

FCTC Dual Enrollment Checklist

01

Check out FCTC.edu to learn more about Dual Enrollment options and requirements. If you're a returning Dual Enrollment student, please go to Step 8.

02

Consult with your high school counselor regarding your interest in FCTC Dual Enrollment.

03

Create your FCTC student account. See back for more. My FCTC student # is _____

04

Students with accommodations: Ensure your school counselor has securely delivered your accommodation documentation to FCTC Student Advising prior to scheduling your testing

05

Students must email: Testing@FCTC.edu to schedule their CASAS assessment. See Step 6!

06

Scheduling your CASAS: Requirements include your full name, FCTC student #, program, accommodation needs (if eligible), & state you are applying for Dual Enrollment.

07

Assessment day: Come to FCTC - Building A. Valid ID (school ID) required. After the CASAS, receive your excuse note & go to Registration to have your photo taken.

08

Complete the Dual Enrollment Application & return to your high school counselor for submission. Keep deadlines in mind!

09

Check your personal email for updates. Acceptance and Orientation information will come via email.

Creating your FCTC Account

01 Go to: <https://fctc.focussoftware.com/focus/apply/>

02 Input your legal first name, last name and date of birth. Click the green button to start the account.

03 You will be directed to another page to input additional information like your email, phone #, and program of interest.

04 If you receive a message that you are a duplicate student, email recruiter@FCTC.edu & ask what your FCTC student # is.

05 Once you create your FCTC account, you will be given your FCTC ID #. My FCTC Student ID # is: _____

06 This account allows FCTC staff to communicate with you and upload important information.

SCAN
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2025-26 FCTC Dual Enrollment Admission Application

Application Deadlines

Summer Term Starting June 2025 – **Deadline February 14, 2025**

Fall Term Starting August 2025 – **Deadline February 14, 2025**

Spring Term Starting January 2026 – **Deadline October 15, 2025**

Incomplete applications will be returned to the student's high school counselor.

Student Name _____ Student Phone # _____
First M.I Last (Required)

CHECK ALL THAT APPLY

Ethnicity () Hispanic/Latino Race () White () Black/African American () Asian
 () Non-Hispanic/Latino () American Indian/Alaska Native () Native Hawaiian or other Pacific Islander

Gender () M () F Date of Birth ____/____/____ Birth City _____ Birth State _____

Social Security # (optional) _____ OR (SJCS) Student ID _____

Primary Address _____ City _____ State ____ Zip _____

Mailing Address (if different) _____ City _____ State ____ Zip _____

Student Personal Email (required) _____

Primary Home Language _____ Parent/Guardian Native Language _____

Parent/Guardian Name _____ Parent/Guardian Email: _____
(First/last name)

Parent Phone #s Home _____ Work _____ Cell _____

This is the first step in the process. Completion of this application **DOES NOT** guarantee admission to FCTC-
Please follow the checklist on page 1 to assure all steps are completed before turning in your application.
 Notice of acceptance or denial will be emailed to the student.

*(If requested program has insufficient enrollment, FCTC reserves the right to cancel the class.
 If eligible students exceed number of available seats, a randomized computer selection will be used
 to select students.)*

Student Signature _____ Date _____

FCTC Student ID # (refer to checklist) _____



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Please print clearly and return to:
FCTC – Dual Enrollment
2980 Collins Avenue, St. Augustine, FL 32084
studentadvising@FCTC.edu

Information below is to be completed by High School Counselor

If credits have been previously awarded for the same program of choice, please include/attach academic transcripts

2025-26 Grade Level _____ Unweighted GPA _____ FLEID _____

2025-26 High School Name _____ High School Counselor _____

Semester/Term applying for Fall/Spring Spring only Summer

1st Program Choice _____ Block/Periods _____

2nd Program Choice _____ Block/Periods _____

Student's Expected Graduation (mm/dd/yyyy) _____ If student is deferring diploma, please list the student's expected deferred end date (mm/dd/yyyy) _____

Absences 2024-25: Excused _____ Unexcused _____ Referrals: 2024-25 Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____

For unique considerations, please provide a brief narrative to support your request:

Early Career Student? Yes No

Home Education Student? Yes No

If Yes: Personalized Education Program (PEP) Yes No

I recommend this student to enroll as a Career Dual Enrolled student based upon GPA and his/her graduation plan. Yes No

Counselor/School Official/Dual Enrollment Coordinator Signature _____ Date _____

*Just a reminder that if a student has an IEP /504 please ensure school counselor has securely delivered via Dropbox or interoffice mail prior to the student assessing.

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 Applied Cybersecurity, Dental Assisting or Welding.

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
Applied Cybersecurity <i>*Fall start date only</i>	Please see Times	MTWRF 12:30pm - 4:00pm 1 st year 9:20am – 11:00am 2 nd year (2 nd year August – December only)	1-4.0 depends on schedule
Master Automotive Service Technology <i>*Fall start date only</i>	Block 1 - 00-01 New students Block 2 - 02-03 Returning students Block 3 - 04-05 New students Block 4 - 05-06 New students	8:00am - 10:10am 10:15am - 11:50am 12:25pm - 2:15pm 1:30pm - 3:00pm	1-3.0 depends on schedule
Diesel – Medium and Heavy-Duty Truck/Bus <i>*Fall start date only</i>	Block 1 - 00-02 New students Block 2 - 02-03 Returning students Block 3 - 04-06 New students	8:00am – 11:00am 10:15am -11:50am 12:25pm -3:00pm	1-3.0 depends on schedule
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) <i>*Fall start date only</i>	Block 1 - 00-01 New students Block 2 - 02-03 Returning students Block 3 - 04-05 New students Block 4 - 05-06 New students	8:00am - 10:10am 10:15am - 11:50am 12:25pm - 2:15pm 1:30pm - 3:00pm	1-3.0 depends on schedule
Professional Culinary Arts and Hospitality <i>*Fall start date only</i>	Block 1 - 00-01 New students Block 2 – 02-03 Returning students Block 3 - 04-05 New students	8:00am - 10:10am 10:15am -11:50am 12:25pm – 2:15pm	1-3.0 depends on schedule
Welding Technology <i>*Fall start date only</i>	Block 1 - 06-07	MTWRF 2:20pm - 3:50pm	1-3.0 depends on schedule
Dental Assisting <i>*Fall start date only</i>	Please see Times	MTWRF 1:00pm - 3:00pm 1st year 8:00am - 10:45am 2nd year	1-2.0 depends on schedule
Early Childhood Education	Block 1 - 02-03	10:15am - 11:50am	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 _____

Career Dual Enrollment is available on a part-time basis to all eligible secondary students based on current dual enrollment course offerings through the College and program availability in the course. 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 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 possess and 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 1-3 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

Students must demonstrate commitment to school attendance with a record of **no more than 25 absences** in the previous school year. 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 by the home school administration/guidance counselor 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*. The student is responsible for all assignments missed during any absence.

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 maintain a record of responsible student behavior and 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.

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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** and during the application and enrollment process.

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 <https://www.fldoe.org/core/fileparse.php/7674/urlt/0064538-ferpa.pdf>

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 submitted officially with student application. Students must schedule and complete their assessment **before** submitting their application

***Please note*Common placement test scores must be no more than two years old upon enrollment.**

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 Dental Assisting 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.
- 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.
- * If eligible students exceed number of available seats, the student's second choice will be taken into consideration.

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 _____