

FCTC Programs and Periods

Student must have a minimum of 2 consecutive periods available in schedule unless otherwise approved. Wednesday is early release for St. Johns County students unless enrolled in Medical Assisting, Dental Assisting, Phlebotomy and Electrocardiograph Technology.

Periods	Period 00	Period 01	Period 02	Period 03	Lunch	Period 04	Period 05	Period 06	Period 07
M, T, TH, F	8:00am-9:20am	9:20am-10:10am	10:15am-11:00am	11:05am-11:50am	11:50am-12:20pm	12:25pm-1:25pm	1:30pm-2:15pm	2:20pm-3:00pm	3:00pm-3:50pm
Wed (Early release)	8:00am-9:20am	9:20am-9:55am	10:00am-10:35am	10:40am-11:15am	11:15am-11:45am	11:50am-12:50pm	12:55pm-1:30pm	1:35pm-2:10pm	2:10pm – 2:50pm

11th – 12th Graders

Program	Block/Periods Available	Times	Credits Per Year
Automotive Service Technology	Block 1 - 00-01 New students Block 2 - 02-03 Returning students	8:00am - 10:10am 10:15am - 11:50am	1-3.0 depends on schedule
Diesel – Medium and Heavy-Duty Truck/Bus	Block 1- 04-06 New students Block 2- 05-06 Returning students	12:25pm - 2:15pm 1:30pm - 3:00pm	1-3.0 depends on schedule
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)	Block 1 - 00-01 New students Block 2 - 02-03 Returning students	8:00am - 10:10am 10:15am - 11:50am	1-3.0 depends on schedule
Professional Culinary Arts and Hospitality	Block 1 - 00-01 New students Block 2 - 02-03 Returning students	8:00am - 10:10am 10:15am - 11:50am	1-3.0 depends on schedule
Welding Technologies	Block 1 - 06-07	2:20pm - 3:50pm	1-3.0 depends on schedule
Medical Assisting <i>Returning Students only</i>	Fall start date only Please see Times	MTWRF 1:00pm - 3:00pm	1-2.5 depends on schedule
Dental Assisting	Fall start date only Please see Times	MTWRF 1:00pm - 3:00pm 1st year 8:00am - 10:45am 2nd year	1-2.0 depends on schedule
Phlebotomy & Electrocardiograph Technology	Fall start date only Please see Times	MTWRF 8:00am - 11:00am	3.5 credits
Early Childhood Education	Block 1 - 00-01 Block 4 - 05-06	8:00am - 10:10am 1:30pm - 3:00pm	1-2.0 depends on schedule

9th – 12th Graders

Program	Block/Periods Available	Times	Credits Per Year
Landscape and Turf Management	Block 1 - 00-01 Block 2 - 02-03 Block 3 - 03-04 Block 4 - 05-06	8:00am - 10:10am 10:15am - 11:50am 11:05am - 1:25pm 1:30pm - 3:00pm	1-3.0 depends on schedule
Nursery Management	Block 1 - 00-01 Block 2 - 02-03 Block 3 - 03-04 Block 4 - 05-06	8:00am - 10:10am 10:15am - 11:50am 11:05am - 1:25pm 1:30pm - 3:00pm	1-3.0 depends on schedule

Dual Enrollment Student Agreement

Student Name _____ Dual Enrollment Program _____

FCTC provides students with a 2.0 unweighted GPA or better the opportunity to take technical classes as electives while obtaining required academic courses at their high school. Students typically earn 1 - 3.5 credits per year by enrolling in a 2 consecutive class period course. **Please be advised some courses may require more periods.** Those who have received credits in comparable technical courses at their high school may receive credit for those competencies to start their technical program at an advanced level. Students receive industry-level training in work environment labs.

GPA Requirements

Dual enrollment students are required to maintain an unweighted 2.0 GPA. Failure to do so may result in dismissal from their dual enrollment program.

Grades and Credits

Dual enrollment students will receive a final grade for each course they complete. Students typically earn 1-4 credits per school year. Credits are earned upon completion of the dual enrollment course. Course completion can range from one semester to a full school year depending on the dual enrollment course.

Attendance

Please visit <http://fctc.edu/students/handbook/> to review the student attendance policy. It is expected for the student or parent/guardian to communicate any absences to the student's dual enrollment instructor. Students are required to attend until the "last day of school for students" identified by St Johns County School District unless otherwise approved. During high school exam week, students are required to attend their FCTC dual enrollment course if there is no conflict with their high school exam schedule.

Class Tardiness

Students are required to report to class on time. If a student is late, they will be marked tardy. Students with excessive tardiness will be referred to administration. Tardiness and absences will also impact a student's grades.

Field Trip and Home-School Activity

If a student will be absent from FCTC due to an approved activity at their high school, the instructor must be notified in writing or electronically at least 3 days prior to the event.

Sick Days

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

Uniforms/Safety Equipment and Dress Code

Uniforms/safety equipment are required for all FCTC programs. Students must arrive in uniform. Failure to comply could result in disciplinary action, suspension, and possible withdrawal from the technical program. Uniform costs are the responsibility of the student.

Photo ID Badge

Dual enrollment students will be issued an FCTC photo ID, which must be **worn and visible at all times for security reasons while on FCTC campus.** The cost of replacement ID badges is the responsibility of the student for each additional badge.

Discipline

A student must be respectful to faculty, staff, and students of FCTC. 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. Serious violations may result in immediate dismissal from the program.

Transportation

The expectation is that every dual enrollment student will provide their own transportation. Parking decals are available to students who are in a home education/private school, have documented mobility exceptions or whose home high school is not within walking distance. If any other transportation arrangement needs to be made, it must be approved by the home high school. The cost of replacement parking decals is the responsibility of the student for each additional decal.

Communication

Once you become a dual enrollment student, you become a college student. All correspondence will be with the student or high school counselor/school related official. All communication will take place **primarily via email**.

The Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines educational records as all records that schools maintain about students. Post-secondary/college students must provide written consent to FCTC to release information to any third parties, even to a student's parent or guardian. More information about FERPA is available at the Florida Department of Education website at <http://www.fldoe.org/ese/tap-home.asp>.

Assessment

Assessment is required for all programs unless a student has taken an approved common placement test and received minimum scores as listed in Rule 6A-10.0315, F.A.C. Common placement test scores must be no more than two years old upon enrollment into desired program and submitted officially with student application.

Graduation Requirements

Students who complete their FCTC program while dual enrolled must meet program exit requirements to attain their certificate of completion. Students who complete will be invited to walk at FCTC's graduation.

Requirements for Medical Assisting, Dental Assisting, Phlebotomy and Electrocardiograph Technology students

- Dual enrollment students must be on track to receive a standard high school diploma.
- All applicants must be 18 years of age upon completion of their program.
- To continue this program as an adult, a high school diploma or a GED is required.

Requirements for Medical Assisting and Dental Assisting students only

- A background check, drug test, physical exam and immunizations will be required before students progress into the externship portion of this program at the cost of the student. Please see the cost sheet on **FCTC.edu** for fees.

Important Reminders

- * Completion of this application does not guarantee admittance into FCTC.
- * Applications must be complete or they will be returned to the student's high school counselor.
- * Acceptance or denial will be emailed.
- * When requested program has insufficient enrollment, FCTC reserves the right to cancel the class.
- * Please note that some classes may be limited in the spring and summer.

I have read the Dual Enrollment Agreement and fully understand and commit to the conditions of my enrollment at FCTC.

Student Name (Print) _____

Student Signature _____ Date _____

I have read the Dual Enrollment Agreement, fully understand and support the conditions of my son/daughter's enrollment at FCTC.

Parent Name (Print) _____

Parent Signature _____ Date _____