



2018-2019

Student Name: _____ Last 4 of Social Security #: _____

High School: _____ Dual Enrollment Program: _____

DUAL ENROLLMENT RULES AND EXPECTATIONS

First Coast Technical College provides students with a **2.0 GPA or better** the opportunity to take technical classes (electives) while obtaining the required academic courses at their home high school. Students typically earn two or three credits per year by enrolling in a three-hour technical program. Students who have completed credits in comparable technical courses at their high schools may be given credit for those competencies enabling them to begin their technical program at an advanced level. Students receive industry-level training in work-environment labs. **Dual enrollment students are exempt from paying tuition, but may be required to pay a \$40 supply fee. When requested program has insufficient enrollment, FCTC reserves the right to cancel the class.**

ATTENDANCE

****Dual enrollment students will be *expected to follow the attendance policy of the adult students at FCTC.* ****

Tardies to Class – Students are expected to report to class on time. If a student is late to class, he/she will be marked tardy by the instructor. Excessive tardiness will not be tolerated; violators will be referred for administrative action.

Fieldtrip/Home-School Activity – If a student will be absent from FCTC due to an approved activity at the home high school, the instructor must be notified in writing or electronically at least 3 days prior to the event.

Sick/Illness – If a student is absent from FCTC due to an illness, it is the student/parent responsibility to communicate the absence to the instructor ***prior to the absence via phone call*** and then to provide both FCTC and the home high school with an excused note from a parent/guardian and/or doctor.

CLASSROOM EXPECTATIONS

Uniforms/Dress Code - If a uniform or safety equipment is required for a program, the student is responsible for the purchase of the uniform or safety equipment. All students enrolled in programs requiring uniforms must arrive at FCTC in full uniform. Students not required to wear uniforms must adhere to the dress code policies set forth by St. Johns County School District. Failure to comply with these guidelines could result in disciplinary action to include suspension and possible withdrawal from the technical program.

Photo ID Badge - Dual enrollment students will be issued a photo ID which must be worn at all times for security reasons.

Discipline - A student must be respectful to faculty, staff, and students of FCTC at **all times**. While in the program, a student must follow all guidelines set forth by the instructor. A student must comply with the FCTC and St. Johns County School District Code of Student Conduct. Any serious violations may result in immediate dismissal from the program.

TRANSPORTATION

The expectation is that every dual enrollment student will provide their own transportation. If any other transportation arrangement needs to be made, it must be approved by the home high school.

I have read the Dual Enrollment Rules and Expectations; I fully understand and commit to the conditions of my enrollment at First Coast Technical College.

Student Name (Print): _____ Student Signature: _____ Date: _____

I have read the Dual Enrollment Rules and Expectations; I fully understand and support the conditions of my son/daughter's enrollment at First Coast Technical College.

Parent Name (Print): _____ Parent Signature: _____ Date: _____