

# Beaufort County School District Dual Enrollment Handbook 2023-2024



The BCSD is committed to nondiscrimination and equal opportunity for all students who participate or seek to participate in its educational programs or activities. The BCSD shall not exclude, deny benefits to, or otherwise prohibit students from course offerings based on race, religion, gender, gender identity, sexual orientation, sex, pregnancy, childbirth or any related medical conditions, color, physical or mental disability, ancestry, genetic information, national origin, or any other applicable status protected by Title VI, Title VII, Title IX or any other local, state or federal law.

*March 6, 2023*

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# District Mission

The Beaufort County School District, through a personalized learning approach, will prepare graduates who compete and succeed in an ever-changing global society and career marketplace.

## Vision

We will work with families and our diverse community to ensure that students perform at an internationally competitive level in a learning environment that is safe, nurturing and engaging.

## Core Beliefs

We believe:

- Every student can learn using his or her valuable and unique talents and skills.
- Learning takes place when the physical, emotional, social and intellectual well-being of all students is assured at every level and during every transition.
- High expectations of the school community positively impact student success.
- Early childhood learning experiences form the foundation of future school success.
- Students learn best when they are engaged and provided with opportunities for problem solving and active participation.
- All students are entitled to learning experiences so that they can become competent and confident in the skills and knowledge needed to become successful and productive citizens.
- Investment, involvement and connection of all members of the school community are essential to a student's success.
- Frequent informal and formal assessment aligned to clearly defined learning objectives will provide improved student achievement.
- The collection, analysis and use of data from a variety of sources are critical to making decisions.
- Students should be prepared to compete and contribute in a changing global and multilingual society.



## Dual Enrollment Program Overview

### What is Dual Enrollment?

Dual credit courses—whether they are taken at the school where the student is enrolled or at a postsecondary institution—are those courses for which the student has been granted permission by his or her home school to earn both high school units of credit and college credit. One quality point may be added to the CP weighting for dual credit courses that are applicable to baccalaureate degrees, associate degrees, or certificates by accredited institutions per established district articulation agreements (see SBE Regulation 43•234, Defined Program, Grades 9–12, and Regulation 43•259, Graduation Requirements).

- S.C. State Regulation requirements are as follows:
  1. A three-semester – hour college course transfers as one Carnegie unit of credit.
  2. Students enrolled in BCSD Dual Enrollment courses may take only courses that are applicable to baccalaureate degrees, associate degrees or certificates offered by accredited institutions. (Appendix M – South Carolina Commission on Higher Education Dual Enrollment Transferable Courses among and between Public Colleges and Universities in SC)
  3. Tuition costs and any other fees are the responsibility of the student/parent if BCSD Dual Enrollment tuition requirements/criteria are not met.
- Beaufort County School District has established a cooperative agreement with the following institutions: Technical College of the Lowcountry (TCL) and University South Carolina Beaufort (USCB).

### Why choose a Dual Enrollment Program option?

- The purpose of these courses is to allow high school students who are capable of college level work to earn simultaneously both high school credit toward graduation from high school and academic course credit toward either an associate, baccalaureate degree, or certificate in an institution of higher education.
- Students who receive college credit while still in high school have a higher likelihood of graduating from high school, are more likely to continue their education after high school and have more success during their first official year of college.
- Dual enrollment programs can significantly reduce the time and cost required to pursue post-secondary education, because students enroll early in courses that will be directly applied to their college transcripts.

## **Technical College of the Lowcountry (TCL): Student Eligibility and Requirements for COLLEGE/UNIVERSITY TRANSFER AND CAREER & TECHNICAL CERTIFICATE COURSES**

Students may enroll in college courses and earn units of credit toward their high school diplomas through cooperative Dual Enrollment agreements with the Technical College of the Lowcountry (TCL). These agreements provide that three-semester hour college courses transfer as one unit of credit.

Successful completion of prerequisite courses will be required for specified certified programs. Students may only enroll in CTE courses that are applicable to baccalaureate degrees, associate degrees, or certification programs that lead to an industry credential offered by an appropriate regional accrediting agency recognized by the U.S. Department of Education.

### **A. To be eligible to enroll in TCL's academic, college transfer, dual enrollment/credit courses, students must meet all criteria listed below:**

1. Maintain a minimum 3.0 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript in compliance with S.C. Commission of Higher Education transfer requirements into academic programs.
2. An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.
3. **TCL Eligibility will be based on multiple measures:**

**English 1** must be completed with a B average or higher.

Students currently taking English 1 must provide a grade report reflecting a grade of B or above.

**Algebra 2** must be completed with a B average or higher. *(NOTE: ALG2 only required for mathematics or physical science courses)*

4. Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry to include TCL instructor approval for 9<sup>th</sup> grade applicants. *(NOTE: Per district guidelines, BCSD freshmen students must meet the 93 percentile PSAT requirement to participate).*
5. Be recommended by the school counselor and approved by the high school principal.
6. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

### **B. Technical College of the Lowcountry (TCL): Career & Technical Education (CTE) Certificate Dual Enrollment Program**

1. Students admitted to TCL's technical certificate program will be enrolled in one or more BCSD high school Career & Technical related pathways.
2. An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.

3. Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry to include TCL instructor approval for 9<sup>th</sup> grade applicants.
4. Students shall hold a minimum GPA of 2.5 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript. If TCL technical certificate courses are also listed under college transfer courses, then students must take a placement test to meet pre-requisites.
5. Be recommended by the school counselor and approved by the high school principal.
6. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

**If students do not meet the eligibility criteria for their preferred Dual Enrollment Track (college transfer or Career & Technical), students must complete the following steps:**

Meet with their school counselor and determine if Dual Enrollment is a possibility.

After obtaining school counselor approval, students must either:

Provide a Letter of Recommendation from a current or former teacher **OR**

Complete the Accuplacer Placement Test

### **University of South Carolina Beaufort (USCB) Student Eligibility and Requirements for DUAL ENROLLMENT**

To enroll in the Dual Enrollment Program, a student must have one of the following **test scores** and an unweighted 3.0 grade point average unweighted (on a 4.0 scale) based on the previous semester and as noted on the most current transcript to be considered for acceptance into the Dual Enrollment Program.

A New SAT score of at least **880** on the Evidence-Based Reading and Writing (ERW) combined with the Math section for tests **taken March 2016 and later**. This combined score of 880 is equivalent to the 800 combined score on the tests taken before March 2016.

OR

A minimum of **17** Composite score on the **ACT**.

## Important considerations PRIOR to enrolling in Dual Enrollment

### Who pays for Dual Enrollment courses and what is covered?

For students who enroll in the Dual Enrollment Program through TCL, funding is available through the SC Lottery Tuition Assistance Program and the Beaufort County School District and are funded upon successful completion of dual enrollment courses based on the guidelines below:

- A *first-time* Dual Enrollment student will be allowed to take a *maximum & minimum* of two college courses in the first semester of enrollment for TCL.
- **Students attending University of SC Beaufort (USCB) may enroll in one but no more than two courses regardless of a first-time or returning Dual Enrollment student per semester.**
- Students must take a minimum of two courses per semester to qualify for the Lottery Tuition Rate with the Technical College of the Lowcountry.  
\* **If a student drops or withdraws from a dual enrollment course without notifying the School Counselor the student/ parent will be responsible for all tuition and fees.**
- **If the student drops or withdraws from a class with only one active class remaining, the student/parent is responsible for all tuition and fees for both courses (including textbooks) originally paid by the school district at the time of registration for both classes.**
- Unless extenuating circumstances exist as determined and approved by the school's principal, **if a student desires to retake any course, regardless of the grade, it will be at the student's expense.**
- Textbooks will be paid for by BCSD (Approved by College Instructors)

When students take college courses in high school, they begin a college transcript, including a college Grade Point Average (GPA) and completion rate. For approved TCL and USCB courses, all dual enrollment grades are included on the college transcript (if approved) and factored in determining federal/state financial aid eligibility after high school graduation. Therefore, permission must be granted by the student's home high school prior to the student's taking the dual credit course to earn both a unit for high school credit and college credit.

**Students need to understand that performance in dual enrollment courses can help or hurt their ability to receive financial aid (grants, scholarships, and loans) once they are a regular college student after high school graduation.**

Dual enrollment credits are transferrable to South Carolina's Public Higher Education Institutions at a 6.0 weighting. For example, if a student receives a final numeric grade of 92 in a dual credit course, the final numerical average would be transcribed on the high school transcript **as a 92 with a 6.0 weighting and calculated** to the high school GPA quality points associated with that numerical average. (Guidelines: South Carolina Uniform Grading Policy).

- Dual enrollment courses must have a correlating high school course code approved through the South Carolina Department of Education and denoted in the SC Activity Coding Manual.

- If a student takes a college course on their own time and at their own expense, the college courses **will not** be transcribed onto to the high school transcript.
- If a student does not follow BSCD procedures, the student will be responsible for costs of the tuition, fees and books.
- **Students who wish to participate in dual enrollment are required to follow the BSCD academic calendar AND the calendar/syllabus of the college.**

**Eligible students who wish to participate must follow these steps:**

1. Discuss with parent or guardian and meet with a high school counselor to see if dual enrollment course(s) will benefit the students' long-range academic plans through the Individual Graduation Plan (IGP) process.
2. Meet eligibility requirements for the course(s) in which they wish to enroll.
3. After meeting ALL qualifications, the student must complete the BSCD Dual Enrollment Pre-Registration Student and Parent Agreement. The school counselor will review, sign and request principal review and approval.
4. Once meeting all the pre-requisites for the BSCD Dual Enrollment program, the student will complete the Online Application under the supervision of the school counselor. (Appendix B: *Dual Enrollment Agreement- FAFSA-Waiver Form*) and (Appendix C: *FERPA* form for Dual Enrollment)
5. Students are not authorized to register for courses without the guidance of the school counselors and assistance of the college admission advisor.
6. If a student enrolls in a dual enrollment course which is offered on the campus of TCL or USCB, the student/parent will be responsible for transportation. BSCD will not be responsible for transportation. Additionally, the student and parent must complete the Student Driver Parental Permission Form (Appendix D). A copy will be given to the student/parent and a copy will be placed in the student's record (A9).

**Approved delivery formats for the Dual Enrollment Program for Beaufort County School District's students:**

1. **Face-to-Face** on the High School Campus
2. **Face-to-Face** on USCB or TCL Campuses
3. **On-line/Distance Learning** with both USCB and TCL

**What are the requirements and procedures for a BSCD student to Drop or Withdraw from a dual enrollment class?**

- The student is **required** to meet with their high school counselor before dropping or withdrawing from a course. The school counselor will also contact the parent/guardian prior to any drop or withdrawal from any course. The school principal has the authority to

withdraw a student from the Dual Enrollment program at any time based on poor academic performance, attendance and/or behavior.

- Students who swap or drop a dual enrollment course must do so prior to the authorized date for each semester. A grade of W (not WP or WF), awarded to students that drop **prior to** the published mid-term date will be interpreted and recorded on the BCSD transcript as a WP. A grade of W will be awarded to students that drop **after** the published mid-term date. The W will be interpreted and recorded on the BCSD transcript as a WF (50).
- The student/parent will be responsible for all fees for courses dropped after the swap/drop date. **If the student drops or withdraws from a class leaving only one active class, the student/parent is responsible for all tuition and fees for both classes (including textbooks) originally paid by the school district at the time of registration.**

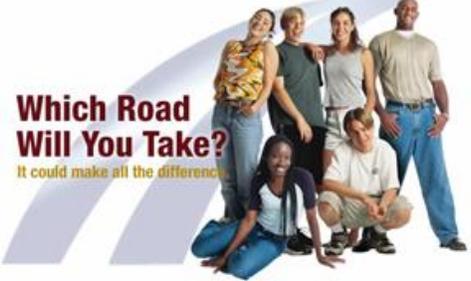
#### **What are the consequences if a student's final grade is a "D" or "F"?**

- If a student receives a final grade of D or F in a dual enrollment course, the student **will not be allowed to continue in the Dual Enrollment program for a minimum of one semester.** After one semester, the principal or designee will review the student's academic record, attendance, and discipline to determine eligibility for the student to re-enroll in the program.
- Upon receipt of the student's final grade report for the semester, the school counselor will review and notify the parents/guardian in writing that the student has been disenrolled from the program because of poor academic performance (final grade of D or F).
- The school counselor will notify the dual enrollment coordinator at the Technical College of the Lowcountry and/or the University of South Carolina Beaufort when a student has been disenrolled from the program.
- If a student is approved to re-enroll in the program, he/she will only be allowed to enroll in only two courses.

Career & Technical Education (CTE)

**EARN TECHNICAL CAREERS CERTIFICATES!**

CTE DUAL ENROLLMENT COLLEGE PROGRAMS 2023-2024

HIGH SCHOOL		TECHNICAL COLLEGE
Career & Technical Courses Industry Certifications Soft Skills Training Internships Youth On-the-Job Training Youth Apprenticeships Articulated Courses		Dual Enrollment Courses Industry Credentials Degree Seeking towards: Certificates 1-year diploma 2-year associates College Transfer Courses

The Beaufort County School District and the Technical College of the Lowcountry offer dual enrollment opportunities for high school students who desire training in one of the specialized technical career programs. Career & Technical Education (CTE) Careers Certificates can provide students with the opportunity to enter the workforce in fewer than two years. **This alignment between high school and the technical college career pathways also allows students opportunities to earn stackable credentials such as certificates, diplomas, and associate degrees.**

Dual Enrollment courses are college courses taken during high school for which a student receives both high school and college credit. Students must meet all college enrollment requirements and take only courses approved by the school district. There are two dual enrollment options (College Transfer) and (Technical Careers Certificates) for BCSD students. Based on eligibility, the Beaufort County School District can pay for tuition & books for approved courses. Additional scholarships may also be available for designated TCL technical related courses.

BCSD and TCL will require students to meet certain prerequisites before beginning a program of study. Students and parents should review the technical careers certificate options and **discuss with their school counselor and Career Development Facilitator** to determine which option best meets their needs. <https://www.tcl.edu/ecco-college-credit/>

Three convenient locations (BFT=921 Ribaut Road Beaufort, SC 29901); NR=(New River Campus 100 Community College Drive Bluffton, SC 29909); and TCL’s Culinary Institute located in Bluffton’s Buckwalter Place. <https://www.tcl.edu/culinary-institute/>

**IN-PERSON AND ONLINE COURSES AVAILABLE**

<b>South Carolina High School Career Clusters</b> <b>(If you are interested in the following career clusters...)</b>	<b>TCL Programs of Study – Approved Certificates *</b> <b>(Then consider enrolling in one or more these certificate pathways...)</b>
Architecture & Construction	Building Construction Technician (27 credit hours) Designing HVAC Systems (24 credit hours) Plumbing (22 credit hours) Residential Electrician (21 credit hours)
Business Management & Administration	Entrepreneurship/Small Business (24 credit hours) Office Applications for Business & Industry (21 credit hours) Logistics & Supply Chain Management (18 credit hours)
Business Finance	Accounting (21 credit hours)
Health Sciences	Medical Office Assistant (25 credit hours)
Hospitality & Tourism	Restaurant Cook Skills: Culinary (24 credit hours) Hospitality & Tourism Management: (24 credit hours)
Human Services	Early Childhood Development (27 credit hours)
Information Technology	A+ Computer Servicing (19 credit hours) Programming (21 credit hours) Webmaster (21 credit hours) Cyber Security (24 credit hours)
Law, Public Safety, Corrections, & Security	Criminal Justice & Law (18 credit hours)

***\*Subject to Change Based on TCL Course Availability. **TCL offers additional certificates.** Please check with your school counselor or Career Development Facilitator for a complete list of dual enrollment courses per certificate or visit TCL’s website:***

<https://www.tcl.edu/programs/>

South Carolina Commission on Higher Education  
 Approved Dual Enrollment Course List Revised 1-11-17  
 Statewide Articulation Agreement: 86 Courses that Transfer Among and Between the  
 Public Colleges and Universities in South Carolina

**The courses below are approved for Beaufort County School District's Dual Enrollment offered at TCL. For additional courses not listed, see your school counselor.**

<b>Universally Transferable Course</b>	<b>Credit</b>	<b>Universally Transferable Course</b>	<b>Credit</b>
ACC 101 - Accounting Principles I	3	HIS 102 - Western Civilization Post 1689	3
ACC 102 - Accounting Principles II	3	HIS 201 - Am. History Discovery to 1877	3
ANT 101 - General Anthropology	3	HIS 202 - Am. History 1877 to Pres.	3
ART 101 - History and Appreciation of	3	MAT 110 - College Algebra	3
ART 105 - Film as Art	3	MAT 111 - College Trigonometry	3
AST 101 - Solar System Astronomy	4	MAT 120 - Probability and Statistics	3
AST 102 - Stellar Astronomy	4	MAT 122 - Finite College Mathematics	3
BIO 101 - Biological Science I	4	MAT 130 - Elementary Calculus	3
BIO 102 - Biological Science II	4	MAT 140 - Analytical Geo. and Calc. I	4
BIO 210 - Anatomy and Physiology I	4	MAT 141 - Analytical Geo. and Calc. II	4
BIO 211 - Anatomy and Physiology II	4	MAT 240 - Analytical Geo. and Calc. III	4
BIO 225 - Microbiology	4	MAT 242 - Differential Equations	4
CHM 110 - College Chemistry I	4	MUS 105 - Music Appreciation	3
CHM 111 - College Chemistry II	4	PHI 101 - Introduction to Philosophy	3
CHM 112 - College Chemistry II	4	PHI 105 - Introduction to Logic	3
CHM 211 - Organic Chemistry I	4	PHI 106 - Logic II Inductive Reasoning	3
CHM 212 - Organic Chemistry II	4	PHI 110 - Ethics	3
ECO 210 - Macroeconomics	3	PHI 115 - Contemporary Moral Issues	3
ECO 211 - Microeconomics	3	PHY 201 - Physics I	4
ENG 101 - English Composition I	3	PHY 202 - Physics II	4
ENG 102 - English Composition II	3	PHY 221 - University Physics I	4
ENG 201 - American Literature I	3	PHY 222 - University Physics II	4
ENG 202 - American Literature II	3	PHY 223 - University Physics III	4
ENG 203 - American Literature Survey	3	PSC 201 - American Government	3
ENG 205 - English Literature I	3	PSC 215 - State and Local Government	3
ENG 206 - English Literature II	3	PSY 201 - Introduction to Psychology	3
ENG 208 - World Literature I	3	PSY 203 - Human Growth & Development	3
ENG 209 - World Literature II	3	PSY 208 - Human Sexuality	3
ENG 214 - Fiction	3	PSY 212 - Abnormal Psychology	3
ENG 218 - Drama	3	SOC 101 - Introduction to Sociology	3
ENG 222 - Poetry	3	SOC 102 - Marriage and the Family	3
ENG 230 - Women in Literature	3	SOC 205 - Social Problems	3
ENG 236 - African American Lit	3	SOC 206 - Social Psychology	3

ENG 260 - Adv. Tech. Communication	3	SOC 210 - Juvenile Delinquency	3
FRE 101 - Elementary French I	4	SOC 220 - Sociology and the Family	3
FRE 102 - Elementary French II	4	SOC 235 - Thanatology	3
FRE 201 - Intermediate French I	3	SPA 101 - Elementary Spanish I	4
FRE 202 - Intermediate French II	3	SPA 102 - Elementary Spanish II	4
GEO 101 - Intro to Geography	3	SPA 201 - Intermediate Spanish I	3
GEO 102 - World Geography	3	SPA 202 - Intermediate Spanish II	3
GER 101 - Elementary German I	4	SPC 205 - Public Speaking	3
GER 102 - Elementary German II	4	SPC 210 - Oral Interp. of Literature	3
HIS 101 - Western Civilization to 1689	3	THE 101 - Introduction to Theatre	3



Appendix A: Admissions Checklist for Dual Enrollment Program

**Apply**

- Complete Application online at: [www.tcl.edu/apply](http://www.tcl.edu/apply) for Dual Enrollment

**Residency Declaration**

- Submit Dual Enrollment Residency Declaration.  
Form can be found at <http://www.tcl.edu/ecco-college-credit>.

**Dual Enrollment Agreement**

- Submit a Dual Enrollment Agreement with all three signatures to your School Counselor.  
Form can be found at <http://www.tcl.edu/ecco-college-credit>.

**Registration**

Once you have submitted your TCL application and submitted your Dual Enrollment Agreement form to your school counselor, your school counselor will confirm registration has been successfully completed.

**If you have any further questions, please contact:**

Sara Cain, Dual Enrollment Coordinator

843-525-8336 (Beaufort)

843-470-6038 (New River)

Email: [scain@tcl.edu](mailto:scain@tcl.edu) / [dualenrollment@tcl.edu](mailto:dualenrollment@tcl.edu)



Appendix B:

Dual Enrollment Agreement & FAFSA Waiver

To Be Completed by the Student:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ TCL Student ID: \_\_\_\_\_
High School: \_\_\_\_\_ Choose One: [ ] First Time Dual Enrollment Student [ ] Returning Dual Enrollment Student

I authorize to furnish \_\_\_\_\_ any and all information pertaining to my academic
(Name of High School)

record while I am enrolled in the Technical College of the Lowcountry as a Dual Enrollment student. I hereby release the Technical College of the Lowcountry from any liability or damage that may result from furnishing the information requested. I affirm that I understand and will abide by all other rules and regulations of the enrollment at the Technical College of the Lowcountry. I have reviewed the TCL Academic Policies and Procedures that govern participation in classes at the Technical College of the Lowcountry.

FAFSA Waiver:

I request a waiver of the submission of the Free Application for Federal Student Aid (FAFSA) as it relates to the Lottery Tuition Assistance eligibility requirement for the following reason: I am a high school student enrolled in the Dual Enrollment program. By not submitting the FAFSA, I acknowledge that:

- I will not be eligible to receive other Title IV aid, which includes the Pell Grant, Federal Supplemental Educational Opportunity Grant, Perkins Loan, Stafford Loans, federal work study and the SC Need-based Grant. Also, I will not be able to participate in other loan programs offered by the South Carolina Student Loan Corporation or other state assistance programs that require the submission of the FAFSA. Further, I understand that neither the state of South Carolina nor the institution can be held liable for any amount of federal or state funds that I forego by signing this waiver.
I do not owe a refund or repayment of a state grant, Pell Grant, or Supplemental Education Opportunity Grant, and I am not in default on a loan under the Federal Perkins Loan, Federal Stafford Loan, William D. Ford Federal Loan, or any state loans. I understand that the institution will verify this.
(Male Students Only): I have registered with the Selective Service or I have been exempted from this requirement according to federal law. I understand that students who fail to register with the Selective Service (or fail to be exempt from that requirement) are not eligible to receive Lottery Tuition Assistance.
The provided information is correct and if any of the information is false, I understand participation in the Lottery Tuition Assistance Program will be cancelled and reimbursement of Lottery Tuition Assistance funds will be required. Further, I understand that if I have attempted to obtain, (or have obtained Lottery Tuition Assistance through means of a willfully false statement or failure to reveal any material fact, condition, or circumstance affecting eligibility), I can be subject to the college/university's code of student conduct and applicable civil or criminal penalties.
In order to receive Lottery Tuition assistance, you must be a U.S. citizen or a permanent resident that meets the definition of an eligible non-citizen. Students that are considered to have "legal presence" under the "Deferred Action for Childhood Arrivals" also known as DACA, do not qualify for Lottery tuition assistance funds.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Be Completed by the Parent/Guardian:

I hereby grant approval for my dependent \_\_\_\_\_ to enroll in Technical College of the Lowcountry courses as a Dual Enrollment student while still enrolled in high school. I accept responsibility for personal matters such as transportation, insurance coverage, and financial arrangements. I acknowledge that I understand TCL's refund policies and I will be held responsible for payment of tuition and fees incurred as a result of withdrawal.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

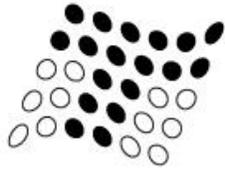
To Be Completed by the High School Guidance Counselor:

\_\_\_\_\_ has the approval of our high school to enroll Dual Enrollment courses.

(First Name) (Last Name)

HS Guidance Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Statement of Non-Discrimination: The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.



**TECHNICAL COLLEGE  
OF THE LOWCOUNTRY**

### Appendix C: Student Information Release Authorization

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the Technical College of the Lowcountry must obtain written consent from a student before releasing any educational or financial information regarding that student to a third party. Such a written request must be signed and dated by the student, specify the type of information to be released, state the purpose of the release, and identify the party to whom the information may be released.

Student Name (Print) \_\_\_\_\_

Student ID Number \_\_\_\_\_

**Information to be Released:** (Check all that Apply *or* Check All the Above. If information to be released is not included in the list below, please indicate under Other)

Financial Aid Information

Veteran's Benefits Information

Billing Information

In School Deferment Information

All the Above

Other: \_\_\_\_\_

Enrollment Status

Course Registration Information

Grades/GPA, academic progress, attendance

Transcripts

Placement Test Scores/Testing Information

*I authorize the Technical College of the Lowcountry to release the indicated information to the person/agency specified below:*

\_\_\_\_\_  
Name of Person or Agency

\_\_\_\_\_  
Relation to Student (If Applicable)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

**Purpose of the Release of Information:** (Please State Reason for Release of Information)

***This release will remain in effect until the requestor cancels it in writing at the Registrars' office.***

I wish to release the information as described above.

\_\_\_\_\_  
Student Signature/Date

I wish to cancel the above release authorization

\_\_\_\_\_  
Student Signature/Date

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability or political affiliation or belief.

*Student Records Office Use Only.*

Receipt    Date \_\_\_\_\_    Staff Signature \_\_\_\_\_



**Appendix D:**

**DEPENDENT RESIDENCY FORM**

The purpose of this form is to provide residency information that was not completed on the Application for Admission. If your residency classification has been determined as out-of-state due to less than 12 months residency in South Carolina on all documentation or if you are a continuing student, complete the Dependent Residency Reclassification Application or contact the Residency Coordinator at [residency@tcl.edu](mailto:residency@tcl.edu).

Additional information about residency requirements, based on SC Statute 59-112-100, may be found online at [www.che.sc.gov](http://www.che.sc.gov).

*A "dependent person" is defined as one whose predominant source of income or support is from payments from a parent/spouse/guardian who claims the dependent person on his/her Federal income tax returns. Your residency claim will be based upon that person's information.*

STUDENTS HAVE ONE ATTEMPT TO COMPLETE THIS FORM ENTIRELY. INCOMPLETE INFORMATION WILL BE ASSESSED AS OUT-OF-STATE.

**STUDENT/APPLICANT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Term applying for: \_\_\_\_\_  
\_\_\_\_\_ Student ID No: \_\_\_\_\_ Date  
of Birth (mm/dd/yy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you licensed to drive?  Yes  No If no, do you have a State Issued Identification Card?

Yes  No State: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
 Renewed  Transferred from another state  First

Issued With whom do you reside?  Self  Both Parents  Father  Mother  Spouse

Other \_\_\_\_\_

Who claims you for Federal income tax purposes?  Self  Both Parents  Father  Mother  Spouse  Other

Parents/Guardian Marital Status:  Single/Never Married  Married  Divorced/Separated  Widowed  Re-Married  
 N/A

If parents are divorced or separated, who is the custodial parent?  Father  Mother  Joint Custody  N/A

What is your citizenship status?  US Citizen  Permanent Resident  Other – Specify: \_\_\_\_\_  
(Provide copy of card) (Additional information may be needed)

**PARENT(S), SPOUSE, OR LEGAL GUARDIAN INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship: \_ Does

this person reside in South Carolina?  Yes  No If yes, date present stay began: \_\_\_\_/\_\_\_\_/\_\_\_\_

Does this person reside in Beaufort/Jasper/Hampton/Colleton County?  Yes  No If yes, date present stay began \_\_\_\_/\_\_\_\_/\_\_\_\_

What is his/her address? (Street, City, State, Zip Code):  
\_\_\_\_\_

Is this person licensed to drive?  Yes  No If no, does this person have a State Issued Identification Card?  Yes  No

State: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Renewed  Transferred from another state  First Issued

Does this person have a vehicle registered in his/her name?  Yes  No

State: \_\_\_\_\_ Issue Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  Renewed  Transferred from another state  New Purchase

If your parent/spouse/guardian relocated to South Carolina, what was the previous state of residence?

---

What is this person's employment status?  Full-Time  Part-Time  Unemployed  Retired  Disabled

Employer Name: \_\_\_\_\_ Date of Hire: \_\_\_\_/\_\_\_\_/\_\_\_\_

What is this person's citizenship status?  US Citizen  Permanent Resident  Other – Specify:

---

(Provide copy of card)

(Additional information may be needed)

### APPLICANT CERTIFICATION

I hereby certify that all responses on this application are true and accurate. I understand that any misrepresentation of residency information may result in the payment of non-resident tuition, withdrawal from the college, or other disciplinary action.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.*

**PO Box 1288 Beaufort, SC 29901 • (PH) 843-525-8207 • residency@tcl.edu •  
www.tcl.edu/residency**

## STUDENT AND PARENT AGREEMENT

The BCSD Dual Enrollment program is open to students in the BCSD who meet the admission/ eligibility criteria and agree to the BCSD guidelines and terms of agreement upon enrollment as outlined below.

Students may enroll in college courses and earn units of credit toward their high school diplomas through cooperative Dual Enrollment agreements with the Technical College of the Lowcountry (TCL) and the University of South Carolina Beaufort (USCB). These agreements provide that three-semester hour college courses transfer as one unit of credit.

**A. To be eligible to enroll in TCL's academic, college transfer, dual enrollment/credit courses, students must meet all criteria listed below:**

2. Maintain a minimum 3.0 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript in compliance with S.C. Commission of Higher Education transfer requirements into academic programs.
3. An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.
4. **Eligibility will be based on multiple measures:**

**English 1** must be completed with a B average or higher.

Students currently taking English 1 must provide a grade report reflecting a grade of B or above.

**Algebra 2** must be completed with a B average or higher. *(NOTE: ALG2 only required for mathematics or physical science courses)*

5. Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry to include TCL instructor approval for 9<sup>th</sup> grade applicants. *NOTE: BCSD freshmen students must meet the 93 percentile PSAT requirement in order to participate, per district guidelines.*
6. Be recommended by the school counselor and approved by the high school principal.
7. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

**C. Technical College of the Lowcountry (TCL): Career & Technical Education (CTE) Certificate Dual Enrollment Program**

1. Students admitted to TCL's technical certificate program will be enrolled in one or more BCSD high school Career & Technical related pathways.
2. An online application for admission and high school transcript shall be submitted to the post-secondary institution in compliance with the BCSD registration deadline.
3. Be enrolled as a BCSD high school student. Eligible students in grades 9-12 may enroll with the Technical College of the Lowcountry to include TCL instructor approval for 9<sup>th</sup> grade applicants.

7. Students shall hold a minimum GPA of 2.5 grade point average (unweighted on a 4.0 scale) based on the previous semester and indicated on the most current school transcript. If TCL technical certificate courses are also listed under college transfer courses, then students must take a placement test to meet pre-requisites.
8. Be recommended by the school counselor and approved by the high school principal.
9. Receive consent of the student's parent/legal guardian to participate in the BCSD Dual Enrollment Program.

**If students do not meet the eligibility criteria for their preferred Dual Enrollment Track (college transfer or Career & Technical), students must complete the following steps:**

**Meet with their school counselor and determine if Dual Enrollment is a possibility.**

**After obtaining school counselor approval, students must either:**

**Provide a Letter of Recommendation from a current or former teacher OR**

**Complete the Accuplacer Placement Test**

**Please select the appropriate program:**

- Technical College of the Lowcountry - TCL
- University of South Carolina- Bluffton - USCB

### **BCSD Guidelines and Terms of Agreement**

BCSD students who qualify and participate in the Dual Enrollment Program will do so with the full understanding of the expectations and requirements of "Dual Enrollment" opportunity, both financially and academically, by agreeing to the following:

1. The student and parent/guardian will be responsible for all fees charged beyond the initial fees paid by the Beaufort County School District at the time of the registration.
  - a. If a student desires to **retake** any course regardless of the grade, it will be at the student and parent expense.
  - b. Prior to withdrawing from a course, the student must meet with their school counselor. Students who swap or drop a dual enrollment course at TCL or USCB must do so **prior** to the midterm date for each semester. After meeting with the school counselor, the student will email the instructor and copy the school counselor. The student/parent will be responsible for all tuition and fees for courses dropped after the swap/drop date.
  - c. The student is responsible for maintaining active enrollment in at least **two** TCL courses per semester to maintain "lottery" and "dual fee waiver" eligibility.
  - d. If the student drops or withdraws from a class leaving only **one** active class, the student/parent is responsible for all tuition and fees for **both** classes (including textbooks) that were originally paid by the school district at the time of registration. Any new fees generated by a reversal of SC Lottery funds caused by the drop or withdrawal, is the student/parent responsibility.
2. Textbooks and other required school supplies will be provided by the Beaufort County School District at no charge. If the student does not return the textbook at the end of the course or chooses to keep the

book, the student will be charged the full cost of a new replacement textbook. The student is also required to repay textbook fees if the course is dropped, and the textbook is not returned.

3. Grading: students who drop a dual enrollment course should do so prior to the published date of each semester's mid-term. A grade of W (not WP or WF), awarded to students that drop **prior to the published mid-term date** will be interpreted and recorded on the BCSD transcript as a WP. A grade of W, awarded to students that drop **after** the published mid-term date, will be interpreted and recorded on the BCSD transcript as a WF (50).
4. By entering the Dual Enrollment Program, students understand and agree that **all** course grades will be posted both on their high school transcript and their college transcript. **This includes failing grades, or any grades given under a W, WP, WF, or I designation.** Grades will be entered on their high school transcript noting that they are part of dual enrollment and will receive **"IB/AP/Cambridge"** weight in GPA calculation.
5. If a student receives a final grade of D or F in a dual enrollment course, the student **will not be allowed to continue in the Dual Enrollment program for a minimum of one semester.** After one semester, the principal or designee will review the student's academic record, attendance, and discipline to determine eligibility for the student to re-enroll in the program. Upon receipt of the student's final grade report for the semester, the school counselor will review and notify the parents/guardian in writing that the student has been disenrolled from the program because of poor academic performance (final grade of D or F). The school counselor will notify the dual enrollment coordinator at the Technical College of the Lowcountry and/or the University of South Carolina Beaufort when a student has been disenrolled from the program. If a student is approved to re-enroll in the program, he/she will only be allowed to enroll in only two courses.
6. The legal parent/guardian of the Dual Enrollment student is **NOT** allowed any information or notification concerning tardiness or absences from college classes due to Federal and State of South Carolina Family Education Right to Privacy Act (FERPA) laws unless a Waiver Form has been signed by the student granting the parents access to his/her records. Dual Enrollment students are treated and have the same high expectations as any other college student on the TCL or the USCB Campus.

By signing, I acknowledge that I have read the Dual Enrollment handbook, fully understand and agree to the terms of participation in the Dual Enrollment Program as outlined above:

Student's Signature _____	Date _____
Parent/Guardian's Signature _____	Date _____
School Counselor's Signature _____	Date _____
Principal's Signature _____	Date _____

Include a signed copy of this agreement to:

Student/Parent

Student's A9

Appendix F:

Beaufort County School District  
Dual Enrollment Program  
**Student Driver Parental Permission Form for Dual Enrollment Courses**

TO BE COMPLETED BY THE HIGH SCHOOL DUAL ENROLLMENT COORDINATOR

Semester: \_\_\_\_\_ College/University: TCL or USCB  
Depart Time: \_\_\_\_\_  
Return Time: \_\_\_\_\_  
Drop off/Pick-Up: \_\_\_\_\_  
Destination address: \_\_\_\_\_  
TCL/USCB Dual Enrollment Coordinator: \_\_\_\_\_  
TCL/USCB Dual Enrollment Coordinator's Phone # (s): \_\_\_\_\_

TO BE COMPLETED BY THE STUDENT/PARENT(S) OR GUARDIAN:

Student Driver Information

Student Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Dual Credit Course(s): \_\_\_\_\_

Dual Credit Course(s): \_\_\_\_\_

Dual Credit Course(s): \_\_\_\_\_

Driver License#: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Dual Enrollment Coordinator's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Home Address: \_\_\_\_\_

Student's Home & Cell Phone#: \_\_\_\_\_

Parent/Guardian Emergency Contact Name: \_\_\_\_\_

Parent/Guardian Phone#: \_\_\_\_\_

Student's Vehicle Information

Year: \_\_\_\_\_ Color: \_\_\_\_\_ Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

BACKGROUND

My child, \_\_\_\_\_, has permission to drive to the \_\_\_\_\_ (TCL or USCB) to take dual enrollment classes during \_\_\_\_\_ (semester) for the following period \_\_\_\_\_ until \_\_\_\_\_. I understand that this activity involves travel to and from the following site(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

CONDUCT DURING ACTIVITY & EMERGENCY MEDICAL TREATMENT

I understand that my child’s participation in the Dual Enrollment Program is a privilege and not a right. I acknowledge that I have spoken with my child about complying with the specific rules and requirements established for the Dual Enrollment Program, all Beaufort County School District (“District”) policies and procedures, the rules of conduct set forth in the District Student Code of Conduct, and state and federal regulations and laws. I understand that all District rules and policies apply to my child while enrolled in dual enrollment courses taken on the campus of \_\_\_\_\_ (TCL or USCB). I also understand that my child may receive emergency medical treatment in case of injury or illness.

TRANSPORTATION PERMISSION AND WAIVER

I understand the District’s insurance does not cover damages arising from, or related to, the operation of any private vehicle, failure to follow the directed driving route or any personal negligence related to this activity. Any damages/harm resulting from a parent/guardian/or student driver, including but not limited to property damage, personal injury, and/or death, arising from the operation of a motor vehicle in relation to the above listed activity, is hereby waived.

SIGNATURES

I confirm that I have carefully read this CONSENT AND RELEASE and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the student listed above.

I have signed this CONSENT AND RELEASE this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student’s Parent or Legal Guardian

\_\_\_\_\_  
Date



Appendix H:

## Eligibility for Dual Enrollment Program with USCB

To enroll in the Dual Enrollment Program, a student must have one of the following **test scores** and an unweighted 3.0 grade point average unweighted (on a 4.0 scale) based on the previous semester and as noted on the most current transcript to be considered for acceptance into the Dual Enrollment Program.

A New SAT score of at least **880** on the Evidence-Based Reading and Writing (ERW) combined with the Math section for tests **taken March 2016 and later**. This combined score of 880 is equivalent to the 800 combined score on the tests taken before March 2016.

OR

A minimum of **17** Composite score on the **ACT**.



## Appendix I: Important Dual Enrollment Information

### Deadlines

- Deadlines will be created for each upcoming semester for the application, supplemental documentation and registration.

### Admissions Application

- *Online Application:* The student will need to fill out an online application with the guidance and support of their School Counselor. Please see the instructions for detailed information in filling out the online application. No paper applications will be accepted. Please use the Application Fee Waiver code: USCBDE to avoid paying the \$40 application fee. <https://admissions.uscb.edu/apply/index.html>
- *Dual Enrollment Permission Letter:* The student must have a permission letter from the counselor and principal of the high school on file, which shares that the student is prepared and ready for college-level classes. This letter should be sent by the high school counselor to [admissions@uscb.edu](mailto:admissions@uscb.edu).
- *High School Transcript:* Your School Counselor will send this document to USCB.
- *Standardized Test Scores:* Your School Counselor will see this or direct you to send them from your test provider. Please send test scores to [admissions@uscb.edu](mailto:admissions@uscb.edu) with your first/last name and date of birth.
- *Pre – Registration Information Form* Locate in your Fins Up Portal and includes Citizenship & Immunization Requirements. For questions about these requirements contact [admissions@uscb.edu](mailto:admissions@uscb.edu).

### Registration Information

A list of general course offerings will be shared with students

- Students are registered for classes by USCB professional Academic Advisors
- USCB and BCSD determine a list of approved courses prior to registration

### Orientation Information

- All new Dual Enrollment students are expected to take part in an orientation session prior to the start of the semester. More information will be shared with accepted students.

### USCB Contact

Nancy Reading, Associate Director of Admissions for Recruitment [admissions@uscb.edu](mailto:admissions@uscb.edu) or 843.208.8055

Appendix J:

Dual Enrollment Checklist

**Step One: Apply to USCB**

- Apply Online: <https://finsup.uscb.edu/register/apply>



(click apply now)

- Term:
  - Fall (August – December)
  - Spring (January – May)
  - Summer (May – July)
- Application Type: High School Concurrent (Dual Enrollment)
- Intended Major: Non-Degree
- Use Application Fee Waiver Code: USCBDE

**Step Two: Submit Required Documents**

- High School Transcript (Submitted by High School)
  - 3.0 unweighted GPA
- SAT or ACT scores (Submitted by High School or sent directly from the test provider)
- Permission Letter from High School Counselor or Principal (Submitted by High School)
- Pre – Registration Information (Submitted by Student) – Submitted by the student in Fins Up Portal
  - Includes proof of citizenship or legal status
  - Immunization Record
- Measles, Mumps, and Rubella (MMR) 2 doses
- Meningitis (Menactra, Menveo, or MCV4)
  - Can be declined with the Meningitis waiver included in the form
- Monitor the Email you used to apply for admission application updates and the admission decision to proceed to the next step

**Step Three: Next Steps after Admission**

- Meet with your school counselor to discuss course options
- Complete a Dual Enrollment Course Preference Form ○ Submitted by the student in the Fins Up Portal
- Set Up Campus Technology - [Account Setup and Help](#) ○ Claim your VIP ID ○ Log in to your USCB Email
  - Log in to Blackboard
- Meet with a USCB academic advisor and register for classes
- Attend Dual Enrollment Orientation
- Order books from the bookstore (Use Beaufort Sponsorship for Payment) • Prepare for the First Day of Class



Appendix K:

## Things to Consider:

- Dual Enrollment coursework counts toward continuing eligibility for SC Life Scholarship
- Dual Enrollment is intended to supplement a student's core curriculum from their high school
- Dual Enrollment students are enrolled in courses with traditional college students
- Course Availability is not guaranteed
  - Students should consider all general education courses as options
  - Submit AP or IB scores to ensure duplicate coursework is not completed
- Do some research about the requirements for your future college plans
  - University Bulletin/College Catalog
  - [www.sctrac.org](http://www.sctrac.org)
  - Transfer policies
- Utilize this experience as exposure to university expectations