

DUAL ENROLLMENT GUIDE

Gulf Coast State College

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Welcome to Gulf Coast State College! Dual Enrollment is a great way to get started on a career or college degree.

Statement of Purpose

Dual Enrollment is authorized under the Florida Statute 1007.271 as an articulated acceleration mechanism. It is intended to shorten the time necessary to complete the requirements associated with the conference of a degree, broaden the scope of curricular options available to students, and to increase the depth of study available for a particular subject. With a broad variety of courses available, students can get a head start on a career and earn high school and college credit simultaneously.

Student Eligibility

Dual enrolled students must meet the following eligibility requirements:

- Have demonstrated prior high school academic achievement by attaining a minimum of a 3.0 unweighted cumulative grade point average for Associate in Arts courses or a 2.0 unweighted cumulative grade point average for career technical courses.
- Present qualifying designated placement test scores (CLT, PERT, SAT, or ACT) for computation and communication courses.
- Obtain permission of a parent/guardian.
- Provide verification from the high school guidance counselor that he/she has met the dual enrollment academic admission criteria and has a student record reflecting good attendance, appropriate conduct, and responsible behavior.
- Must complete dual enrollment courses prior to high school graduation.

Home School students eligibility is noted in the home school articulation agreement.

Assessment

Dual enrollment students need to submit official assessment scores as part of the application process. Acceptable assessments include the SAT, ACT, PERT, and CLT. Gulf Coast State College offers the PERT each year on the high school campuses at no cost. The PERT may also be taken in the testing centers at the Panama City Campus or the Gulf/Franklin Campus. The minimum scores for entry into mathematics and English courses are as follows:

SAT

	Old	New	
Math	24	480	MAT1033, MGF 1130, MGF 1131, STA2023
	24.5	490	MAC 1105
	25.5	510	MAC 1114, MAC 1140, MAC 2233
Reading	24	490	ENC 1101

ACT

Math	19	MAT1033, MGF 1130, MGF 1131, STA2023
	20	MAC 1105
	23	MAC 1114, MAC 1140, MAC 2233
English	17	ENC 1101
Reading	19	

PERT

Math	114	MAT1033, MGF 1130, MGF 1131, STA2023
	123	MAC 1105
	138*	MAC 1114, MAC 1140, MAC 2233
Writing	103	ENC 1101
Reading	106	

CLT

Math	16	MAT1033, MGF 1130, MGF 1131, STA2023
	19	MAC 1105
	26*	MAC 1114, MAC 1140, MAC 2233
Writing/Reading	38***	ENC 1101

*Accuplacer Next Generation Advanced Algebra of Functions (AAF) score of 250 is needed, in addition to the math PERT score of 138 to place into MAC2233 - Business Calculus, MAC1140 - Pre-Calculus Algebra, and MAC1114 - Plane Trigonometry.

***= Sum of Verbal Reasoning and Grammar/Writing Subtests

Enrollment Process:

1. Meet with high school guidance counselor to determine program eligibility and course approval.
2. Apply to Gulf Coast State College as a dual enrollment student.
3. Submit a dual enrollment approval form to school guidance counselor for course approval. Qualifying PERT, SAT, ACT, or CLT scores and test dates should be

submitted at this time. Students who need to take the PERT (college placement test) may do so at the GCSC Testing Center. There is no charge if the student has a voucher from the high school. Home school students can obtain the voucher from the GCSC Dual Enrollment Office.

4. Submit dual enrollment registration record to GCSC Dual Enrollment Office along with the high school counselor's permission letter and qualifying test scores/dates if required for the course(s).

Important Notice to Parents/Guardians and Students

Success in dual enrollment college classes is dependent upon academic readiness, social maturity, and motivation. Students who choose to participate in dual enrollment courses are subject to the same college rules, policies and public laws. Students choosing to take college classes do so with the understanding that course rigor and content is intended for a mature, college-level student.

College course-level expectations include, but are not limited to, the following:

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

- The course syllabus spells out exactly what is expected of students, when assignments are due, attendance, and how students will be graded.
- It is typical to have two to three hours of homework or study for each hour spent in class in order to be successful. Assignment deadlines are firm.
- Any letter grade below a “C” will not count as credit toward satisfaction of English, mathematics, and certain humanities general education requirements; however, all grades are calculated in a student’s GPA and will appear on their college transcript.
- Student should consult an advisor/navigator regarding the selection of courses to meet college degree requirements.
- Poor selection of classes may result in excess college hours or impact availability of future financial aid or scholarships.

- Guiding principle: "Results count," though "good-faith effort" is important in regard to professor's willingness to help the student achieve good results, effort will not substitute for results in the grading process.
- Students who violate college rules or policies are subject to disciplinary action as provided in the Student Conduct Code found in the Student Handbook located on the GCSC website.
- Dual enrolled students must comply with the add/drop/withdrawal/attendance policies and deadlines of Gulf Coast State College (Academic Calendar).
- Dual enrolled students may repeat a course in which they earned grades of W, D, or F if given permission from the high school. Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts appear on the transcript, only the grade earned in the most recent attempt is calculated in the GPA at the college. If a student stops attending class, the grade earned, usually an F, is assigned and posted.
- All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission, scholarship and/or financial aid eligibility.
- Students enrolled in the dual enrollment program will have access to the same Gulf Coast State College resources and support services as degree seeking students.
- Dual enrollment students must maintain a 2.5 cumulative GPA on all attempted AA college-level work and 2.0 cumulative GPA on all vocational college-coursework each semester, for continued participation in the program. If a student's GPA falls below the required GPA, he/she will be placed on probation for one semester. Students who fail to complete 50% of attempted coursework may jeopardize continued participation in the Dual Enrollment Program.

GCSC is committed to a policy of honesty in all academic matters. The student code of conduct can be found in the Student Handbook:

Please check the Academic College Calendar for important deadlines:

GCSC's fall and spring terms run on a 16-week schedule, while high school districts operate with 18-week semesters.

FERPA (Family Educational Rights and Privacy Act)

Dual enrolled students are college students and subject to the Family Educational Rights and Privacy Act. College records are not released without the written consent permission of the student except to the high school to record grades on the student's high school transcript. The high school and GCSC may exchange information.

Transferring Dual Enrollment Credit

Dual enrollment credits may be used toward a Gulf Coast State College degree or transferred to state universities or private colleges. Once a dual enrollment student graduates from high school, he/she simply requests a Gulf Coast State College transcript be sent to the next institution. Students who plan to transfer to public or private institutions within the state of Florida will be able to transfer credit in accordance with established articulation agreements between Florida's community colleges and both private and public universities. The common course numbering system of the state of Florida facilitates the credit transfer process. Students that continue at Gulf Coast State College are treated as returning students, but the student must complete a Gulf Coast State College credit application.

Frequently Asked Questions

Am I eligible to become a dual enrollment student? (student eligibility)

- Have a 3.0 unweighted GPA for college credit dual enrollment or a 2.0 unweighted GPA for technical dual enrollment.
- Have approval from your high school guidance counselor and parent/guardian.
- Meet the minimum testing requirements (PERT, SAT, ACT, CLT) for college credit classes

How do I know which courses to take?

Your guidance counselor can help you select the courses you need to graduate from high school, and a GCSC navigator can help you with identifying courses suitable for a designated program.

How do I register?

Meeting with your high school counselor is the first step unless you are home-schooled. The parent/guardian of home school students should contact the Dual Enrollment Office to obtain a Home School packet and read/complete the Dual Enrollment Home School Articulation Agreement along with other documentation as requested in the packet. The parent/guardian should then contact GCSC Dual Enrollment office for an appointment.

When are dual enrollment courses offered?

Students may dual enroll in approved courses during school hours, after school hours, online and during the summer term. (Courses are offered at the high school and on campus.)

Who pays for the textbooks?

For public/charter school students, the high schools provide textbooks to dual enrolled students for fall and spring terms. After successfully completing the college course, the student must return the textbook to the high school. For summer terms, students will be loaned textbooks from GCSC free of charge and the textbooks must be returned to the GCSC dual enrollment office prior to the start of the fall term. Home school and private school students are provided a voucher from Dual Enrollment Office at GCSC for their textbooks; The textbooks must be returned to the dual enrollment office at the end of the term.

Are certain courses off-limits?

Students cannot claim double credit for both a dual enrollment and an advanced placement (AP) course. Students are not permitted to enroll in college preparatory courses, orientation courses, or physical education courses in which the primary focus is the development of individual performance skills (such as private music or voice lessons), or courses specific to limited access programs, in accordance with Florida Statue (F.S. 1007.272).

What does dual enrollment cost?

There is no charge for tuition! Dual enrollment students are exempt from the payment of registration, matriculation, and laboratory fees.

How are grades recorded?

Grades are recorded on the college transcript and on the high school transcript.

Transportation

Transportation to and from the college is the responsibility of the student. Dual enrolled students enrolled in six or more credit hours can ride the Bayway Transit system free of charge. For more information visit Current Students.

What Service District Area does GCSC serve?

The College serves Bay, Gulf and Franklin Counties.

Are the dual enrolled courses taught at the high school the same courses taught on the college campus?

Gulf Coast State College's commitment to teaching excellence is reflected in the Dual Enrollment program. Course content, requirements, and evaluation components are identical to those of academic courses taught at the college. Faculty selected to teach dual enrollment, whether employed by Gulf Coast or the school district, meet teaching credentials established by the Southern Association of Colleges and Commission on Colleges (SACSCOC). Additionally, instructors are approved by the applicable academic department chair.

Definitions

Career Dual Enrollment - Career dual enrollment is limited to students who are enrolled in college credit courses leading toward a degree or career and technical certificate courses or programs that each lead to an approved industry certification on the CAPE Industry Certification Funding List or CAPE Postsecondary Industry Certification Funding List described in F.S. 1008.44, F.S. 17.

Dual Enrollment – Any high school student who is enrolled in a Gulf Coast State College course and receiving **both high school and college credit** for the course is considered a dual enrollment student. The student may be full-time or part-time and may take classes at the high school or at Gulf Coast State College. The key factors are:

1. The student has not yet graduated from high school.
2. The student is receiving both high school and college credit for the course.

3. The student meets the eligibility requirements for dual enrollment:
    - Have demonstrated prior academic achievement by attaining a minimum of a 3.0 unweighted cumulative grade point average for Associate in Arts courses or a 2.0 unweighted cumulative grade point average for career technical courses.
    - Dual enrollment students must maintain a 2.5 cumulative GPA on all attempted AA college-level work and 2.0 cumulative GPA on all coursework

The eligibility and application requirements for dual enrollment include a counselor recommendation, a parent signature, assessment scores (PERT, SAT, ACT, or CLT), and a completed Dual Enrollment Registration Record. Tuition is waived for dual enrollment students.

CONTACT:

For additional information on **Dual Enrollment**, please contact the Dual Enrollment Office at (850) 747-3207.

Early Admission Dual Enrollment Students – Early admission is a form of dual enrollment through which eligible students enroll at Gulf Coast State College on a full-time basis in courses that are creditable toward the high school diploma and the associate degree and have permission to take all coursework at Gulf Coast State College's Panama City Campus, the Gulf/Franklin Campus, or the North Bay Campus. Candidates for this program need to submit the "Application for Accelerated Graduation" and an early admission course approval form completed by the high school.

Early-Out Student Admission – Students designated as early-out graduates (meet all high school graduation requirements early) can register at GCSC as a non-degree seeking student. Early-out students are required to meet all GCSC admissions requirements and upon admission may enroll in Session C or Session E courses. Early-out students are required to pay their own fees. The official high school transcript is required when the standard high school diploma is posted.

CONTACT:

For information on Early Out Enrollment, contact the Dean of Student Engagement at Gulf Coast State College at (850) 747-3211.

Catalog and Student Code of Conduct

Gulf Coast State College's catalog and student handbook (Code of Conduct). Additional copies can be downloaded from the GCSC website at:
https://www.gulfcoast.edu/catalog/current/index.html

https://www.gulfcoast.edu/current-students/documents/student-handbooks/2026-2027-student-handbook.pdf

Private/Home Schools

Students attending private schools or home schools in Bay, Gulf, or Franklin counties may participate in dual enrollment with Gulf Coast State College if their school has a signed articulation agreement on file. These students may attend classes at Gulf Coast State College.

Student Services

Dual Enrollment students are encouraged to utilize the resources available on campus. Resources include access to campus and college holdings as well as access to online resources and materials (interlibrary loan) from other libraries (https://www.gulfcoast.edu/academics/library/index.html).

Tutorial Services in math, science and writing are available on campus. (https://www.gulfcoast.edu/academics/academic-support-tutoring/tutoring-labs/index.html).

Student Accessibility Resources (SAR)

Gulf Coast State College is committed to providing equal opportunities for all students. Student Accessibility Resources (SAR) assist students with disabilities or special needs. Students may request accommodations and adjustments by registering with Student Accessibility Resources (850-747-3243) for dual-enrolled courses. Accommodations for classes taught in district locations will be coordinated by the local high school once the student is registered with SAR. Services and resources that are available to students with disabilities are listed on the Student Accessibility Resources webpage (https://www.gulfcoast.edu/current-students/student-accessibility-resources/).