

Dual Enrollment Handbook



Office of Curriculum & Instruction Department of Academic Success 2023-2024

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Introduction

The purpose of this handbook is to provide information to students and parents about the Dual Enrollment/Early Admission/Collegiate High School program offered jointly under the Inter-Institutional Articulated Acceleration Agreements with the School District of Indian River County and Indian River State College.

SDIRC School Site Contacts

Sebastian River High School – Kim O’Keefe, School Counselor (772)-564-4274

Vero Beach High School – Jessica Wood, School Counselor (772) -564-5336

District Contact – Anne Bieber, Director of Secondary Schools (772)-564-3209

What Is Dual Enrollment?

Dual enrollment is an acceleration program that allows students in grades 6-12 to take postsecondary coursework and simultaneously earn credit toward high school completion, a career certificate, an industry certification, or an associate degree. Dual enrollment is the enrollment of students in college level courses while still in high school, earning both high school and college credit. These courses will be a part of the student’s high school and college record. Success is critical to maintain scholarships and financial aid after high school.

Dual enrollment courses may be offered at either the high school or at an IRSC campus.

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 on a part-time or full-time basis. Per the Dual Enrollment Agreement with IRSC, students must have also completed 4 high school credits.

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. The 2013 General Appropriations Act and Senate Bill 1076 require any vocational courses taken for dual enrollment purposes be must applied towards one of the following industry certifications identified by the State Board of Education. See your IRSC advisor for details.

Students enrolled in other secondary Career and Technical Education (CTE) programs are advised to coordinate with their high school guidance counselor to explore opportunities for “Career Pathway” articulation.

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 that 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.

Tuition and Fees

Tuition and fees for dual enrollment courses are covered by the school district. Textbook and instructional materials assigned for use within the courses will be made available, free of charge, to all eligible students. However, if a student receives a grade of D, F, or W in an approved dual enrollment course they will be required to pay the full tuition and textbook fees if they elect to repeat the course in a subsequent semester.

Who Is Eligible for Dual Enrollment?

To be eligible for participation in the dual enrollment program, students must:

1. Students must be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program.
2. Students must have a 3.0 unweighted high school grade point average (GPA) based on four high school credits, to enroll in college credit courses, or a 2.0 high school unweighted GPA based on four high school credits to enroll in career technical education clock hour dual enrollment courses.
 - a. Indian River State College and the school districts in our geographical region have agreed to use four high school credits to establish the minimum GPA requirement. We believe that this requirement provides a strong academic standard that leads to a higher probability of success for participating dual enrollment students. This standard is in line with our commitment to student success.
3. Students must maintain the minimum college GPA of a 2.0 for continued enrollment in the Dual Enrollment Program.
4. For college credit courses, students must demonstrate college readiness by achieving or exceeding minimum scores on Common Placement Exams, Alternative Placement Exams, or by approved High School Course work as provided under SBE Rule 6A- 10.0315.
5. Eligible students may participate in the dual enrollment program by using Alternative Placement Methods upon approval from their high school counselor.
6. Students must meet or exceed the following Common Placement Test scores to demonstrate college readiness:

Florida Postsecondary Education Readiness Test (PERT)	Standard Score
Reading	106
Writing	103
Mathematics	114
Next-Generation ACCUPLACER, The College Board (Interim Scores) Through July 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	242
Reading	245
Writing	245
Next-Generation ACCUPLACER, The College Board Since August 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	261
Reading	256
Writing	253
SAT, The College Board	
Reading Test	24
Writing and Language Test	25
Math Test	24
Digital SAT, The College Board Since June 2023	
Reading and Writing Section	490

Math Section	480
ACT with Writing or ACT, Inc.	
Reading	19
English	17
Mathematics	19
Classic Learning Test, Classic Learning Initiatives, LLC Since August 2023	
Sum of the Verbal Reasoning and Grammar/Writing Sections	38
Quantitative Reasoning Section	16

7. Students must meet or exceed the following Alternative Placement Test scores to demonstrate college readiness:

PSAT/NMSQT and PSAT 10, The College Board	Standard Score
Reading Test	24
Writing and Language Test	25
Mathematics Test	24
Digital PSAT/NMSQT and PSAT 10, The College Board Since June 2023	
Reading and Writing Section	490
Mathematics Section	480
PreACT®	
Reading	22
English	18
Mathematics	22
General Educational Development (GED®) Test	
Reasoning Through Language Arts	165
Mathematical Reasoning	165
Test Assessing Secondary Completion (TASC™)	
Language Arts Reading	580
Language Arts Writing	560 and 6 on Essay
Mathematics	560
High School Equivalency Test (HiSET®)	
Language Arts Reading	15
Language Arts Writing	15

Mathematics	15
End-of-Course Assessments	
Algebra 1 End-of-Course Assessment	4
Geometry End-of-Course Assessment	4
ALEKS® PPL	
Mathematics	30

8. Students who have an unweighted high school GPA of 3.0 and achieves a grade of “B” or better in any of the courses listed below from a Florida Public School shall have demonstrated readiness for college-level work.

Mathematics:
Algebra 1/Algebra 1 Honors
Algebra 2/Algebra 2 Honors
Pre-Calculus Honors
Calculus Honors
Geometry/Geometry Honors
Probability and Statistics Honors
Math for College Algebra
Math for College Statistics
Math for College Liberal Arts
English Language and Literature:
English 4/English 4 Honors
Accelerated High School Courses
Mathematics:
Advanced International Certificate of Education (AICE) high school mathematics courses
Advanced Placement (AP) high school mathematics courses
International Baccalaureate (IB) high school mathematics courses
English Language and English Literature:
Advanced International Certificate of Education (AICE) high school English courses
Advanced Placement (AP) high school English courses
International Baccalaureate (IB) high school English courses

9. Students who have accumulated twelve (12) college credit hours and have not yet demonstrated proficiency in all of the basic competency areas of reading, writing and mathematics must be advised in writing by the School District of the requirements for an Associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286 F.S.
10. Students must upload the Dual Enrollment Program Agreement form (IRSC 508) with an approval from their parent or guardian, if the student is under 18 years of age.
11. Students must receive an approval from their high school counselor for register for courses.
12. Students will be eligible for a maximum of 60 credit hours of dual enrollment.
13. Students who are scheduled to graduate from high school prior to the completion of a dual enrollment course, are not eligible to participate the dual enrollment program.
14. Students who have met high school graduation requirements or all requirements for an Associate's degree are no longer eligible to participate in the Dual Enrollment Program. Students who would like to further their education at IRSC may apply after their high school graduation.
15. Students must meet any additional eligibility criteria specified by the postsecondary institution in the Dual Enrollment Articulation Agreement.
16. Students may not have been recommended for expulsion or expelled from a secondary school where the student attends or attended. Students who are enrolled in dual enrollment course(s) prior to being recommended for expulsion or being expelled may be permitted to finish the course(s) that they are enrolled in, but they may not be permitted to enroll in or register for the additional course(s).
17. Students may not be placed at an alternative school for behavioral or disciplinary reasons or due to a safety concern. Students who are enrolled in dual enrollment course(s) prior to being placed in an alternative school may be permitted to finish the course(s) that they are already enrolled in, but they may not be permitted to enroll in or register for the additional course(s).
18. Students who are placed in an alternative school setting may be enrolled in dual enrollment classes if the District recommends such enrollment and provides a basis for the same.
19. IRSC and the TRUSTEES have the sole and absolute decision to permit or deny the enrollment of any student recommended pursuant to paragraph 18 above or who is not otherwise eligible for enrollment in dual enrollment. Further, IRSC or the TRUSTEES may require additional information from a student and/or the DISTRICT to assist in making any such determination.

Guidance

High school counselors and IRSC Educational Services staff members will work together to ensure that each student meets the academic eligibility requirements for dual enrollment courses.

Dual enrollment students will be assigned an IRSC advisor during their first term of enrollment. They must meet with their advisor to create a Guided Pathways plan based on their academic and career goals. This plan will then be used by the student in subsequent semesters to determine appropriate dual enrollment courses to be taken. Students will be able to access their Guided Pathways plan online via the IRSC website where it can be utilized to search for available classes each semester. This plan will ensure that dual enrollment students remain on track for a college degree.

High school counselors are responsible for ensuring that all applicable high school graduation requirements are met except for courses dropped without notification to the counselor.

Registration Procedures

The Registration Process shows the step-by-step process to register for dual enrollment.

Students must register for courses by the deadline established by the school district. Please check the IRSC website for specific registration windows.

SLS1101 Student Success Requirement

New dual enrollment students are required to complete **SLS1101 Student Success** during their first semester of attendance.

Course Listings

Any college credit course comprising 3 credits or higher and/or any vocational clock hours course comprising 75 hours or higher that is listed in the State Common Course Numbering System (SCNS) for postsecondary credit can be considered for dual enrollment. Courses that meet high school graduation requirements are listed in the FLDOE Dual Enrollment Equivalency List.

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

Course Credit

Students will be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer. Students who complete a three, four, or five-credit dual enrollment course and earn a passing grade will earn at least one-half (1/2) credit in the designated subject towards the high school diploma unless credit is otherwise assigned by the FLDOE Dual Enrollment Equivalency List.

Course Weight

Section 1007.271(21), F.S. requires school districts to weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated.

Class Offerings at High School Campus

Select dual enrollment classes are offered at our high school campuses during the school day. Please check with your high school counselor for availability.

Limitations

- Students will be limited to a maximum of 60 credit hours of dual enrollment*.
- Fall and spring sessions are limited to a maximum of 15 credits hours. Summer sessions are limited to a maximum of 12 credit hours.
- First time dual enrollment students cannot participate in more than two 3 credit courses during their first semester. One of the two courses must be SLS 1101.
- Students who have met graduation requirements are no longer eligible for dual enrollment.
- May not be placed at an alternative school for behavioral or disciplinary reasons due to a safety concern. Students who are already enrolled in dual enrollment course(s) prior to being placed in an alternative school may be permitted to finish the course(s) that they are already enrolled in, but they may not be permitted to enroll in or register for the additional course(s).
- Students recommended for expulsion and/or who are assigned to an alternative education setting may be ineligible for dual enrollment while attending the assigned alternative school.

*At the request of the school district, official exceptions can be made for students pursuing their associate degree or certificate. A request must be made in writing from a school district official. Requests must be sent to IRSC's Vice President of Enrollment & Student Services. Course(s) approved must be creditable toward high school completion and associate degree or certificate.

Grades/Withdrawals

Any letter grade below a "C" will not count as credit toward satisfaction of the requirements of Rule 6A-10.030; however, all grades are calculated into a student's GPA and will appear on the college and high school transcript.

All grades, including "W" for withdrawal, become part of the student's permanent college transcript and may affect subsequent postsecondary admission.

Students who do not receive a passing grade for a course or who receive a grade of "W" must retake the course at their own expense or during summer terms.

Students who withdraw or fail a course cannot take additional dual enrollment classes until they have retaken and completed the course at their own expense or during the summer semesters.

Students who withdraw/fail a course two consecutive times will be responsible for paying out of state tuition for the third attempt of that course.

IRSC permits withdrawal from a course without receiving a grade penalty provided the appropriate IRSC deadlines are followed. Instructors may also withdraw a student due to extenuating circumstances. Withdrawals may impact a dual enrolled student's eligibility for high school graduation and must be discussed with the student's high school guidance counselor and IRSC instructor before withdrawing from a course.

Withdrawals will affect future financial aid.

Dual Enrollment And Financial Aid

Students participating in dual enrollment classes 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 influence their future financial aid eligibility.

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 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 than 150% of the normal time allowed.

These rules consider all college level classes that a student attempts, including dual enrollment classes. All classes attempted will be considered in all three of the calculations listed above.

Instructional Materials

The School District of Indian River County Dual Enrollment materials are located in the Media Center of Sebastian River High School and Vero Beach High School.

Students can check out books and access codes free of charge at the library. Dates will be posted on the district website when books can be picked up and returned.

Check Out/Loan Procedure:

1. All outstanding Dual Enrollment books/Access codes must be returned prior to checking out any new materials.
2. The Dual Enrollment course materials may be picked up in the high school media center.
3. To pick up materials, students must bring their High School ID to check out books and/or access codes.
4. If the book/access code is not available at the time of check out, it will be ordered. Student will need to communicate with the Media Specialist for when material is ready to pick up.
5. If a student cannot be present for check out, a parent/legal guardian can check out the material(s) for the student in their absence but must have a copy of their school ID.

Return Procedure:

1. All books/access codes must be returned, whether used or not. DO NOT THROW AWAY/MISPLACE ANY ACCESS CODES.

Additional Information & Requirements

A 3.0 unweighted GPA, required by the State of Florida, is the minimum requirement for an academic dual enrollment courses or a 2.0 unweighted high school GPA to enroll in career dual enrollment courses.

PERT, SAT, or ACT Scores demonstrating College Readiness are required:

- An application for admission must be completed online prior to taking the PERT.
- The PERT is available at IRSC by appointment or online.
- Photo ID, IRSC ID number, and \$10 are required.
- A PERT study guide is available at the IRSC Academic Support Center and on the IRSC website.
- PERT, SAT, or ACT scores must be sent to IRSC.

College Readiness Scores:			
	PERT	ACT	SAT
Reading	106	19	24
Writing/English	103	17	25
Math	114	19	24

Information and application directions can be viewed at: <https://cnt.irsc.edu/workday/dualenrollment/>

Dual enrollment students must abide by the IRSC course dates and times when considering taking Dual Enrollment classes. Students are responsible for ensuring that the times of classes do not conflict with the student’s enrolled high school courses.

Dual enrollment students must provide their own transportation to IRSC for face-to-face courses. Every student is required to have a student success plan/“guided pathway” developed by IRSC Advisors. IRSC advisors are available at the Mueller campus Monday – Friday. Students are encouraged to meet with advisors during the months of February/March and September/October.

Important Due Dates

*Materials are available at no expense to SDIRC students. SDIRC Dual Enrollment Materials can be picked up from your high school Media Center.

	Summer 2023	FALL 2023	SPRING 2024	SUMMER 2024	
Registration Begins Work with High School Counselor and/or IRSC Advisor.		May 15, 2023	October 16, 2023	March 4, 2024	
Registration Ends Check your Pioneer Portal for schedule accuracy.		July 27, 2023	December 14, 2023	May 2, 2024	June 3, 2024
TERM	Summer B	FULL Term	FULL Term	Summer A	Summer B
Material Pick-Up* Appointments Begin		August 9, 2023	January 8, 2024 (due to winter break closures)	April 22, 2024	
First Day of Classes Pay attention to class location and take steps to succeed.		August 16, 2023	January 8, 2024	May 8, 2024	June 25, 2024
Last Day to Drop You will automatically be dropped for non-attendance.		August 22, 2023	January 12, 2024	May 14, 2024	July 1, 2024
Last Day to Withdraw Discuss withdrawing with your professor, your counselor, and your IRSC advisor.		October 27, 2023	March 19, 2024	June 4, 2024	July 23, 2024
Last Day of Classes		December 6, 2023	April 25, 2024	June 19, 2024	Aug 7, 2024
Material Returns Opens* Materials must be returned before picking up next term materials.		December 7, 2023	April 26, 2024	August 7, 2024	

Full Time Status Chart

Students must be enrolled full time. Please refer to the chart below.

High School Courses	IRSC Courses	Total Courses
6	1	7
5	2	7
4	2	6
3	3	6
1	4	5
0	4 (must all be lecture)	4
0	5	5

Dual Enrollment Registration Check List

	Consult with your high school counselor. Make sure you meet the requirements of 3.0 unweighted GPA for academic college credit courses or 2.0 unweighted GPA for technical career education courses.
	<p>Complete IRSC's "Application for Admission" online. An IRSC ID # and email account (River Mail) is generated and sent to your personal email account you used when you began your online IRSC application. Activate your River Mail account.</p> <ul style="list-style-type: none"> • Take the PERT (Postsecondary Education Readiness Test) at IRSC or request that official placement scores (ACT or SAT) be sent to IRSC • PERT can also be taken at home online. Please see the requirements by clicking PERT Online Testing Request • Bring your PERT results into your High School Counselor
	Complete High School Dual Enrollment Application/Contract and turn in to your High School Counselor.
	Complete IRSC Dual Enrollment Program Agreement (form 508). Upload agreement to IRSC application
	Complete student survey on Workday prior to registering for classes. This must be done every semester.
	<p>Register on-line at www.irsc.edu for desired courses during registration period and before High School deadlines.</p> <ul style="list-style-type: none"> • Students are responsible for ensuring that the times of classes do not conflict with the times the student is enrolled in high school courses and activities.
	Print required booklist off the IRSC River Shop Bookstore website. Write your name and cell number on your booklist. Printed booklist must contain book title, edition and IRSC course number. Bring the printed booklist to high school Media Center.
	Students must return all previous semester Dual Enrollment books/materials to the high school Media Center at the conclusion of the semester.
	Once classes begin, student must meet with high school counselor before changing his or her schedule.
	<p>Registration for IRSC dual enrollment classes:</p> <ul style="list-style-type: none"> • Fall registration must be completed by the Dual Enrollment deadline • Spring registration must be completed by the Dual Enrollment deadline

High School Dual Enrollment Contract

School District of Indian River County students who participate in dual enrollment with Indian River State College agree to the policies and procedures outlined below:

- First time dual enrollment students cannot participate in more than two- 3 credit courses during their first semester and one of the two courses must be **SLS 1101**.
- Dual enrollment students must have completed 4 high school courses and have earned 4 high school credits, have a 3.0 unweighted high school grade point average (GPA) based on four high school credits, in order to enroll in college credit courses, or a 2.0 high school unweighted GPA based on four high school credits to enroll in career technical education clock hour dual enrollment courses and meet all other requirements for enrollment as per the Dual Enrollment Agreement with IRSC for the 2023-2024 school year.
- Students are responsible for sending their AP, SAT, or ACT scores to IRSC in time for course eligibility.
- Students who withdraw from a course or fail a course cannot take additional dual enrollment classes until they have retaken and completed the course, with a passing grade, at their own expense or during summer semesters. Dual enrollment students must also adhere to all the College withdrawal procedures.
- Students who are unsuccessful in a course two consecutive times will not be permitted to enroll for one term (Fall, Spring, or Summer) following the second unsuccessful term. A written request from the high school counselor and the student, describing the reasons for the failed attempts and a plan of action for success, will be required for consideration to take a course for a third time. Students who are approved to take a course for a third time may incur a Third attempt surcharge for that course and will be at the expense of the student during the (Fall, Spring, or Summer).
- Students will be limited to a maximum of 60 credit hours of dual enrollment. At the request of the school district official exceptions can be made for students pursuing their associate degree or certificate.
- Students are limited to a maximum of 15 credit hours during the Fall, 15 credit hours during the Spring, and 12 credit hours during Summer.
- Students may not be placed at an alternative school for behavioral or disciplinary reasons due to a safety concern. Students who are already enrolled in dual enrollment course(s) prior to being placed in an alternative school for behavioral or disciplinary reasons may be permitted to finish the course(s) that they are already enrolled in, but they may not be permitted to enroll in or register for additional course(s).
- Students who are placed in an alternative school setting, for reasons other than safety, behavioral or disciplinary-related issues, may be enrolled in dual enrollment classes.
- Dual enrollment students are expected to contact their IRSC instructor for course related challenges. As such, the student (not a parent/guardian) should address concerns, complaints, and challenges. Rivermail is the email platform for student communication with IRSC professors and staff.
- Students must complete the dual enrollment registration process by the published district deadline dates to participate in dual enrollment for that term.
- Students are responsible for picking up and returning their required instructional materials from their school Media Center. All previous semester materials including Access Codes must be returned or paid for prior to obtaining new semester materials. A schedule of return and distribution dates and times will be posted online for each term.
- Students who have met graduation requirements are not eligible for dual enrollment.

My signature confirms I have read the above terms of the DE Student Contract.

I understand and will adhere to the policies, procedures, and expectations of the dual enrollment program.

Print Student Name

Date

Student Signature

Parent signature