve the needs of the students and maintain the standards required by the Southern Association of Colleges and Schools. These requirements must be fully implemented at any location where Indian River State College Dual Enrollment classes are offered.

REQUIREMENTS FOR DUAL ENROLLMENT CLASSES

- **Academic policies, including grading and attendance, will be in accordance with the Indian River State College Catalog.**

- Attendance: The current IRSC Catalog states:

  Regular class attendance is required at IRSC. Students are expected to adhere to the requirements set by each instructor. Students who do not attend the first week of their class will be withdrawn and will receive a grade of "W". For online classes, refer to the course syllabus in "Blackboard" regarding what constitutes attendance.

- Syllabus: The instructor provides students with a course syllabus with information on:
  - Attendance Policy, including number of unexcused absences allowed, consequences of unexcused absences beyond the number allowed, and make up of work missed because of absences.
  - Goals and requirements of the course as determined by the IRSC instructional department (for example, major topics to be covered, any prerequisites, entry-level placement, equipment, behavior or study hours).
  - Nature of the course content as determined by the IRSC instructional department (for example, list of chapters in text or paragraph summary of content or skills to be attained).
• Methods of assessment and evaluation as determined by the IRSC instructional department (for example, number of tests/assignments, material to be covered on each test/assignment, and method by which grades are determined for tests and assignments and then combined to formulate a final grade).

• The final examination for all courses taught through Dual Enrollment must be approved by the appropriate IRSC instructional dean for that discipline.

• Text used in the course will be the approved text as determined by the College instructional department.

• Tests, assignments and grading will be consistent with IRSC instructional department practices.

• New instructors must be interviewed by the IRSC department chair and/or instructional dean and meet College certification standards prior to start of class.

• Instructor has the authority to refer students to appropriate high school personnel for disciplinary issues and/or removal from class.

**INSTRUCTIONAL REQUIREMENTS**

It is the responsibility of IRSC provosts, instructional deans and department chairs to ensure the above academic practices. The provosts, deans, and department chairs will interact freely with instructors to ensure open communication and consistency with departmental practices.

**Prior to Start of Class:**

• Instructional Dean and department chairs must approve the course syllabus prior to start of class.

• Instructional Dean and department chair must complete faculty selection prior to start of class with input from high school administrators, when the class is offered on the high school campus.

**During Term:**

• The provost, instructional dean or designee will observe classroom instruction as needed to assess and improve instructional quality. Additionally, high school administrators may observe as needed.

• The instructional dean or designee will review test(s)/assignment(s) along with grade results during the term, as needed to assess and improve instructional quality.
For Dual Enrollment classes taught by college instructors on-site at the high schools, appropriate classrooms and supplies must be set aside with the primary purpose of supporting Dual Enrollment and providing a collegiate environment free of interruptions.

**Explanation:**

- Scheduled instructional time will be consistent with college practices.
- Classroom(s) used for Dual Enrollment must have all TV’s turned off. Intercom will be used only for an emergency.
- Identify the Dual Enrollment classroom with appropriate signage stating that classes are not to be interrupted. (sample: DUAL ENROLLMENT CLASS IN SESSION; PLEASE DO NOT DISTURB! THANK YOU).
- Provide needed supplies and equipment in the classroom with ample board space available for Dual Enrollment instruction.
- Inform counselors, deans, students and parents that Dual Enrollment classes are to be free of interruption – no student may be called out of class (unless emergency situation).
- Field trips, assemblies, athletic events and other activities will be excused at the discretion of the instructor according to the attendance policy included in the syllabus.
- Make provisions for a mailbox at the school for IRSC instructors to receive information and communications.

**LEARNING ENVIRONMENT REQUIREMENTS AT A HIGH SCHOOL CAMPUS**

**Prior to Start of Class:**

- IRSC provost or instructional deans meet with appropriate high school staff to go over Dual Enrollment arrangements. Provost visits classroom prior to first class session to ensure that condition, size, equipment, signage and arrangements for turning off TV’s and restriction on use of intercom (for emergency use only) are satisfactory.
- IRSC provost confirms that counselors and other appropriate school personnel have been informed of the Dual Enrollment “Instructional Requirements” stated above.

**During Term:**

- IRSC provost arranges for any changes in room set-up and equipment needed according to faculty input.
- IRSC instructional dean collaborates with the campus provost to address any issues related to instructional concerns and questions.
**Evaluation:**

- The IRSC instructional dean and department chair will evaluate the appropriateness of the instruction based upon in-class observation, sample tests and assignments with grading results and end-of-term student evaluations and grades.

**Communication:**

- For classroom and learning environment concerns, the instructor should communicate directly to the provost.

- For academic concerns including course content, tests, grading, texts and attendance policy questions, the instructor should communicate directly to the dean or department chair.

- IRSC instructional dean will survey faculty at the beginning of the term and halfway through the term for input on all of the above and share results with the provost for any changes which might be needed.

- For a planned absence, the instructor will communicate with the IRSC instructional dean and corresponding campus provost for a substitute. In case of an unplanned absence, the instructor will contact the IRSC instructional dean, the IRSC campus provost and the secretary in charge of substitutes at the high school.

**STUDENT QUALIFICATIONS FOR DUAL ENROLLMENT**

Florida Statute 1007.271 (2) states:

For the purpose of this section, an eligible secondary student is a student who is enrolled in a Florida public secondary school or in a Florida private secondary school which is in compliance with s.1002.42(2) and conducts a secondary curriculum pursuant to s. 1003.4282. Students enrolled in postsecondary instruction that is not creditable toward the high school diploma shall not be classified as Dual Enrollment. Students who are eligible for Dual Enrollment pursuant to this section shall be permitted to enroll in Dual Enrollment courses conducted during school hours, after school hours, and during the summer term.

To be eligible for participation in the Dual Enrollment program, students must meet all of the qualifications listed below.

1. Approved grade classification with appropriate high school GPA (See note pg. 4)
2. Written notification from the high school signed by a school official (IRSC 508 form, pg. 29).
3. Written approval of the student’s parent or legal guardian if the student is under 18 years of age (IRSC 508 form).
In order to enroll in certain academic courses, students must provide IRSC with appropriate scores on Enhanced ACT, SATI Re-centered or P.E.R.T. scores that are no more than two years old. Following are the minimum scores acceptable for placement in these courses:

### P.E.R.T. Course Placement

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<thead>
<tr>
<th>Course</th>
<th>Score Range</th>
<th>Course</th>
<th>Score Range</th>
<th>Course</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 0015</td>
<td>50-89</td>
<td>REA 0007</td>
<td>50-83</td>
<td>MAT 0018</td>
<td>50-95</td>
</tr>
<tr>
<td>ENC 0025</td>
<td>90-102</td>
<td>REA 0017</td>
<td>84-105</td>
<td>MAT 0028</td>
<td>96-113</td>
</tr>
</tbody>
</table>

### EAP English Placement

<table>
<thead>
<tr>
<th>Course</th>
<th>Score Range</th>
<th>Course</th>
<th>Score Range</th>
<th>Course</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP 0384</td>
<td>50-89</td>
<td>EAP 0320</td>
<td>50-83</td>
<td>EAP 0420</td>
<td>84-105</td>
</tr>
<tr>
<td>EAP 0484</td>
<td>90-102</td>
<td>EAP 0420</td>
<td>84-105</td>
<td>EAP 0420</td>
<td>84-105</td>
</tr>
</tbody>
</table>

### P.E.R.T. College Credit Course Placement

<table>
<thead>
<tr>
<th>College English Placement</th>
<th>College Reading Placement</th>
<th>College Math Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Score Range</td>
<td>Exempt from reading classes</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>103-150</td>
<td>Exempt from reading classes</td>
</tr>
</tbody>
</table>

(P.E.R.T. reading score of 106 or higher is also required to take ENC 1101.)

(Required for ENC 1101)

Eligible to take the College Level Math test of the CPT

135-150

### CPT College Level Math (CLM) Test Placement

(Students must score 135 on the P.E.R.T. to take the CLM.)

<table>
<thead>
<tr>
<th>College Math Placement</th>
<th>Course</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGF 2106</td>
<td>MGF 2107</td>
<td>MTG 2204</td>
</tr>
<tr>
<td>MAC 1105</td>
<td>STA 2023</td>
<td></td>
</tr>
<tr>
<td>MAC 1140</td>
<td>MAC 2233</td>
<td>MAC 1114</td>
</tr>
<tr>
<td>MAC 2311</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information is subject to change.

Revised 07/20/16
# SAT College Credit Course Placement

## For SAT Exams Taken Before March 1, 2016

<table>
<thead>
<tr>
<th>College Reading Placement</th>
<th>Score Range</th>
<th>College Math Placement</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exempt from reading classes</td>
<td>440+</td>
<td>MAT 1033, MAT 1100</td>
<td>440+</td>
</tr>
<tr>
<td>(Required for ENC 1101)</td>
<td></td>
<td>MGF 2106, MTG 2204, MGF 2107</td>
<td>490+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAC 1105, STA 2023</td>
<td>520+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAC 1140, MAC 2233, MAC 1114</td>
<td>590+</td>
</tr>
</tbody>
</table>

## For SAT Exams Taken After March 1, 2016

<table>
<thead>
<tr>
<th>College Reading Placement</th>
<th>Score Range</th>
<th>College Math Placement</th>
<th>Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Reading Subtest</td>
<td></td>
<td>MAT 1033, MAT 1100</td>
<td>24+</td>
</tr>
<tr>
<td>Exempt from reading classes</td>
<td>24+</td>
<td>MGF 2106, MTG 2204, MGF 2107</td>
<td>26+</td>
</tr>
<tr>
<td>(Required for ENC 1101)</td>
<td></td>
<td>MAC 1105, STA 2023</td>
<td>27.5+</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAC 1140, MAC 2233, MAC 1114</td>
<td>30.5+</td>
</tr>
</tbody>
</table>

Information is subject to change. Revised 07/20/16
### ACT College Credit Course Placement

<table>
<thead>
<tr>
<th>College English Placement</th>
<th>College Reading Placement</th>
<th>College Math Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Score Range</td>
<td>Course</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>17+</td>
<td>Exempt from reading classes</td>
</tr>
<tr>
<td></td>
<td>(ACT reading score of 19 or higher is also required to take ENC 1101.)</td>
<td>(Required for ENC 1101)</td>
</tr>
<tr>
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<td></td>
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</tbody>
</table>

### CPT College Credit Course Placement

<table>
<thead>
<tr>
<th>College English Placement</th>
<th>College Reading Placement</th>
<th>College Math Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Score Range</td>
<td>Course</td>
</tr>
<tr>
<td>ENC 1101</td>
<td>83+</td>
<td>Exempt from reading classes</td>
</tr>
<tr>
<td></td>
<td>(CPT reading score of 83 or higher is also required to take ENC 1101.)</td>
<td>(Required for ENC 1101)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Information is subject to change.
Revised 07/20/16
** Students who wish to begin math instruction at a higher level than MAC1105 (College Algebra) have the opportunity to take a separate math challenge exam. Please see an advisor at any IRSC campus.

Questions regarding placement requirements should be directed to the appropriate IRSC contact. All course prerequisites are listed in the IRSC Catalog and are subject to change.

For a fee, IRSC administers the P.E.R.T. on a daily basis in the Assessment Center at each campus. The P.E.R.T. is offered between 8:30 a.m. and 5:30 p.m., Monday through Thursday, and on a limited basis on Fridays during the Spring and Fall semesters. The P.E.R.T. is not administered during Final Exams. Contact an IRSC Assessment Center near you for Friday testing times and associated costs. At all campuses, the exam is given on a walk-in basis. Potential Dual Enrollment students should first complete an IRSC Application for Admission online at www.irsc.edu or at any IRSC campus. Photo identification is required for the exam. Students will receive their test results before leaving the Assessment Center. Students may re-test, provided a minimum of 30 days has elapsed from the prior test date. Students can prepare for the P.E.R.T. in any of IRSC’s five Academic Support Centers.

5. Student qualifications for college credit Dual Enrollment courses must include a 3.0 unweighted grade point average. Student qualifications for vocational certificate Dual Enrollment courses must include a 2.0 unweighted grade point average. (Exceptions to the required grade point average may be granted if the educational entities agree and if the terms of the agreement are contained within the Dual Enrollment Articulation Agreement.)

6. Student qualifications for the SLS 1101 Dual Enrollment courses must include a 2.0 unweighted grade point average.

ARE ONLINE CLASSES APPROPRIATE?

E-Learning/online courses offer flexibility and convenience, but are not for everyone. To succeed, students need to be self-motivated, self-disciplined and have the ability to work independently. Online courses are college credit courses that are offered through the Internet.

Online classes require students to have high motivation for success, a mature attitude toward independent study and self-discipline.

All students considering online classes should consider the following list of qualifications developed by IRSC faculty and personnel:

1. Personal skills
   - Ability to immediately ask for help
   - Exhibit patience and persistence
   - Show signs of maturity and responsibility
   - Self-starter
2. Access to a computer (home, work, friend or IRSC campus)

3. Ability to utilize a computer (software, applications, downloading and uploading files)
   - Ability to contact Institutional Technology/E-Learning with any technological questions/problems
   - Comfortable utilizing new technology for the first time
   - Experience with site navigation
   - Some knowledge of Internet site evaluation
   - Word processing skills, including text formatted with italics, underlining, indentation, etc.
   - File transfer basic skills, including “Save As” functions
   - File name subscripts, (e.g. .doc and .rtf)

4. Self-directed
   - Complete work on time or before the work is due
   - Ability to adhere to deadlines without reminders from the instructor
   - Ability to work independently without reminders from the instructor
   - Self-disciplined

5. Time commitment to each class
   - Reading
   - Studying
   - Projects and papers
   - Academic coursework is a priority!
   - Minimum of 2 hours per semester credit hour per week (i.e., a three credit-hour class will require 6 hours of study per week)
   - Some classes may require more than the minimum amount of time

6. Communication skills
   - Regularly communicate with the instructor
   - Email
   - Phone
   - In person
   - Regularly communicate with fellow students (when required)

7. Adequate writing skills
   - Clearly and explicitly communicate with the instructor
   - Email
   - Short essays
   - Long papers
8. Adequate reading skills
   - Textbook reading
   - Supplementary reading

9. Testing
   - Testing onsite (IRSC)
   - Testing online

10. Communication skills
    - Contact faculty member immediately whenever question, problem or concern arises
    - Contact campus support office immediately with questions
    - ASC – study skills, tutoring, writing skills, etc.
    - Library – research skills, electronic documentation, etc.
    - Enrollment & Student Services – career assessments, program planning
    - Financial Aid
    - Consult the IRSC Student Handbook/Planner for other related support services
    - Ability to complete coursework without classroom interaction
    - Ability to overcome occasional feelings of isolation

11. Classroom materials
    - Students must utilize the exact textbook required by the class.

REGISTRATION PROCEDURES

To register for Dual Enrollment courses, students must submit the following items to Enrollment & Student Services on the Main Campus or any IRSC branch campus:

1. An IRSC Dual Enrollment Program Agreement (IRSC 508 form) signed by the high school principal or designee and parent or legal guardian (if the student is under 18 years of age), and student.

2. An IRSC Dual Enrollment Registration Form (IRSC 68 form) signed by the high school principal or designee and student.

3. Enhanced ACT, SATI Re-centered, FCAT or P.E.R.T scores, (All Dual Enrollment students must take the P.E.R.T.)

4. Home Education students must provide proof of enrollment in a Home Education program pursuant to S.232.02(4) in addition to items #1-3 above.

Student schedules can be adjusted within the dates published in the IRSC Academic Calendar.
Respectively, Home Education students from Indian River County should register at the Mueller Campus; Martin County students should register at the Chastain Campus; Okeechobee County students should register at the Dixon Hendry Campus; and Home Education students from St. Lucie County should register at the Pruitt Campus or Main Campus in Fort Pierce.

High school students enrolled in courses under the Dual Enrollment program are exempt from registration, matriculation and laboratory fees for those courses. Textbooks are also provided at no cost to public school students by their school district. For some occupational programs, additional materials and supplies are also provided by the public schools. Private school, IRSC Adult High School and home-educated students must purchase their textbooks, which are available at the IRSC Bookstore.

**ACADEMIC PROGRESS**

**Credits**

In most cases, a three (3) credit-hour (semester hour) course is equivalent to .5 (½) high school credit. However, equivalents have been adjusted to allow 1 high school credit for some English, math and science courses. Refer to the “Dual Enrollment Course – High School Subject Area Equivalency List” available at this link for specific information on course equivalencies. [http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf)

**Grades**

Courses offered under Dual Enrollment are postsecondary courses; therefore, all assignments and exams will be college-level and will be graded on a college-level basis in accordance with all appropriate IRSC policies.

Under the IRSC grades and records policy, final grades for each term are recorded and preserved. Grades can be accessed at the IRSC website [www.irsc.edu](http://www.irsc.edu) on the MyIRSC student portal.

**Grading System**

The following grading system is used:

- **A** Excellent (4 quality points per semester hour)
- **B** Good (3 quality points per semester hour)
- **C** Average (2 quality points per semester hour)
- **D** Poor (1 quality point per semester hour)*
- **F** Failure (no quality points)
- **I** Incomplete (no quality points)**
- **S** Satisfactory (no quality points)
- **U** Unsatisfactory
- **W** Withdrawn (no quality points)
- **NR** Not Reported (no quality points)
* Some courses require a grade of “C” or better for graduation (for example Gordon Rule and Health Sciences). Consult IRSC Enrollment & Student Services for specific requirements.

** An incomplete grade (I), for which coursework is not completed within four months, will be converted to an “F”. An “I” grade may be assigned by the instructor when students fail to complete course requirements due to extenuating circumstances such as illness, family emergencies, etc.

Students may repeat a course in which they have a grade of D, F, I, or W at their own expense. Students enrolling for the third attempt in any course must meet with their assigned advisor to review the student’s progress and discuss alternative courses and career goals. On the third attempt, students are not allowed to withdraw and must receive a grade in the course. Students may have only three attempts per course including the original attempt, repeat grades, and withdrawals at any point in the semester. A fourth attempt may be allowed only through an Academic Appeals process and based upon major extenuating circumstances.

**WITHDRAWALS**

IRSC permits withdrawal from a course without receiving a grade penalty provided the appropriate IRSC deadlines are followed. Consult the IRSC Catalog for specific deadline dates for each semester.

Instructors may also withdraw a student due to extenuating circumstances, provided the student is not enrolled in the third attempt in the course. Faculty may submit the withdrawal grade via the IRSC online grading system. Withdrawals will affect future Financial Aid, see below.

Because withdrawals may impact a dual enrolled student’s eligibility for high school graduation, high school counselors receive an email notification when a dual enrolled student withdraws from any course. High school counselors are then able to take the necessary actions to ensure the student is still able to graduate on time.

**DUAL ENROLLMENT AND FINANCIAL AID**

Students participating in Dual Enrollment classes at IRSC are not eligible for Federal Financial Aid such as Pell grants or student loans. Financial Aid recipients are expected to have completed high school. However, students should know that all efforts in Dual Enrollment classes may have an effect on their future Financial Aid eligibility.

In order to be eligible for Financial Aid, students must maintain Satisfactory Academic Progress (SAP). SAP has three components:

- Students must maintain a minimum of a 2.0 grade point average (GPA).
- Students must satisfactorily complete (pass) at least 67% of the credit hours in which they enroll.


• Students must complete their degree or program of study in no more then 150% of the normal time allowed.

These rules consider all college level classes a student has attempted. This includes all Dual Enrollment classes. All classes attempted will be considered in all three of the calculations listed above.

TEXTBOOKS

Some high schools may have books available and require students to borrow those first. Students should check with their local school district on procedures for acquiring textbooks.

Section 1007.271 (17), F.S., specifies that “Instructional materials assigned for use within dual enrollment courses shall be made available to dual enrollment students from Florida public high schools free of charge.” In addition, early admission is listed in subsection (7) as “a form of dual enrollment” so all of the same statutory provisions apply. This provision of instructional materials includes electronic access codes for these materials. This payment for instructional materials exemption for public school students prohibits upfront payment for materials with later reimbursements regardless of student performance in the dual enrollment course.

Students enrolled in home education programs or non-public secondary schools must provide their own materials. Any fines relating to instructional materials (e.g., later return or lost book fees) should be included in the Dual Enrollment Articulation Agreement.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 13, Thursday</td>
<td>Priority deadline for Fall 2017 Baccalaureate application: submit official transcripts and complete New Student Orientation.</td>
</tr>
<tr>
<td>July 27, Thursday</td>
<td>Priority deadline for Fall 2017 Associate application: submit official transcripts and complete New Student Orientation.</td>
</tr>
<tr>
<td>August 1, Tuesday</td>
<td>Fall Full Term Schedule: Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.</td>
</tr>
<tr>
<td>August 14, Monday</td>
<td>Registration Deadline for Full Term Schedule.</td>
</tr>
<tr>
<td>August 15, Tuesday</td>
<td>Last day to pay without late fee.++ New Faculty report.</td>
</tr>
<tr>
<td>August 16, Wednesday</td>
<td>Returning Faculty report. Virtual Campus Student Information Sessions.</td>
</tr>
<tr>
<td>August 22, Tuesday</td>
<td>Late Registration Deadline for Full Term Schedule.++</td>
</tr>
<tr>
<td>August 23, Wednesday</td>
<td>Classes begin - Full Term Schedule.</td>
</tr>
<tr>
<td>August 30, Wednesday</td>
<td>Last day to drop classes from Full Term Schedule. NO REFUNDS after this date.</td>
</tr>
<tr>
<td>September 4, Monday</td>
<td>*HOLIDAY - Labor Day.</td>
</tr>
<tr>
<td>September 5, Tuesday</td>
<td>Registration Deadline for Express Schedule.</td>
</tr>
<tr>
<td>September 6, Wednesday</td>
<td>Last day to pay.++ Classes begin – Express Schedule.</td>
</tr>
<tr>
<td>September 13, Wednesday</td>
<td>Last day to drop classes from Express Schedule. NO REFUNDS after this date.</td>
</tr>
<tr>
<td>October 31, Tuesday</td>
<td>First day to register for Spring 2018 classes.</td>
</tr>
<tr>
<td>November 3 Friday</td>
<td>Last day to withdraw from Full Term AND Express Schedule classes with a “W”.</td>
</tr>
<tr>
<td>November 10, Friday</td>
<td>*HOLIDAY - Veteran’s Day</td>
</tr>
<tr>
<td>November 13, Monday</td>
<td>Deadline to apply/pay for Fall 2017 Commencement Ceremony participation.</td>
</tr>
<tr>
<td>November 20, Monday</td>
<td>Priority deadline for Spring 2018 Baccalaureate application: submit official transcripts, complete New Student Orientation &amp; Initial Advising Session. Priority deadline for Spring 2018 Associate application: submit official transcripts, complete New Student Orientation &amp; Initial Advising Session.</td>
</tr>
<tr>
<td>November 22, 23, &amp; 24; W-F</td>
<td>*HOLIDAY – Thanksgiving.</td>
</tr>
<tr>
<td>November 30, Thursday</td>
<td>Last day for total withdrawal from all classes.</td>
</tr>
<tr>
<td>December 7, Thursday</td>
<td>Last day of Full Term AND Express Schedule classes and final exams.</td>
</tr>
<tr>
<td>December 8, Friday</td>
<td>Grades due/entered by 8:00 p.m.</td>
</tr>
<tr>
<td>December 9, Saturday</td>
<td>Grades available online</td>
</tr>
<tr>
<td>December 11, Monday</td>
<td>Spring Full Term Schedule: Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes. Faculty Service Day.</td>
</tr>
<tr>
<td>December 12, Tuesday</td>
<td>Faculty Service Day. Instructional Review &amp; Realignment Day.</td>
</tr>
<tr>
<td>December 13, Wednesday</td>
<td>Fall Commencement ceremonies.</td>
</tr>
<tr>
<td>December 18 - 29; M-F</td>
<td>*HOLIDAY - Winter Break.</td>
</tr>
</tbody>
</table>

*Official Holiday – All offices closed. No classes.
++Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.
Spring 2018

October 31, Tuesday  First day to register for Spring 2018 classes.
November 20, Monday Priority deadline for Spring 2018 Baccalaureate application: submit official transcripts and complete New Student Orientation.
                    Priority deadline for Spring 2018 Associate application: submit official transcripts and complete New Student Orientation.
December 11, Monday Spring Full Term Schedule: Students who have not paid their tuition and fees or received coverage from other sources will be dropped from their classes.
January 1 & 2; M & T *HOLIDAY - New Year’s Day observed.
January 3, Wednesday Registration Deadline for Full Term Schedule.
January 4, Thursday All Faculty Report.
January 5, Friday Late Registration for Full Term Schedule – $30 late fee on or after this date. Last day to pay all fees. ++ Virtual Campus Student Information Sessions.
January 8, Monday Classes begin - Full Term Schedule.
January 15, Monday *HOLIDAY - Martin Luther King, Jr. Day.
January 16, Tuesday Last day to drop classes from Full Term Schedule. NO REFUNDS after this date.
January 19, Friday Registration Deadline for Express Schedule – Last day to pay. ++
January 22, Monday Classes begin – Express Schedule.
January 29, Monday Last day to drop classes from Express Schedule.
                    NO REFUNDS after this date.
February 23, Friday Professional Enhancement Day (no day or night classes)
March 12-16; M-F *HOLIDAY - Spring Break.
March 26, Monday Last day to withdraw with a “W” from Full Term AND Express Schedule classes.
March 30, Friday First day to register for Summer AND Fall 2018.
April 2, Monday Priority deadline for Summer 2018 Baccalaureate application: submit official transcripts, complete New Student Orientation & Initial Advising Session.
                    Priority deadline for Summer 2018 Associate application: submit official transcripts, complete New Student Orientation & Initial Advising Session.
April 6, Friday Deadline to apply/pay for Spring 2018 Commencement Ceremony participation.
April 23, Monday Last day for Total Withdrawal from all classes.
April 26, Thursday Last day of Full Term AND Express Schedule classes and final exams.
April 27, Friday Grades due/entered by 8:00 p.m.
April 28, Saturday Grades available online.
April 30, Monday Faculty Service Day.
May 1, Tuesday Instructional Closing the Loop Day.
May 2, Wednesday Faculty Service Day.
May 3, Thursday Commencement: Associate in Arts Degree graduates.
May 4, Friday Commencement: Associate in Science/Applied Science & Bachelor’s Degree graduates.

*Official Holiday – All offices closed. No classes.
++Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.

27
**Summer 2018**

**March 30, Friday**  
*First day to register: Summer 2018 classes.*

**April 2, Monday**  
*Priority deadline for Summer 2018 Baccalaureate application: submit official transcripts and complete New Student Orientation. Priority deadline for Summer 2018 Associate application: submit official transcripts and complete New Student Orientation.*

**May 7, Monday**  
*Faculty Report: Full Term Schedule AND Session “A”. Virtual Campus Student Information Sessions.*

**May 8, Tuesday**  
*Registration Deadline - Last day to pay: ++ Full Term Schedule AND Session “A”*

**May 9, Wednesday**  
*Classes begin: Full Term Schedule AND Session “A”.*

**May 14, Monday**  
*Last day to drop Full Term Schedule AND Session “A” classes. NO REFUNDS after this date.*

**May 28, Monday**  
*HOLIDAY - Memorial Day.*

**June 6, Wednesday**  
*Last day to withdraw with a “W” from Session “A” classes.*

**June 14, Thursday**  
*Last day for Total Withdrawal from all Session “A” classes.*

**June 20, Wednesday**  
*Last day of Session “A” classes and final exams.*

**June 21, Thursday**  
*Grades due/entered by 8:00 p.m. for Session “A”.*

**June 22, Friday**  
*Grades available online for Session “A” classes.*

**June 25, Monday**  
*Registration Deadline for Session “B”. Last day to pay: +++ Virtual Campus Student Information Sessions. Faculty report for Session “B” classes.*

**June 27, Wednesday**  
*Classes Begin: Session “B”.*

**July 2, Monday**  
*Last day to drop Session “B” classes. NO REFUNDS after this date.*

**July 4, Wednesday**  
*HOLIDAY - Independence Day.*

**July 10, Tuesday**  
*Last day to withdraw with a “W”: Full Term Schedule.*

**July 23, Monday**  
*Last day to withdraw with a “W”: Session “B”.*

**July 24, Tuesday**  
*Priority deadline for Fall 2018 Baccalaureate application: submit official transcripts, complete New Student Orientation & Initial Advising Session.*

**July 26, Thursday**  
*Priority deadline for Fall 2018 Associate application: submit official transcripts, complete New Student Orientation & Initial Advising Session.*

**July 30, Monday**  
*Last day for Total Withdrawal from all Full Term Schedule classes.*

**August 1, Wednesday**  
*Last day for Total Withdrawal from all Session “B” classes.*

**August 8, Wednesday**  
*Last day of classes and final exams: Full Term Schedule AND Session “B”.*

**August 9, Thursday**  
*Grades due/entered by 8:00 p.m.: Full Term Schedule AND Session “B”.*

**August 10, Friday**  
*Grades available online.*

---

*Official Holiday - All offices closed. No classes.*

**++Students who have not paid their tuition and fees or received payment coverage from other sources will be dropped from their classes.**
Dual Enrollment
Public/Private School Approval Request

Public/Private eligibility requirements:

1. Establish Dual Enrollment Agreement between Indian River State College and requesting private/home school or school district that oversees school.
2. Requesting secondary school must complete and submit “Dual Enrollment Public/Private School Approval Request” form.
3. Requesting school must provide the State of Florida School ID Number.
4. Requesting school must affirm that it will follow F.S. #1002.42 and F.S. #1003.43
5. Requesting school must affirm that it will follow the revised “Statement of Standards” as approval by the State Articulation Coordinating Committee.
6. Requesting school must provide signature of their principal/executive director.
7. Requesting school must provide a notary signature and stamp to verify authenticity.

This document must be completed and approved prior to pursuing Dual Enrollment course offerings.

For more information, contact the Office of Articulation Agreement and Partnerships at (772) 462-7646 or nbrown@irsc.edu.

School Name: ____________________________
Web Address: ____________________________
Mailing Address: ____________________________
   City: __________________ State: __________________ Zip: __________________
Physical Address: ____________________________
   City: __________________ State: __________________ Zip: __________________
FLDOE School Number: ________________________ School Phone: ________________________
Name of School Principal/Executive Director: ____________________________
Principal/Executive Director Phone: ________________________ Email: ________________________
Principal/Executive Director Signature: ____________________________ Date: ________________________

(My signature acknowledges that I am authorized to represent the above educational institution in the area(s) of contracts, agreements, and partnerships. My signature also affirms that the above institution complies with the requirements for Dual Enrollment as outlined in State statutes F.S. #1002.42 and F.S. #1003.43, along with the Statement of Standards set forth by the Florida Articulation Coordinating Committee. Further, the above institution will make every effort to alert students and parents to the opportunities associated with Dual Enrollment through IRSC events, website, and Dual Enrollment Administrative Handbook.)

Notary Signature: ___________________________________________ Stamp/Date: __________
Dual Enrollment
Public/Private School Approval Request

Approval Process (After Dual Enrollment Agreement has been ratified between IRSC and requesting institution.)

1. Public/Private School contacts IRSC about offering Dual Enrollment classes at their institution.
2. IRSC Director of Articulation and Partnerships sends the Public/Private school the “Dual Enrollment Public/Private School Approval Request” application.
3. School’s Principal/Executive Director sends application back to IRSC’s Office of Articulation and Partnerships (OAP) with required information and signatures.
4. OAP verifies if requesting school is in compliance with the following:
   a. FS #1002.42
   b. FS #1003.43
   c. Active FLDOE School ID Number
5. Upon completion of verification process, a letter from the Office of Articulation Agreement and Partnership will be sent to requesting school of Dual Enrollment status.

FOR OFFICE USE ONLY

Office of Articulation Agreement and Partnership

Verified Active FLDOE Education School Number: Yes ___ No ___
(www.floridaschoolchoice.org)

Approve Dual Enrollment status at IRSC: Yes ___ No ___

Director’s Signature: __________________________ Date: __________________________

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Office of Vice President of Enrollment & Student Services

Approve Dual Enrollment status at IRSC: Yes ___ No ___

Vice President’s Signature: __________________________ Date: __________________________

Comments:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
# Dual Enrollment Program Agreement

**Social Security/ID Number**

**Notification of Site Collection and Usage:** Use reverse side of yellow copy.

<table>
<thead>
<tr>
<th>Last Name (Print legal name in full)</th>
<th>Suffix (Jr., Sr., etc.)</th>
<th>First Name</th>
<th>Middle</th>
<th>Previous Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address: Street Address or PO Box</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Country</td>
</tr>
<tr>
<td>Permanent Mailing Address: Street Address or PO Box</td>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Country</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>Area Code</td>
<td>Home Phone #</td>
<td>Area Code</td>
<td>Cell Phone #</td>
</tr>
</tbody>
</table>

- **Campus preference for Advising and Student Services:**
  - Main/Fort Pierce
  - Chastain/Stuart
  - Mueller/Vero Beach
  - Pruitt/St. Lucie West
  - Dixie Hendry/Okeechobee
  - High School Name/Home School

- **Date of Birth:** MM/DD/YYYY
- **Graduation Month/Year:**

- **Office Use Only Basis of Admission:** D
- **Enrollment Status:** N
- **Program Objective:**

---

**Dual Enrollment Program Types (check appropriate option)**

- Dual Enrollment (high school freshman - senior): enrolled in college or vocational credit courses, and receive high school and college credit for successful course completion.

- Early Admission (high school senior - 6 semesters of secondary coursework completed): enroll in 12 college credits per semester toward an Associate Degree and receive high school and college credit for successful course completion.

- Collegiate High School (CHS) (high school junior or senior): enroll in 30 credit hours within academic year, earn an industry certification, and receive high school and college credit for successful course completion.

---

**STUDENT AND PARENT AGREEMENT**

We, the student and parent/legal guardian, agree for the above-named student in the Dual Enrollment program offered in coordination with the school district and Florida State College. We understand that the course selection, enrollment, and authorization for courses to be counted toward both the high school diploma and college credit are subject to the following:

- Students are required to complete all coursework for both high school and college credit.
- Students are responsible for attending classes regularly and completing assignments on time.
- Students must maintain a minimum grade of C in all college courses.
- Students agree to abide by the policies and procedures of Florida State College and IRSC.

We certify that all information submitted in the agreement is true to the best of our knowledge. We understand that any misrepresentation of facts may result in the immediate cancellation of the student agreement or registration.

---

**Student’s Signature**

**Parent or Legal Guardian’s Signature**

---

**HIGH SCHOOL AGREEMENT**

The above-named student has been given permission to enroll in the Dual Enrollment Program. The student understands that the student must meet all requirements for both high school and college credit. The student agrees to attend classes regularly and complete assignments on time. The student must maintain a minimum grade of C in all college courses.

---

**Principal or Designee’s Signature**

**Print Name**

**Date**

---

**HIGH SCHOOL COUNSELOR: IF AVAILABLE, ATTACH A COPY OF THE STUDENT’S ACT, SAT OR R.E.R.T. TEST SCORES.**

- IRSC 508 (Rev. 9/2017)
- White Copy: IRSC Enrollment & Student Services
- Yellow Copy: HS Counselor
NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USAGE

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection and usage of your Social Security number by Indian River State College (IRSC). IRSC collects and uses your Social Security number only if specifically authorized by law to do so or it is imperative for the performance of its duties and responsibilities as prescribed by law. Specifically, IRSC collects your Social Security number for the following purposes:

Student Records Department

Federal legislation relating to the Hope Tax Credit makes it mandatory that all postsecondary institutions report student Social Security numbers to the Internal Revenue Service (IRS). This IRS requirement makes it mandatory for colleges to collect the Social Security number of every student. A student may refuse to disclose his or her Social Security number to IRSC, but the IRS is then authorized to fine the student in the amount of $50.

In addition to the federal reporting requirements, the public school system in Florida uses Social Security numbers as a student identifier (Florida Statutes 1008.386). In a seamless K-20 system it is non-mandatory; however, it is beneficial for postsecondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All Social Security numbers are protected by federal regulations Family Educational Rights and Privacy (FERPA).

Financial Aid Department

It is mandatory that the Office of Financial Aid at IRSC requires students to submit their Social Security numbers on various forms in order to correctly identify applicants, match each applicant’s financial aid record with the student record, and to help coordinate state aid programs with institutional and federal aid programs as authorized by Sections 483 and 484 of the Higher Education Act of 1965, as amended.

Outreach Programs

Programs such as the Educational Opportunity Program and College Reach-Out Program are youth outreach projects funded by discretionary grants from the United States or Florida Departments of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or are permanent residents of the United States. In order to verify a participant’s project eligibility, it is mandatory that Social Security numbers are collected and also later used when submitting information for the Annual Performance Reports due to the United States or Florida Department of Education.

Workforce Programs

It is mandatory that these programs use Social Security numbers as an identifier for program enrollment and completion. Also, Social Security numbers are used for entering placement information into either the OSMS or the Employ Florida Marketplace statewide data collection and reporting system. Because these are performance based contract programs, it is required that all participants and their program related activities be recorded in the Florida state system.

Continuing Education, Corporate & Community Training Institute (CCTI)

Because of Florida State Board of Education reporting requirements and Department of Business and Professional Regulations reporting requirements, it is mandatory for students who enroll in Continuing Education and/or CCTI courses and/or customized training seminars to submit their Social Security number.

State and Federal Reporting

It is mandatory that the College collects Social Security numbers to periodically report student/employee level data to federal and state agencies for research and data collection.

Testing

It is mandatory that the College collects Social Security numbers for the purpose of reporting state and national standardized testing results, including but not limited to: TABE, GED®, FTCE, ACT, CLEP, HOBEET.

Miscellaneous

It is mandatory to collect Social Security numbers for agency third party billings, payment collections, state and federal data collection, tracking, benefit processing, tax reporting, and for identification and verification.

To protect your identity, IRSC will secure your Social Security number from unauthorized access and assign you a unique student identification number. This unique identification number will then be used for all associated employment and educational purposes at IRSC.

Copies of the full IRSC Notification of Social Security Number Collection and Usage document can be obtained from Student Services at all IRSC campuses and at the IRSC website at www.irsc.edu.

Indian River State College provides equal employment and educational opportunities to all without regard to race, color, national origin, ethnicity, sex, pregnancy, religion, age, disability, sexual orientation, marital status, veteran status, genetic information, and any other factor protected under applicable federal, state, and local civil rights laws, rules and regulations. The following person has been designated to handle inquiries regarding non-discrimination policies:

Adrienne B. Jefferson, Equity Officer & Title IX Coordinator
IRSC Main Campus • 3209 Virginia Ave. • Fort Pierce, FL 34981 • (772) 462-7156

05/17
Florida Residency Declaration for Tuition Purposes: Form FRD-1

A Florida "resident for tuition purposes" is a person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residency in Florida for at least twelve (12) consecutive months preceding the first day of classes for the term for which Florida residency is sought.

- Residence in Florida must be a bona fide domicile rather than for the purpose of maintaining a residence incident to enrollment at an institution of higher education.
- To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, a permanent resident alien, a foreign national in a nonimmigrant visa classification that grants the legal ability to establish a bona fide domicile in the United States, a parolee, asylee, Cuban/Haitian entrant, legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services, or other qualified alien as defined under federal law. Other persons not meeting the twelve-month legal residence requirements may be classified as Florida residents for tuition purposes only if they fall within one of the limited special categories authorized by the Florida Legislature pursuant to section 1009.21, Florida Statutes. All other persons are ineligible for classification as a Florida "resident for tuition purposes."
- Living in or attending school in Florida will not, in itself, establish legal residence. Students who depend upon out-of-state parents for support are presumed to be legal residents of the same state as their parents.
- Residency for tuition purposes requires the establishment of legal ties to the state of Florida. A student must verify that the student has broken ties to other states if the student or, in the case of a dependent student, his or her parent has moved from another state.

1. Student Information

Student Name __________________________ Date of Birth ____________

☐ U.S. Citizen ☐ Permanent Resident Alien # __________________________ (I-551 Card required) ☐ Other VISA __________________________ (Proof required)

2. I qualify as a resident for tuition purposes as defined by §1009.21, Florida Statutes for the term for which this application has been submitted.

Please select one of the following residency qualifications:

☐ A. I am an independent *Claimant who provides more than 50% of my own support and have maintained legal residence in Florida for at least 12 consecutive months.

☐ B. I am a dependent person eligible to be claimed by my parent as defined by §1009.21(1)(e) Florida Statutes. My parent as "Claimant has maintained legal residence in Florida for at least 12 consecutive months.

☐ C. I am a dependent person who has resided for the last three years with a relative other than my parent or legal guardian, and my relative as "Claimant has maintained legal residence in Florida for at least 12 consecutive months. (Required: Copy of one (1) years' tax return verifying dependent status.)

☐ D. I am married to a *Claimant who has maintained legal residence in Florida for at least 12 consecutive months and I have now established Florida as my primary residence. (Required: Student must submit marriage license plus one legal tie to Florida (any date); spouse as "Claimant must complete Section 3.)

☐ E. I was enrolled at a Florida public institution of higher education within the previous 12 months and was classified as a Florida resident for tuition purposes. (Required: Official Transcript noting Florida residency.)

☐ F. I am a member of the U.S. armed services stationed in Florida on active military duty pursuant to military orders, or my home of record is Florida; or I am a member's spouse or dependent child, or I am an active drilling member of the Florida National Guard. (Required: Copy of military orders, L.E.O., or DD214.)

☐ G. I am a full-time instructional or administrative employee of a Florida public school or institution of higher education, or I am the employee's spouse or dependent child. (Required: Letter of employment verification.)

☐ H. I am a full-time employee of a state agency or political subdivision of the state whose student fees are paid by the state agency or political subdivision for the purpose of job-related law enforcement or corrections training.

☐ I. I am a qualified beneficiary of the F.L. Prepaid College Program (§1009.98). (Required: Proof of Florida Prepaid.)

Please attach a copy of required document(s). Additional documentation may be requested to validate marriage, dependency, or eligibility. For information regarding other exceptions as provided in §1009.21 Florida Statutes, please contact the Office of Admissions and Records.

3. Person Claiming Florida Residency must complete this section in full and attach all required documentation. PLEASE PRINT.

☐ Two (2) documents per §1009.21(3)(c) and (d) supporting the establishment of legal residence must be submitted and dated, issued, or filed 12 months before the first day of classes for the term for which Florida residency classification is sought. All documentation is subject to verification through Florida state databases.

1. *Claimant Name: __________________________ 2. Relationship to Student: __________________________

3. *Claimant Address: __________________________

City __________________________ State ______ Zip Code ______ 4. *Claimant Telephone: { ________ }

5. Date *Claimant established legal Florida residence and domicile: ______/______/______  County: ______

☐ U.S. Citizen ☐ Permanent Resident Alien # __________________________ (I-551 Card required) ☐ Other VISA __________________________ (Proof required)

7. *Claimant’s Residency Documentation: (Please complete box (2) of the following)

☐ Voter Registration: State: ______ Number: ______ County: ______ Issue Date: ______/______/______

☐ Driver License: State: ______ Number: ______ Issue Date: ______/______/______

☐ Vehicle Registration: State: ______ Tag Number: ______ Issue Date: ______/______/______

☐ Other Document(s) Attached: State: ______ Description: ______ Issue Date: ______/______/______

I, the undersigned, hereby declare that I have read the foregoing document and that the facts stated in it are true and further affirms the authenticity of the information provided in this Residency Declaration. I understand that any false or misleading information on the Residency Declaration, or provided in support of this Residency Declaration, will subject me to penalties pursuant to section 555.08, Florida Statutes, for making a false statement. I give permission for the institution to review or examine any and all documents and records, including those accessible electronically, which may assist in support of my claim as a Florida resident for tuition purposes. I authorize Indian River State College to validate any of this information through Florida state databases.

Signature of person claiming Florida residency (*Claimant) __________________________ Date ____________

*See Social Security compliance statement on back.
# DUAL ENROLLMENT REGISTRATION FORM

(including Early Admissions & Collegiate High School)

Indian River State College’s Dual Enrollment program provides the opportunity for qualified high school students who meet the eligibility criteria specified in their District’s articulation agreement, to enroll in college courses while simultaneously enrolled in a public high school. Students receive both high school and college credit for these courses. Dual Enrollment students are exempt from tuition, matriculation, and laboratory fees. Textbooks for public high school students are provided by their District, and must be returned.

## STUDENT DATA (Please Print):

<table>
<thead>
<tr>
<th>College Student I.D. #:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>First:</td>
</tr>
<tr>
<td></td>
<td>Middle:</td>
</tr>
<tr>
<td>Street Address:</td>
<td>City:</td>
</tr>
<tr>
<td></td>
<td>ZIP:</td>
</tr>
<tr>
<td>Home Phone: (</td>
<td>High School Name:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Present Grade: [☐ 9 ☐ 10 ☐ 11 ☐ 12]</td>
<td></td>
</tr>
</tbody>
</table>

## ELIGIBILITY REQUIREMENTS:

- Have a minimum unweighted GPA of 3.0 for any college credit course or 2.0 for vocational clock hour courses.
- Complete appropriate placement testing.
- Complete Dual Enrollment Agreement (Form 508), signed by an appropriate high school official.
- Bring this completed form to any IRSC campus to register for classes.
- Meet with your IRSC advisor to develop a Guided Pathway.

## PLACEMENT TEST SCORES: All Dual Enrollment students are required to take a placement test before enrolling in any DE course.

Students must achieve the minimum scores noted on either the ACT, SAT or P.E.R.T. to enroll in college mathematics, English, Gordon Rule or other General Education Courses. Official ACT, SAT, or P.E.R.T. scores must be sent directly to IRSC.

### College Level minimum scores: [pending no future FLDOE changes]

<table>
<thead>
<tr>
<th></th>
<th>P.E.R.T.</th>
<th>ACT</th>
<th>SAT (taken before 3/1/16)</th>
<th>SAT (taken after 3/1/16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Reading:</td>
<td>106</td>
<td>19</td>
<td>440</td>
<td>24</td>
</tr>
<tr>
<td>Writing/English:</td>
<td>103</td>
<td>17</td>
<td>440</td>
<td>25</td>
</tr>
<tr>
<td>Math:</td>
<td>114</td>
<td>19</td>
<td>440</td>
<td>24</td>
</tr>
</tbody>
</table>

*College level reading scores required for ENC 1101

## ACADEMIC DECLARATION: (check appropriate box)

- The student’s cumulative unweighted GPA is _________.
- The student meets the unweighted GPA requirement of 3.0 for any college credit course or 2.0 for vocational clock hour courses.
- The student does not meet the GPA requirement, and exception pursuant to the IRSC/__________inter-institutional Articulation Agreement Section 3c. is requested for the following reason:

## PLACEMENT DECLARATION (check if appropriate)

- The student has not met placement criteria in all three areas, however may continue in Dual Enrollment under rule 6A-14.064(b) because this student is enrolled in appropriate preparatory classes at the high school, and has received written information relative to Associate Degree requirements, university admissions and financial aid.

## COURSE REQUEST(S): From the schedule of courses, list your choices (registration subject to space availability).

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>REFERENCE #</th>
<th>COURSE TITLE</th>
<th>HIGH SCHOOL SUBJECT AREA/MM</th>
<th>COLLEGE CREDITS</th>
<th>HS CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## HIGH SCHOOL VERIFICATION: I verify that the above course(s) MAY be used to meet the student’s high school graduation requirement, and will be posted to the student’s high school transcript.

Principal or Designee: __________________________ Date: __________ IRSC Administration: __________________________ Date: __________

## STUDENT ACKNOWLEDGEMENT: I understand and accept the conditions of Dual Enrollment at IRSC and understand that as a Dual Enrollment student, I am considered a dependent student and understand that IRSC may release information from my Dual Enrollment academic record to my parents and/or high school officials including grades, test scores, attendance and official transcripts.

Student Signature: __________________________ Date: __________