

Rockledge High School

Dual Enrollment Participation Agreement

ALL students participating in Dual Enrollment, including Collegiate High School and Early Admission, are expected to abide by the following procedures and rules:

1. Meet with an RHS counselor and then with an EFSC advisor to complete course registration.
2. After registering, return an **official copy of their schedule** to the RHS Dual Enrollment counselor.
3. Acquire appropriate textbook(s) for each class.
 - a. Textbooks will be distributed two days before EFSC classes begin and up to a week after.
 - b. Vouchers for textbooks to be picked up at the EFSC bookstore **MUST** be used within two weeks of the start of class. Failure to do so will result in forfeiture of the voucher. Students must then purchase necessary items themselves.
 - c. **STUDENTS** must purchase any consumable items (e.g., workbook, lab manual, etc.) required by the instructor (excludes students who are currently receiving free and reduced lunch).
 - d. Textbooks are due **IMMEDIATELY** upon completion of the course. Do **NOT** wait until the next semester's textbook pickup to return those from the previous semester.
 - e. **NEVER** write in any textbooks. College textbooks can be very expensive. A financial hold will be placed on a student's high school diploma until all lost or damaged books are replaced.
4. Students may **NOT** make any changes to their course schedule without approval from the RHS Dual Enrollment counselor and/or Guidance Counselor.
 - a. The add/drop period at EFSC is the first week of class each semester. Students should utilize this time to review their syllabi and determine whether classes are feasible/appropriate.
 - b. **Students may NOT withdraw from an EFSC class after the add/drop period simply due to a struggling grade.** Support services, including tutoring, are available at EFSC and should be sought early to prevent failure. Students must demonstrate they have taken advantage of all available resources, including ongoing communication with their instructor.
5. **It is the student's responsibility to inform the RHS DE counselor when a class is cancelled.** RHS students **MUST** be enrolled in a total of 7 classes each semester (excludes FT DE students). *Failure to notify your counselor will result in removal from the Dual Enrollment program.*
6. *****Students MUST NOT be on RHS campus when they are not attending classes.** Students are expected to provide transportation both to and from EFSC and RHS. Students riding the Collegiate High School bus must report to an assigned teacher during 3rd & 4th period on Fridays.
7. It is the student's responsibility to be **ON TIME** for classes at the high school. **NO EXCEPTIONS!**
8. RHS does **NOT** provide supervision to students while at EFSC. Students are expected to attend classes and behave appropriately. Disciplinary issues may result in removal from Dual Enrollment.
9. Students are responsible for maintaining appropriate GPA and completing all coursework.
10. Students should check their Titan email regularly for important updates and information from their instructors and EFSC.

I fully understand that failure to follow these procedures could jeopardize participation in the dual enrollment program and my high school graduation.

Student Name

Student Signature

Date

Parent/Legal Guardian Name

Parent/Legal Guardian Signature

Date

Rockledge High School Dual Enrollment Course Request Form

Student Name: _____ EFSC Student #: **B** _____

Program: Collegiate HS Part-time DE Early Admission Full-time DE

Degree Type: Associate of Arts Associate of Science College Credit Certificate

Intended Major/CCC: _____ Intended University: _____

Student Cell Phone: _____ Email: _____

View available courses at...

www.easternflorida.edu

→ ACADEMICS & CAREER OPTIONS

→ Class Schedule Search

Remember...

- * Courses must be on the Approved Course List, available at the BPS Dual Enrollment page.
- * Only Early Admission and Full-time Dual Enrollment students may take mini-mester courses. All other students must enroll in full-term courses. (Does not apply to Summer semesters.)
- * Students must allow 30 minutes between EFSC and RHS classes to ensure ample travel time.
- * In order to maximize benefits and assist with course selection, it is highly recommended that all students contact their intended university to verify transferability of credit and identify prerequisites for program of study.

Term: **Summer** **Fall** **Spring** **Year:** _____

	CRN	Course No. & Section	Course Title	Dates	Days	Time
1						
2						
3						
4						
5						
Alt						
Alt						

***** IMPORTANT: Completed forms must be signed on reverse and returned to Mrs. Fenech in Guidance. *****