

Dual Enrollment Student Handbook

2023-2024 School Year





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NFC Office of Dual Enrollment

NFC Main Campus - Building 6

850-973-1628 | dualenrollment@nfc.edu

About Dual Enrollment

Dual enrollment allows qualified public, private, and home education students an opportunity to participate in an academic acceleration program. Students pursue an advanced curriculum by enrolling in college courses that earn both high school and college credit, simultaneously.

Benefits of Dual Enrollment

- Dual enrolled students are exempt from college tuition and fees.
- Shortens the time it takes to earn a college degree.
- Allows a head start on college career.
- Enhance a university admission application or resume.
- Credits are fully transferable to any Florida public college or university offering the Statewide Course Numbering System. <u>Dual Enrollment Transfer Guarantees</u>



NFC Dual Enrollment Program

North Florida College offers options for dual enrollment students.

Dual Enrollment:

- College Credit Dual Enrollment: Students enroll part-time up to 11 credit hours per term.
- Career Dual Enrollment: Students enroll part-time up to 330 clock hours per term toward certifications.

Early Admission:

- College Credit Early Admission: Students enroll full-time taking a minimum of 12 and maximum of 15 credit hours per term.
- Career Early Admission: Students enroll full-time (330+) clock hours per term toward certifications.

Early College:

Allows students to enroll in a structured high school acceleration program as a cohort.
 Students earn an associate degree upon completing four years of high school. The
 Sentinel Scholars Collegiate Academy (Early College) is offered to students at specific
 high schools. The program is limited acceptance and students must meet specific
 criteria to be eligible.

Dual Enrollment Eligibility

Initial Eligiblity

- Be enrolled in 6th-12th grade in a Florida public, charter, private, or home education.
- Have a minimum unweighted high school GPA of 3.0 for college credit courses or 2.0 for Career and Workforce Education Programs.
- For college credit courses, achieve a minimum score on a common placement test.

Т	EST	PERT	SAT	ACT	Next-Generation ACCUPLACER	
					Through July 2022	Since August 2022
READING		106	24	19	245	256
WRITING	G/ENGLISH	103	25	17	245	253
	MAT 1033			19		
	MGF 1106	114	24		242	261
	MGF 1107				(QAS)	(QAS)
MATH	STA 2023					
	NAAC 110F	122	26.5	21	TBD	263
	MAC 1105 123	20.5	21	טפו	(AAF)	

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation and Rule 6A-10.064 College Credit Dual Enrollment.

Continued Eligibility

- Maintain a cumulative college GPA of 2.0.
- Maintain an unweighted high school GPA of 3.0 for college credit courses or a 2.0 for Career and Workforce Education Programs.
- Cannot be scheduled to graduate high school prior to the completion of any dual enrollment course.
- Students must not be over age 19 by the first day of the fall term to participate in dual enrollment for that academic year.

Each school may have additional eligiblity requirements. See your high school guidance counselor.

Getting Started

Steps to Begin Dual EnrollIment

- 1. Students meet with the high school guidance counselor to determine dual enrollment eligibility. Home education students and parents should contact the NFC Office of Dual Enrollment.
- 2. Students complete the NFC Dual Enrollment application. The application requires parent approval.
- 3. The dual enrollment application must be approved by the student's high school.

 Fall Term deadline is August 1 Spring Term deadline is December 1
- 4. The NFC Office of Dual Enrollment will email each student an official acceptance letter that includes the next steps.

Registering for Dual Enrollment Courses at NFC

Students should discuss college course selection with their guidance counselor to ensure all high school requirements are met.

1. Registration: Students meet with the high school guidance counselor or Home Education Official to choose appropriate college courses and complete the NFC Dual Enrollment Registration Request Form. Forms must be submitted to the NFC Office of Dual Enrollment by the published registration dates for each term. Students are registered for courses that are available following NFC registration policies.

NFC Schedule of Courses

NFC Academic Calendar

2. Confirm Registration: Students should confirm registration by logging into their MyNFC account and viewing their current registration in Banner.

MyNFC > Select Student > Registration Status > Student Detail Schedule > Select Term

3. Textbooks:

Fall and Spring Terms:

Public and charter high school students are provided textbooks by their high schools. Students should see their high school for textbook information. Private school students and Home Education students are provided textbooks by NFC. Students will receive information about textbooks through their official NFC email.

Summer Term:

NFC will provide textbooks for all students in the Summer Term. Students will receive information about textbooks through their official NFC email.

Students should confirm registration by logging into the <u>MyNFC</u> account and viewing their current registered courses in Banner.

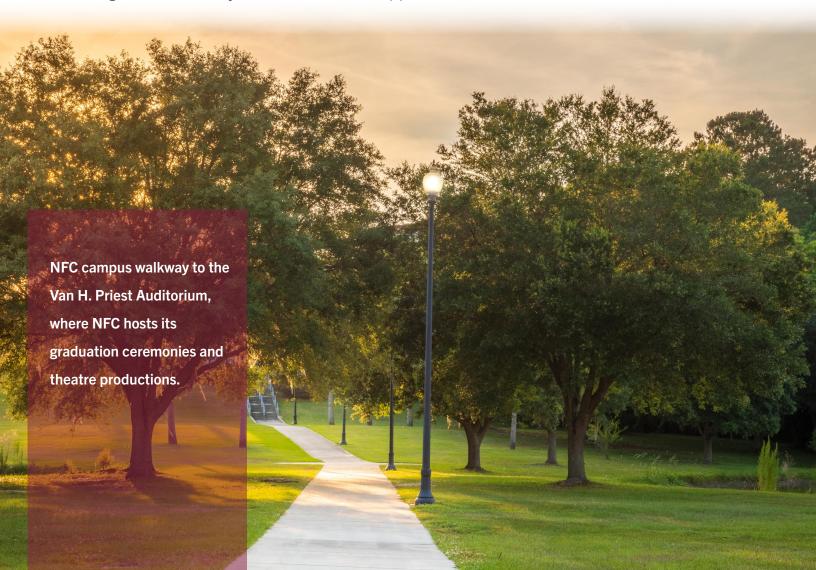
Getting Started, cont.

Accessing Courses and NFC Email

Students access courses and NFC email at MyNFC.

Courses are located in the D2L learning platform. Student should check their D2L course content regularly. Download the <u>Brightspace Pulse Mobile App</u> to stay connected on the go. <u>D2L Help</u>

Each student is provided an official NFC email account. This should be checked daily for messages. Students will use this email to communicate with their instructors and the college. Students may also use the <u>Gmail app</u>.



Course Options for Dual Enrollment at NFC

Students have several options when registering for courses at NFC.

- In Person courses meet in person at specified days, times, and locations. This is the traditional method of classroom instruction.
- Online courses are conducted asynchronous online via the learning platform, D2L.
 There is no set time to attend, and the course has a start and end date. Students interact with classmates and instructor via online discussion boards, assignments, or group projects.
- Hybrid a combination of in person and online instructions. Students and instructors meet in person for a portion of the required course time. The remaining course time is asynchronous online via the learning platform, D2L.
- HyFlex allows for flexible participation. Students may choose to attend face-to-face synchronous class sessions in person or virtually. Student attendance, either face-toface or virtually, is required on the scheduled course days and times.
- Synchronous class/lecture is delivered via live video at a specific time each week.
- Asynchronous coursework is delivered through the online learning platform, D2L, and made available on demand.
- Varied Course length options include 16-week and 8-week courses. 8-week courses include the full 16-week course content. Students should be prepared for the work load an 8-week course requires.

Course Locations

 Courses are offered on the main NFC campus in Madison, at the Live Oak Location, at the Perry Location, and online. Select courses are available for dual enrolled students at specific high school locations.

Students should note course location, start/stop dates, and delivery method before registering.

Dual Enrollment Success Stories

Dual Enrollment Student of the Month

Student of

the Month

OCTOBER 2022

"NFC is allowing me to graduate high school with my A.A. and giving me the opportunity to continue to grow as a leader in the areas that will prepare me for life."

— TJ WATTS

James Madison Preparatory High School

www.nfc.edu/getting-started/admissions/dual-enrollment

NFC DUAL ENROLLMENT

Student of the Month

MAY 2023

"I wanted to be able to get a head start on my life, and I am thankful I was able to do so

LEIA STEELE

Hamilton County High School



www.nfc.edu/getting-started/admissions/dual-enrollment

DUAL ENROLLED SENTINELS

447

NFC SENTINELS
DUAL ENROLLED
IN HIGH SCHOOL
AND NFC COURSES
DURING 2022-2023

DUAL ENROLLED SENTINELS

5,552 CREDIT HOURS

TOTAL NUMBER
OF CREDIT HOURS
DUAL ENROLLED
STUDENTS ARE
TAKING AT NFC
2022-2023

3.4
AVERAGED GPA

DUAL ENROLLED SENTINELS BOASTED A 3.4 AVERAGED GPA 2022-2023

NFC DUAL ENROLLMENT

Student of the Month

MARCH 2023

NFC is allowing me to dual enroll with multiple courses to reach my goal of graduating with my AA.

— WILLIAM FOSTER

Corinth Christian Academy-Hamilton County

www.nfc.edu/getting-started/admissions/dual-enrollment

NFC DUAL ENROLLMENT

Student of the Month

APRIL 2023

"Thanks to NFC, I have spent the last two years studying so that I can graduate high school with an AA under my belt!"

___ MARGARET BOYD

-Jefferson County Home School



Academic

Academic Performance

- Dual enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
- While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in high school courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
- Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.
- The Early Alert system is designed to identify and provide support to students who are having difficulty with their coursework. Early Alerts are sent to students twice each fall and spring term.



High School vs. College Courses

High School	College
Students usually given a schedule.	Students choose courses based on needs and field of study.
Class attendance is usually mandatory.	Attendance policies may vary with each instructor.
Teachers grade and check homework.	Instructors assume students are completing assigned work.
Teachers may remind students of due dates and assignments.	Expect students to keep up with all due dates and assignments by reading and following the syllabus.
Teachers may approach students to offer extra help.	Students should contact instructors for assistance and visit during office hours.
Students are usually given small, frequent tests and the tested information is provided.	Tests usually cover large amounts of material. Instructors expect students to think independently and apply knowledge.
Some study time outside of class.	Generally, students need to study 2-3 hours outside of class each week per credit hour.
Teachers may allow make-up tests and work.	Make-up tests are seldom an option and may not be available.
May offer extra credit.	Generally, extra credit options are not used to raise a grade.
One poor test grade may not adversely affect overall grade.	One low test grade could count as a substantial part of final grade. Contact the instructor, academic advisor, and Academic Support Center for help.
Schools identify students with disabilities and provide specially designed services. Progress is monitored and communicated to the parent(s) and student.	Student is responsible for revealing and providing current documentation of disability to receive reasonable accommodations.

NFC Programs of Study for Dual Enrollment

Dual Enrollment Eligible Degrees and Certificates

Associate in Arts Degree — A.A.

Associate in Science Degree – A.S.

Accounting Technology Business Administration Criminal Justice Technology Emergency Medical Services

College Credit Certificates

Accounting Technology Management
Accounting Technology Operations
Accounting Technology Specialist
Business Management
Business Operations
Child Care Center Management Specialization
Criminal Justice Technology Specialist
Emergency Medical Technician (EMT-Basic)
Human Resources Administrator
Human Services Generalist
Preschool Specialization

Career and Workforce Certificates

Certified Production Technology
Florida CMS Correctional Basic Recruit Academy
Early Childhood Professional Certificate (ECPC)
Emergency Medical Responder
Fundamental Foodservice Skills
HVAC/R
Industrial Machinery Maintenance I
Industrial Machinery Maintenance II

Learn more about NFC: Programs of Study

Associate in Arts Degree

The Associate in Arts Degree (A.A.) is designed for students who plan to transfer to a Florida public college or university to complete a bachelor's degree program. The A.A. Degree includes 36 hours of general education and the remaining 24 hours are common prerequisite courses for the desired bachelor's program. See the NFC College Catalog or an Academic Advisor for specific requirements.

Requirements for the Associate in Arts Degree - 60 total credits

General Education – 36 total credits
Electives – 24 total credits

A.A. Degree Requirements				
Area	Credit Required			
General Education	36			
Communication	6			
Humanities	6			
Mathematics	6			
Natural Sciences	6			
Social Sciences	6			
Additional Gen. Ed.	6			
Electives	24			
Total	60			

Degree Works

All students have access to DegreeWorks within their MyNFC Portal. DegreeWorks is a planning tool to help students and advisors monitor student's progress toward degree completion. This is not a substitute for speaking with an academic advisor. DegreeWorks can also be used to perform a "what-if" analysis to determine how current coursework would apply to a different program.

NFC Programs of Study for Dual Enrollment, cont.

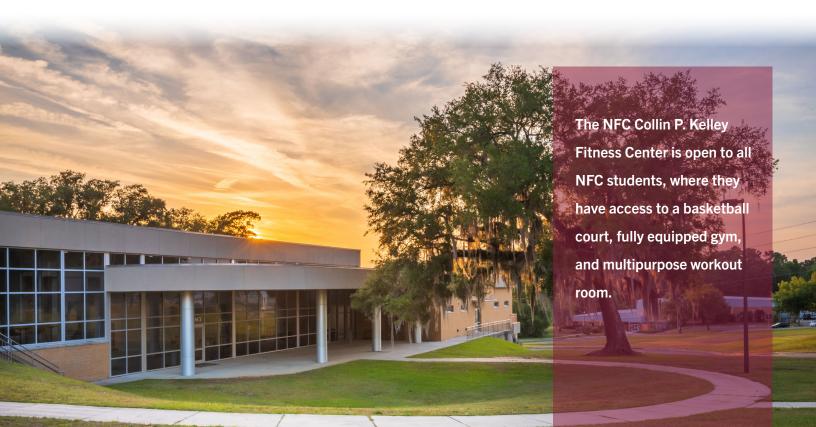
Earn College Credit with CLEP and AP Exams

CLEP

The College Board College-Level Examination Program (CLEP) can save students time and money, help students fulfill a graduation requirement or advance to a higher-level course. CLEP is a series of examinations that allow individuals to earn college credit for what they know, regardless of where they learned it. For more information or to schedule a test contact the NFC Testing Center at 850-973-9451.

Advanced Placement

Advanced Placement (AP) exams are taken after students complete the corresponding AP course in high school. Students who earn required scores on an AP exam may receive college credit for their demonstrated mastery in these college-level subject areas. Contact your high school guidance counselor for more information.



NFC Campus Resources

Student Support

Academic Success Center:

The <u>Academic Success Center (ASC)</u> is available to provide all students the help and support necessary to ensure successful completion of courses. The ASC offers free services, including peer tutoring, professional tutoring, academic coaching, workshops, study groups, test reviews, and web resources.

Advising:

Students are encouraged to speak with an <u>academic advisor</u>. Academic advisors can review progress toward a degree or certificate, discuss transfer college requirements, provide suggested prerequisite courses for majors, and much more. Appointments are available in-person, by phone, or virtually. Dual enrollment course registrations must be approved by the high school to ensure high school requirements are met.

Career & Transfer Center:

The Career & Transfer Center works with students to determine career interests, offers career assessments, creates career advising plans, hosts mock interviews, and maps out pathways for transferring to a university.

Disability Resource Center:

The <u>Disability Resource Center (DRC)</u> works with students with disabilities to provide a variety of support services to empower students, foster independence, promote achievement of career and educational goals, and assist students in discovering, developing and demonstrating their full potential. All services are provided to qualified students free of charge.

Library:

The <u>Marshall Hamilton Library</u> is available to support student learning in the classroom. Librarians are on duty to help with questions and research strategies. Access to the library's extensive collection of electronic resources is available 24 hours a day. Wireless internet is also accessible in the library and on the patio after hours. Students receive their official NFC ID badge here.

See page 26 for a list of contact information.

NFC Campus Resources, cont.

Parking

Student parking is designated by white lines. Students parking in Faculty/Staff (yellow lined) or Handicapped (blue lined) may be subject to a citation and/or towing. Please refer to the <u>College Catalog</u> for details.

Emergency Alerts

Sign up to receive <u>emergency alerts</u>. Register your cell phone and/or email address to receive alerts in the event of campus-wide emergency or closing due to inclement weather.

Student Activities

Student Center:

Each Tuesday and Wednesday, the Student Center is filled with games, events, and programs for the Social Hour. Check your NFC email each week for more information. Snack Bar is available.

Clubs:

Get involved in one of the many clubs or organizations at NFC. Choose from: Art, Astronomy, Gaming and Technology, Health Occupations Students of America, InterVarsity, Music, Phi Theta Kappa Honor Society, Sentinel Upstage Players Community Theatre, Student Government Association, and Young Engineers Club.

Collin P. Kelley Fitness Center:

Students have access to the Collin P. Kelley Fitness Center with their NFC ID badge. Students under the age of 18 must have a parent/guardian register them to use the facility.

Finish at NFC

Finish at NFC

Dual enrolled students who graduate high school are encouraged to finish their degree at NFC.

- Submit NFC Application for Admission
- **⊘** Complete the FAFSA
- Apply for NFC Foundation Scholarships
- Submit official high school transcripts after graduation
- Submit ACT or SAT scores (if needed)
- See an NFC Advisor
- Register for courses



Off-Campus Locations

Live Oak Location

Many services offered at the main campus in Madison are also available at the Live Oak Location including classes, tutoring, admissions, advising, testing, ID badges, computer access, and study areas.

The Live Oak Location is at 210 Ohio Avenue N., Live Oak, Florida 32064.

Perry Location

On July 13, 2023, NFC opened its second off-campus location in Perry, serving the residents in Jefferson, Lafayette and Taylor counties. That new location also hosts collegiate service offerings along with additional career and workforce courses, including the anticipated HVAC/R program.

The Perry Location is at 319 N. Byron Butler Parkway, Perry, Florida 32347.



Frequently Asked Questions

Q. How do I qualify for dual enrollment?

Students must be enrolled in grades 6-12 in a Florida public, charter, private, or home education program. Students must demonstrate college readiness by submitting minimum placement test scores. Students must hold an unweighted cumulative high school GPA of 3.0 to enroll in college credit course and a 2.0 to enroll in Career and Workforce Education programs. Each high school may have additional requirements or deadlines.

Q. What is the deadline to dual enroll?

New dual enrollment students must submit completed applications by December 1 to enroll in the spring term and August 1 to enroll in the fall term. Dual enrolled students register according to the official NFC registration dates each term. Each high school may have additional requirements or deadlines.

Q. How can I access my NFC course schedule each term?

Log in to MyNFC portal. Select Ellucian Banner. Select Student > Registration Status > Student Detail Schedule > Select Term.

Q. What is the difference between dropping a course and withdrawing from a course?

- Dropping a Course: The course does not appear on the college transcript. Must drop
 a course during the advertised drop period each term. Students may also be dropped
 from a course for non-attendance. Official Drop Forms must be submitted from the
 guidance counselor or home education official.
- Withdrawal from a Course: Removing a course from your schedule after the official
 drop period is over, but before the official withdrawal period ends. The course will
 remain on the official college transcript and a final grade of "W" will be reflected. This
 may affect subsequent postsecondary admission and financial aid. Dual enrolled
 students are limited to two attempts per course. Official Withdrawal Forms must be
 submitted from the guidance counselor or home education official.

Frequently Asked Questions, cont.

Q. How do I receive accommodations?

Students must request accommodations from North Florida College Disability Resource Center. Contact the NFC Disability Resource Center (DRC) at 850-973-9403. <u>Disability Resource Center</u>

Q. How long can I dual enroll?

Eligible secondary students may participate in dual enrollment at NFC for a maximum of 70 credit hours. Students must not be over age 19 by the first day of fall term to participate in dual enrollment for that academic year. Students cannot be scheduled to graduate high school prior to the completion of any dual enrollment course.

Q. What is the cost to participate in dual enrollment?

Students are exempt from the payment of registration, tuition, and lab fees. Textbooks are provied to students each term.

Q. Can I pay for extra college courses while still in high school?

Students and/or parents are not allowed to pay for college courses at NFC outside the dual enrollment program.

Q. What happens if I am placed on dual enrollment probation?

Students are placed on dual enrollment probation if they earn a D or F in a course and may not dual enroll for one term. Following the one term probation period, students may register for dual enrollment courses. Students should speak with their guidance counselor for high school specific criteria for dual enrollment probation.

Q. If I become ineligible to participate in dual enrollment, can I attend NFC after graduating from high school?

Yes! Students are encouraged to continue their college education after graduating high school. Former dual enrollment students should complete an NFC Application and submit all required documentation.

Q. Will credits from NFC transfer to other Florida colleges and universities?

Yes, your credits will be fully transferable to a Florida public college and university. If students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private or out-of-state institutions may or may not grant college credit for courses taken through dual enrollment. Dual-Enrollment Transfer Guarantees

Q. Are dual enrolled students allowed to participate in activities, events, and clubs on the NFC campus?

Yes! As the high school schedules allow, NFC encourages dual enrolled students to fully participate in student clubs, organizations, and activities. Dual enrolled students have access to all services, including the Collin P. Kelly Fitness Center, that NFC offers.

Q. Where do I find the student handbook?

The student handbook, along with other important information, is found in the <u>NFC</u> <u>College Catalog</u>. Students should refer to the catalog for information about NFC, such as college policies and procedures, degrees offered, and more.

Q. How do I get transcripts from NFC?

Official NFC transcripts can be ordered online through the National Student Clearinghouse. Some State of Florida public colleges and universities allow transcripts to be submitted at no charge via the statewide FASTER system. Call 850-973-1612 or email transcripts@nfc.edu for more information.

Unofficial NFC transcripts can be accessed for free by logging in to your MyNFC portal. Select Ellucian Banner, then select Student > Student Records > Academic Transcript.

List of Terms

Academic Advisor — provide support by exploring academic interests, review progress toward a degree or certificate, discuss transfer college requirements, provide suggested prerequisite courses for majors, and much more.

Application – required to be accepted as a student at North Florida College.

Associate in Arts Degree (A.A.) — designed for students who plan to transfer to a Florida public four-year institution as a junior to complete a bachelor's degree program.

Associate in Science Degree (A.S.) — designed to complete in two years, or less, and start a career. Credits may also be used toward a coordinating bachelor's degree if the general education prerequisites are met.

College credit — one college credit hour is approximately one hour of classroom learning plus two hours of independent work. The Associate in Arts Degree requires a minimum of 60 credit hours.

Common Placement Test – used to determine accurate course placement based on the student's skills and abilities.

Dual Enrollment — qualified students participate in an academic acceleration program where students earn both high school and college credit, simultaneously.

Dual Enrollment Probation — students who earn a grade of D or F will not be allowed to register the following term. After a one term sit out, the student may register with the approval of the high school.

Prerequisite — a course or other requirement that a student must have taken prior to enrolling in a course or specific program.

Transfer College — Florida's higher education system is designed to allow students to successfully pursue a bachelor's degree by first earning an Associate in Arts (A.A.) degree at a Florida College System institution and then transferring to a four-year institution. <u>2+2</u> Pathways to Success

Registration — required after the student is accepted. This is the process of selecting and enrolling in courses for a given term.



NFC Contacts

Department	Email	Location	Phone
Academic Success	ASC@nfc.edu	Building 4	850-973-1719
<u>Center</u>	A30@IIIc.edu		850-973-9411
Admissions	admissions@nfc.edu	Building 3	850-973-1622
<u>/\diff(35)013</u>			850-973-9405
Advising	advising@nfc.edu	Building 2	850-973-1737
Career and Transfer Center	hagans@nfc.edu	Building 8 Breezeway	850-973-1605
Disability Resource Center	disabilityresourcecenter@ nfc.edu	Building 7	850-973-9403
Financial Aid	financialaid@nfc.edu	Building 2	850-973-1621
			850-973-9468
<u>Library</u>	library@nfc.edu	Building 4	850-973-1624
1: 0.1.1		210 Ohio Ave North	386-364-5093
<u>Live Oak Location</u>	tuckert@nfc.edu	Live Oak, FL	386-364-5440
NFC Foundation (Scholarships)	foundation@nfc.edu	Building 36	850-973-9414
Office of Dual Enrollment	dualenrollment@nfc.edu	Building 6	850-973-1628
Perry Location	dunklec@nfc.edu	319 N. Byron Butler Pkwy Perry, FL	850-973-9499
Testing Center	testing@nfc.edu	Building 16	850-973-9451

Participating Schools 2023-2024

- Achievers Christian Academy
- Aucilla Christian Academy
- Corinth Christian Academy
- Freedom School
- FSYR Donald Ralph Cooke School
- Hamilton County Public Schools
- Holy Cross Christian Academy
- Jefferson County Public Schools
- Lafayette County Public Schools
- Lighthouse Christian Academy

- Madison County Public Schools
- Melody Christian Academy
- New Testament Christian School
- The Oaks Private School
- Point of Grace
- Suwannee County Public Schools
- Tabernacle Baptist School
- Taylor County Public Schools
- Westwood Christian School

Campus Map



CAMPUS DIRECTORY

- Van H. Priest Auditorium
- Administrative Services Building Academic Advising Business Office Financial Aid
- Walter L. Bishop Administration Building President's Office
 Admissions and Enrollment Services
- Marshall W. Hamilton Library
 Learning Resources
- Academic Success Center 4A. Library Annex/Classroom
- 5. Technology Center
- Institutional Research and Effectiveness
- Mathematics Classrooms
 Dual Enrollment Services
 Office of Communications
- 7. Disability Resource Center and Computer Lab
- General Classrooms Building
- Student Center
- 10. Fine Arts / Fine Arts Auditorium
- 11. Hardee Center for the Arts
- 12. Colin P. Kelly Fitness and Wellness Center
- 13. Career and Workforce Education Center
- 16. Testing Center
- 17. Maintenance Building
- 23. Ladell Brothers Outdoor Environmental Cntr
- 29. NFC Fitness and Walking Trail (1/2 Mile)
- 34. Morris G. Steen Jr. Science Learning Center
- Public Safety Academy
- 36. Resource Development and External Affairs North Florida College Foundation, Inc.



Questions?

NFC Office of Dual Enrollment

NFC Main Campus - Building 6
850-973-1628 | dualenrollment@nfc.edu

NFC.EDU/GETTING-STARTED/ADMISSIONS/DUAL-ENROLLMENT