

Planning for Success: Guidelines for Offering Tri-County Technical College Courses on Your Campus

Consider These Important Starting Points:

1. The College prefers an enrollment of fifteen (15) paid students to offer a course, but will accept an enrollment of twelve (12) as an absolute minimum. Maximum enrollment limits are determined by the subject area department head. (Any exceptions to these requirements must be approved by the Vice President of Academic Affairs.) *Final decisions regarding whether a section is cancelled due to low enrollment will be made by the close of business on the day immediately following the tuition due date.*
2. Students must have the necessary prerequisite skills and knowledge in order to be successful in college courses. Therefore, all dual enrollment students, as do all regular Tri-County students, must take the ASSET or COMPASS placement assessment, in order for College and high school officials to determine whether a student should take college courses. Some college courses have additional requirements or recommendations, such as completion of high school CP Biology or English, and high school officials may require students to have met additional guidelines, such as having taken specific high school courses with minimum of “B”, and/or recommendation of high school teacher. *Some second level courses, such as ENG 102, require a prerequisite grade of C or higher in the first level course. The College will enforce these prerequisite requirements as well.*
3. An orientation for prospective students and their parents/guardians is essential — the College will provide assistance in planning for and conducting this activity. Orientations should be scheduled in March or April.
4. The College will provide a qualified faculty member, who meets all appropriate SACS criteria for postsecondary instruction, to teach the course.
5. The College faculty member will teach each course according to the number of required instructional and examination minutes specified by the State Board for Technical and Comprehensive Education, (e. g., a three-semester hour course requires a minimum of 2250 minutes for instruction and 120 minutes for final examination.)
6. Some senior colleges will not accept credit from any college if the course is taught on a high school campus and/or if the course is taught on a college campus primarily for high school students.

Recognize Key Issues About Dual Credit:

1. The College is responsible for awarding college-level credit only; all matters associated with the awarding of Carnegie Units are the responsibility of the high school.
2. Because students who fail a dual credit course may jeopardize their high school graduation, you should explain clearly to students and their parents the possible ramifications of taking courses for dual credit.
3. High school principals should monitor students' progress in fall semester courses (including reviewing midterm and final grades) to determine if students can and/or should enroll in spring semester courses.

Prepare for the First Class Day:

1. Students must complete the **online College Application**, the **Permission Form**, and **Lottery Tuition Assistance Waiver Form**. The **Permission Form** must be signed by the student's parent/guardian and principal/designee. **The Permission Form and LTA waiver form should be submitted to the high school guidance office by May 15 and forwarded to Roxanne Hibbs in the Enrollment Management office at Tri-County by May 30 for fall semester classes. Rosters for fall semester classes should be submitted to Ms. Hibbs by June 30 and for spring semester classes by October 16.** When all

appropriate forms are received, the students will be admitted to the College through the admissions office.

2. The high school must submit to Roxanne Hibbs in the Enrollment Management office a roster of students who wish to enroll in each class offered on the high school campus and any other registration requests (online, on the College campus) by June 30 for fall semester and by October 16 for spring semester. If two sections of the same class are offered, the high school must submit a roster **for each section**, so the College can register each student in the appropriate section. When all appropriate forms are received, the College will register the students for classes through the Registrar's Office.
3. Students must pay tuition and fees in accordance with the College's deadlines. Payments may be made by mail, by telephone, online, or in person at the College's Business Office in the Ruby S. Hicks Building (hours: 8:00 a.m. – 6:00 p.m., M – TH; 8:00 a.m. – 2:00 p.m., F; the Business Office closes during all major holidays). Students and/or parents who have questions about how or when to make tuition/fee payments may call the Business Office at 646-8361, ext. 1802.

Tuition and fees not paid by the deadline date will result in students being removed from the class rolls. Students who withdraw from the class during the first week may be eligible for a refund, in accordance with College policies. (For information on refund policies, see the College catalog.)

If the required number of students have not paid by the deadline date, the course will be cancelled due to insufficient enrollment. Students may, however, register for a course on Tri-County's campus or for a Tri-County course via the Internet.

About Lottery Tuition Assistance (LTA)

If a College course is cancelled because of insufficient enrollment, the College is not responsible for offering a replacement course on the high school campus in order for students to receive LTA. Students may, however, come to Tri-County's campus to take a course or take a TCTC course online.

3. Students should purchase textbooks and/or other required course materials prior to the first class day. Purchases may be made at the College Bookstore. While used books are sometimes available, students should plan on spending between \$50 and \$140 per course. Students may purchase books at locations other than the College Bookstore, if they so choose, as long as they purchase the specific materials required for the course.

Share in Handling the "Logistics" and Classroom Accommodations:

1. You should identify a classroom and ensure that it is open and accessible prior to each class meeting. (College personnel are *not* authorized to accept keys from the high school or to activate/deactivate alarm systems, etc.)
2. Please ensure that the designated classroom is free of interruptions, including persons' entering/leaving the classroom who are not involved with the class being taught.
3. Please ensure that adequate black/white board space and desk space are available for instructional use.
4. College faculty will adhere to whatever building security protocol is necessary; please explain to the College instructor what you expect in that regard prior to the first day of class.
5. You should provide the College faculty member with information on where he/she should park, along with any other information that will help the faculty member work easily within school rules and expectations.
6. College faculty will notify promptly the principal (or other designated school official) if he/she cannot meet a class due to illness or other unavoidable circumstance. Please provide the College faculty with a contact telephone number to use in these situations, so that the contact can provide information to students in these situations.

7. College faculty will plan with appropriate school officials any assignments or activities that may require students to leave the high school campus.

Understand Course Management Issues:

1. Understand that once a student is registered in a section, s/he cannot change sections without informing Enrollment Management and submitting the ***Curriculum Student Registration Form***. Forms may be faxed to 864-646-1893, Attention Enrollment Management Office, Roxanne Hibbs.
2. The content of the course, the assignments, and the grading practices are determined by the College, department/division policy, and/or by the faculty member. (Sometimes high school students feel overwhelmed by what they perceive to be “excessive” reading assignments or the amount of independence they are expected to assume for their own learning. College courses taught on high school campuses follow the same syllabi and meet the same standards as courses offered on the College campus.)
3. If a dually enrolled student has a concern about his/her grades, about progress in the course, or about other matters concerning the course, and if the student wishes to discuss the concerns, then the student should communicate with the instructor of the course. Once that communication has occurred, if the student still has concerns, then the student should contact the department head.
4. If a guidance counselor or principal has general concerns about the course and the enrolled students, as a group, then the principal should contact the department head to share the concerns. The department head will gather information from both the instructor and the students in order to respond to the concerns.
5. The Registrar’s Office will provide a midterm letter grade report directly to the high school contact designated by the principal at the end of the 7th week, which he/she can use to discuss progress with the student and/or parents. (Midterm grades are not issued to regular Tri-County students; however, midterm letter grades for high school students taking courses on the College campus or online are included in this report. Faculty will discuss progress directly with students in whatever way they deem appropriate, but will not discuss progress with the students’ parents unless the student is present as well. Numerical grades will not be provided to schools at mid-term or at the end of the semester.)
6. College faculty will follow the grading standards outlined in the course syllabus and will adhere to College policy for withdrawing a student based on lack of attendance or because the student has requested that he/she be withdrawn from the course. Final grades will be available directly to the student; a final grade report will be sent from the Registrar’s Office to the high school contact.
7. High school principals should monitor students’ progress in fall semester courses (including reviewing midterm and final grades) to determine if students can and/or should enroll in spring semester courses.
8. In cases where a career center is the location of a College course for students coming from multiple high schools, mid-term and final grades will be submitted to each high school only for students attending that high school. In cases where a career center is sponsoring a College course (such as a technical course offered as part of a Career Partnership Program), mid-term and final grades will be submitted to the Career Center contact.
9. College faculty will respect the school’s policy and preferences in regard to dismissing students early from class. (School officials should make these preferences clear to each faculty member as soon as possible.) Time missed may need to be made up to meet the required 2250 minutes.
10. School officials should make every effort to respect the instructional time of the College course by keeping to a minimum any interruptions or the scheduling of special events.
11. In the event that a student violates the College’s behavior code, he/she will be dealt with according to the

Student Code of Conduct. The instructor, at his/her discretion, may notify the principal, the College's Vice President for Student Affairs, and the appropriate College department head. Note: Some violations may require a direct referral to the Vice President for Student Affairs on the first violation.

12. The high school and College academic calendars will likely have numerous discrepancies (i. e., days when the high school is not teaching classes but the College is in session and vice versa). On days when the high school is not in session, College courses on the high school campus will not be taught. When the College has a semester break or other non-teaching days but the high school is in session, the instructor will work with you to ensure that students are appropriately supervised. Students taking courses on Tri-County's campus or online should follow the College's regular academic calendar.

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