



Permission Form for Dual Enrollment STEP (Secondary Transition Enrollment Program)

Through STEP (Secondary Transition Enrollment Program), Tri-County Technical College provides opportunities for qualified high school juniors and seniors, with permission from their principal and parents/guardian, to take College courses. The conditions for participation in this program, described below, must be reviewed carefully, and prior to registering for classes, the agreement section must be signed by the student, his/her parent/guardian, and the high school principal/designee. Copies of this form are available on the College's Web site <www.tctc.edu>, in H.S. guidance offices, or in Tri-County's Enrollment Management Office (Anderson Hall 111), 864-646-1502 or 1-866-269-5677, Ext. 1502.

Program Description

STEP is designed for qualified high school juniors and seniors who, with an appropriate recommendation from their high school, are interested in enrolling in college credit courses at Tri-County Technical College. Courses are offered in a variety of formats, including

- on the student's high school campus or other school/district-approved site;
- on one of Tri-County's campuses or at another College-identified satellite location; or
- via the Internet.

Students are expected to consult with their high school guidance counselors in selecting the best course delivery option and in obtaining permission to attend at the time desired (e.g., during the school day, during the evening, etc.).

General Conditions

Students must

- demonstrate through placement testing that they have the necessary prerequisite knowledge to successfully handle college-level courses (TCTC counselors are available to help students assess their readiness to take College courses);
- pay tuition, fees, and book costs;
- attend classes in accordance with the College attendance policy and meet all expectations of the instructor according to the course syllabus and published policies/procedures. (NOTE: At times when the high school is not holding classes, but the College is in session, students attending classes on the College campus or College-identified satellite location are expected to attend their College classes);
- review the College catalog regarding grading policies and other relevant information;
- inform their parents/guardian of progress in College courses (e.g. attendance, grades, etc.), as official grade reports will be available only to the student, in accordance with College policy and federal guidelines, and instructor communication regarding student performance will be directly with the student;
- make arrangements for transportation, obtain a parking decal, and adhere to the College's parking regulations if taking classes on the College campus;
- understand that dual credit (college credit applicable toward H.S. graduation) can only be awarded by the high school;
- understand that failing a dual credit course may delay high school graduation;
- contact the Office of Student Life and Counseling Services (864-646-1569) several weeks prior to the first class session if accommodations are needed for a disability or special need;
- agree to allow TCTC personnel to send information on their progress, including final course grades and any other non-directory information such as social security number, to officials of their school district and/or high school;
- understand that final grade(s) on any college course(s) taken in high school will be included in future LIFE scholarship eligibility calculations.

Tips for Success

If you are taking courses for transfer to another college/university,

- check FIRST with the college you plan to attend in order to verify course transferability (i.e., as elective credit, a major course requirement, a general education requirement, etc.);
- contact and receive written assurance from any nonpublic institution in South Carolina or any public or private institution outside South Carolina of that institution's willingness to accept a dual enrollment course toward degree requirements;
- determine the grade that must be earned in order to transfer (usually a grade of "C" or better is required);
- determine what affect, if any, college credits will have on admission status or scholarship eligibility;
- understand that taking TCTC classes means that a college transcript will be generated, which must be stated on admission and financial aid applications, so it is important to be in "good academic standing;" and
- understand that accepting Lottery Tuition Assistance (LTA), which requires admission into the General Studies Certificate program, could possibly affect other types of scholarships you may hope to receive.

Regardless of the course(s) you're taking, you need to

- allow adequate study time in order to successfully meet all course requirements (on average, plan on two hours of study time for each class) and take advantage of TCTC resources and services available to you as a college student;
- expect numerous reading assignments;
- accept responsibility for your own learning, since college courses are fast-paced and require independent learning.

Agreements

Name of High School _____

Date: _____

The SC Illegal Immigration Reform Act requires the College to request citizenship information. By signing this statement, I attest that:

- I am a US citizen.
- I am a legal permanent resident. Alien Registration # _____
- I am an alien lawfully present in the US. I hold a valid visa.
- I am lawfully present in the US, but do not easily fall into one of these categories. I would like to talk to a college representative about my status.
- I am NOT lawfully present in the US.

(Any student providing false information may be subject to dismissal from the College.)

I, _____, have read and understand the conditions specified on this form.

Please print student name.

My signature below indicates my willingness to abide by these conditions and requirements. I realize I will be required to provide acceptable/appropriate documentation regarding my citizenship at the time of my application to the College.

Student Signature

Current Phone Number

_____/_____/_____
Social Security Number

I will be taking my Tri-County classes (Please check appropriate box(es)):

- at my home high school
- at a career center _____
name of career center
- on the Tri-County Pendleton campus
- on the Tri-County Anderson campus
- on the Tri-County Oconee campus
- online

As the parent/guardian for the above-named student, I have read the information and conditions for registering my student in Tri-County Technical College, including the status of my student's citizenship. I give permission for him/her to participate and understand that if my student chooses to accept Lottery Tuition Assistance, which requires admission into the General Studies Certificate program, other types of scholarships s/he may hope to receive could be affected.

Parent(s)/Guardian Signature(s)

Date

As the principal/designee for the above-named student, I understand the conditions associated with taking Tri-County Technical College courses, and grant permission for this student to register for dual enrollment courses.

Principal/Designee

Date

Please submit this form to:

Office of Enrollment Management (Anderson Hall, Room 111)
Tri-County Technical College, POB 587
Pendleton, SC 29670

Yellow copy: Student/parent copy
Original: Tri-County Technical College

(ab: 2/10/09; reviewed 8/18/09)