

## Dual Enrollment Procedures

### Eligibility:

- Students in the 10<sup>th</sup> (see School Counselor for 10<sup>th</sup> grade limitations), 11<sup>th</sup> and 12<sup>th</sup> grade
  - 3.0 unweighted cumulative GPA
  - Passing score on PERT/ACT/SAT (see link below)
- <http://phsc.edu/testing/placement-testing-charts>

### Student who wants to take Dual Enrollment courses for the first time:

- Counselor prints out student's cumulative GPA using EOY transportation letter directions.
  - Student completes DE application prior to taking any Dual Enrollment courses. See your Counselor for deadlines.
  - If student has taken ACT/SAT/PERT, Counselor prints out scores and places in sealed envelope.
  - Student takes application, GPA, and test scores to PHSC Admissions office.  
\*Recommend student make an appointment with PHSC advisor *BEFORE* the registration window. Once issued a PHSC student number, then the student can take the PERT.
  - If student has not taken ACT/SAT s/he will need to take the PERT at PHSC (can take up to two times at the college as long as the student engages in some type of remediation). The *first* test is free, the *second* test will cost \$5. The scores will be uploaded into the McCann testing system and then downloaded into MyStudent.
- ❖ If a student passes the Reading and Writing, but not Math, s/he can take up to 12 college credit hours (excluding math and certain science courses) without having also passed the math portion (114 PERT score). Students may not take ANY courses without college ready test scores in Reading and Writing. Math scores of 114 allow enrollment into *Intermediate Algebra* - this course counts for 0.5 credits at the high school. Satisfactory completion of this course, *OR* a PERT score of 123, will allow a student to enroll in College Algebra which counts for 1.0 credits at the high school.

### For all Dual Enrollment students

- Show student how to preview courses and schedules. [http://info.phsc.edu/?\\_ga=1.186133929.1266513845.1439387127](http://info.phsc.edu/?_ga=1.186133929.1266513845.1439387127). Pay special attention to any prerequisites. Also, look at the DE high school equivalency list to identify what high school requirement the DE course will meet. In addition, students should reference the AA degree requirements.
- The Counselor will complete the MIS 451 form for DE courses taken at the high school level (if the dual enrollment course is offered at the high school,

the student must take it at the high school) and a MIS 451 form for those classes taken at the college. Include the course number, title and alternates. Do not write in the section numbers. Be sure the classes you choose fit around your current high school schedule.

- Students are not eligible to take mini or accelerated courses.
- Students can take up to 16 college credit hours in the Fall and Spring
- There is no summer dual enrollment
- To be considered a Full-time Dual Enrollment student, the student must be enrolled in a minimum of 12 college credit hours at PHSC *AND* those courses must equate to at least 3.0 credits at the high school.
- If a student does not meet the full-time dual enrollment definition, they must be enrolled in 6 courses total (any combination of high school, virtual and/or DE). The total number of high school credits earned may exceed 3.0.

\*Permission for part-time enrollment may be made for seniors who are ahead in credits needed to graduate\*

- Meet with your School counselor to go over your courses, complete the MIS 451 and sign paperwork. School Counselors will attach current cumulative GPA print out, test scores and proof of prerequisites if needed.
- Inform student of registration dates at college, provide them with the textbook depository information, and instruct them to bring you a print out of the classes in which they are enrolled.
- Students who wish to drop a course and add another course **MUST** complete the drop/add form, have it signed by the School Counselor, and must go to PHSC campus to complete the drop/add process. If a student is dropping a course *but is not adding a course*, then the drop/add form may be faxed or scanned and emailed to the PHSC Advisor by the School Counselor.
- ❖ *Please note* - If a student withdraws from a Dual Enrollment course after the free drop/add period, a W will be on the student's permanent college transcript and the student will NOT be able to attempt the course again as a dual enrollment student.