



OGEECHEE
TECHNICAL COLLEGE

Dual Enrollment
Student/Parent Handbook

Contact Information:

Dual Enrollment Coordinators

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DUAL
ENROLLMENT
@ OGEECHEE TECH

ogeecheetech.edu/dualenrollment

For the purposes of this handbook, the term “Dual Enrollment” encompasses any student that is enrolled in High School while also enrolling in courses through Ogeechee Technical College. This includes, but is not limited to, those in the DAP, ACD, and DE programs.

As a student at OTC and your high school, you will be required to adhere to all high school and technical college rules and regulations. *Please see a complete version of the OTC Catalog and Student Handbook online at <http://ogeecheetech.smartcatalogiq.com/> and your high school student handbook to review these rules and regulations.*

Instructions for completing OTC Paperwork for the Dual Enrollment Program

OTC Application for Admissions

- Fill out the Online OTC Application
<https://www.ogeecheetech.edu/admissions/application>
- Be sure to choose the Dual Enrollment (*Current High School student while attending Ogeechee Technical College*) Application

Dual Enrollment Handbook

Review all of the following with your parent/guardian:

- DE – General Information
- DE Rules and Procedures
- DE Funding Application Instructions
- Textbook Agreement
- Student Code of Conduct

Both parent/guardian and the student will have to sign off on a Student Participation Agreement on GA Futures that the packet has been read, understood, and agreed to.

DE Funding Application Instructions

- Create an account at www.gafutures.org using your name exactly as it is printed on your social security card. Double-check that you entered your name and Social Security Number correctly.
- Complete an online DE Funding Application. A new application must be added for each year you attend OTC. **AND**
- Complete the GSFAPP.

Dual Enrollment – General Information

You are enrolling in an Ogeechee Technical College Dual Enrollment (DE) course. An Ogeechee Technical College instructor or a high school instructor that OTC has credentialed will teach this course on either OTC's campus, your high school campus, or online taught by an OTC instructor. **This class is a college-level course, and you will receive college credit and high school credit for it!** Student participation in the DE program is a choice. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about the program and its positive and negative effects upon high school graduation. The remainder of this document will explain the DE program and its implications for students. The high school principal and/or counselor will discuss with the student the academic, emotional, social and other characteristics of the DE program that should be considered in the decision to enroll the student.

Advantages of Taking a DE Course:

- College credit earned will enhance your college application and/or resume.
- Any course listed on the [Transfer Agreement of General Education Courses](#) from TCSG to USG Institutions will transfer to any University System of Georgia or Technical College System of Georgia college.
- You will be trained in occupational areas where job growth is projected to be very strong.
- You will get a jumpstart on your college education.
- You will be offered a chance to explore career choices while earning technical college credit.
- You will receive training that will increase job opportunities (*perhaps even part-time job opportunities as you pursue your next level of education at another college or university*).
- Students who participate in DE courses get a 0.5 boost in their HOPE Scholarship GPA calculation upon graduation from high school (please note – this does not apply to your local GPA calculation).
- Students who participate in STEM courses receive an additional 0.5 boost in their HOPE Scholarship GPA calculation upon graduation from high school.

DE Rules & Procedures

Participant Eligibility & Requirements:

- All DE programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility to participate in any DE program at OTC.
- The student must attend a public or private high school in Georgia, or a home study program operated in accordance with O.C.G.A.20-2690(c).
- The student must be in the 10th, 11th, or 12th grade to be eligible for DE funding.
 - Please note 10th grade students are not eligible for academic courses unless they have scored a 1200 on the SAT or a 26 on the ACT
- The student must have met all admission requirements for the post-secondary program of study.
- The student must not have already received a high school diploma.
- The student must be in good academic and conduct standing at their respective high school.
 - The college reserves the right to deny enrollment based on the nature and severity of any academic or conduct related concerns.
- The student must not have any disciplinary referrals within the past academic year.
- The student must meet satisfactory academic progress.
- Once a biological male turns the age of 18 (or 30 days prior), he must register for Selective Service at www.sss.gov to continue eligibility for state funding.

Academic Information:

- DE students will receive a letter grade from OTC for academic coursework.
- The Dual Enrollment Coordinator/Recruiter will notify the high school of grades earned for each grading period for students participating in DE.
- Failure of a technical college course can result from grades, behavior, or attendance issues.
- Failure of a DE course due to grades, behavior, or attendance may prevent obtaining necessary units for graduation and result in the student being withdrawn from the DE class and/or program.
- A student's high school graduation may be delayed if a course needed for graduation is failed or if the student withdraws or is withdrawn from a course needed for graduation.
- program.
- Students placed on Academic Suspension must sit out one semester and may be enrolled the following semester on Academic Probation, pending course offerings.
- Depending upon the state program in which the student is participating, students shall not be permitted to receive funding
 - For the same course twice except under extenuating circumstances, as determined by the GSFC; and

- After withdrawal from a second course, a student shall be ineligible for DE funding except under extenuating circumstances, as determined by the commission.

Attendance Policy:

- Students are expected to be punctual and attend all classes for which they are registered.
- Each student should recognize at the beginning of his/her postsecondary career that a mature acceptance of his/her responsibilities is a requirement for reasonable accomplishment in postsecondary work; this applies particularly in class attendance.
- Date of completion of high school courses differs from completion dates of technical college courses. OTC will follow the high school calendar when courses are offered on high school campuses. However, **students attending classes on OTC campuses or online must attend OTC according to the OTC calendar including spring break dates and ending semester dates (unless otherwise noted).**
- The attendance policy for each course will be outlined in the course syllabus. Not abiding by the attendance policy would result in a failing grade at OTC and the high school.
- All make-up work will be at the instructor's discretion and will be outlined in the course syllabus.
- Students anticipating an absence or tardiness should contact the instructor through their OTC student email account (not a personal account) **in advance** or provide notification as soon as possible. It is the responsibility of the student to account for instructional time missed and make arrangements for make-up work (if allowed) at the convenience of the instructor. Failure to maintain contact with the instructor either by attending class, submitting assignments, or contacting the instructor (either in person or by telephone or email) may result in failing grade(s).

Academic Dishonesty:

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, falsification of information, and the unauthorized use of AI, social media, or other communication tools to complete assignments. will call for disciplinary action.

Financial Aid Information:

- Each student will be responsible for applying for DE funding online at www.gafutures.org.
 - DE Funding Application AND
 - GSFAPP
- Once a biological male turns the age of 18 (or 30 days prior), he must register for Selective Service at www.sss.gov to continue eligibility for state funding.
- The state program in which the student is participating will determine the number of hours that will be covered and the type of funding that will be received.
- Each student will enter into a Textbook Agreement to ensure they are not charged for textbooks, provided all books are returned at the end of the semester in the same condition in which they were issued. Please refer to the Textbook Agreement for full details
- **Course related fees or supplies (equipment, tools, uniforms, etc.) associated with some courses may not be covered by OTC. These costs are the responsibility of the student.**

Eligibility and Competitive/Extracurricular Activities:

Students enrolled in a DE program must continue to meet the Georgia High School Association eligibility requirements for participation in high school competitive interscholastic activities and must abide by all high school rules when participating in extracurricular activities/attending school-sponsored events.

Special Permissions:

- The student agrees that the Dual Enrollment Coordinator can share academic performance and grades with the high school counselor who may then communicate this information with the parent/guardian. College personnel, including coordinators and instructors, will not communicate directly with parents/guardians.
- The student and parents/guardians agree to allow high school access to all college records pertaining to the student.
- The student and parents/guardians agree to allow the Dual Enrollment Coordinator/Recruiter & the High School Counselor to review the student's grades and course information both at the secondary and post-secondary level with the purpose of evaluating credit and providing information to the high school and technical college.

Student Responsibilities:

- Follow the admission procedures of the technical college.
- Follow the rules and regulations of the technical college and the high school.
- **Maintain at least a 2.0 cumulative grade point average at OTC in order to complete an OTC program of study. Student must earn at least a 2.0 ("C") average in a prerequisite class in order to register for the next course.**
- Notify the Dual Enrollment Coordinator/Recruiter of intent to participate in OTC's graduation exercises. The student must also submit the graduation application and pay the graduation fee by the established graduation participation deadline.
- Fulfill all requirements for high school graduation.
- Complete only the courses prescribed by the High School Counselor.
- Pay for items not covered by DE Funding (course-related fees such as lab fees, materials, supplies, tools, and equipment).
- Provide transportation to/from technical college and to/from clinical sites if applicable. OTC will not be responsible for transportation or students' health and safety while they are in route to or from classes and clinical sites.

As set forth in its student catalog, Ogeechee Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or

activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

- An individual with disabilities requiring assistance with publications, accommodations, or activities of this technical college should contact Sabrina Burns, Accessibility & Assessment Coordinator, ADA/Section 504, Office 711, (912) 486-7211, sburns@ogeecheetech.edu.
- An individual with questions or concerns about our non-discrimination policy on the basis of sex in education programs and/or activities should contact Christy Rikard, Title IX Coordinator, Office 198C, (912) 486-7607, crikard@ogeecheetech.edu.
- Inquiries concerning the application of these policies and procedures may be directed to the individuals listed above at: Ogeechee Technical College, One Joe Kennedy Blvd., Statesboro, GA 30458; (800) 646-1316, (912) 681-5500.

EARLY COLLEGE CREDIT: Authorization for Release of Records to a Third Party

According to the Family Educational Rights and Privacy Act of 1974 (FERPA), all rights of access to students' educational records transfer from the parents to the students when the students become 18 years of age or are enrolled in a post-secondary educational institution. To comply with the requirements of FERPA, Ogeechee Technical College shall obtain written consent from students before disclosing any personally identifiable information from their education records.

My initials and signature on the DE application and GAfutures funding application indicate my authorization for Ogeechee Technical College to release educational records to my high school and/or local school board. I understand that the Student Participation Agreement only applies while attending OTC under the status of DE High School Student.

Funding Application Instructions

Step 1: Completing your funding application and your parent/guardian approving your participation.

Recommendations:

- Use a personal email address (not a school email) - students lose access to their high school email accounts upon HS graduation.
- Save your Username and Password! We do not have access, and cannot obtain access, to this information.
- Parents of home school students are required to set up their own accounts prior to their students creating accounts. Parents should refer to www.gafutures.org for directions.
- This application must be completed BEFORE students will be registered at OTC.

- For questions or assistance in completing the funding applications, please contact www.gafutures.org or 1-800-505-4732.

Step 2: High School Guidance Counselor

Once you have completed your portion of the application, tell your counselor, so he/she can complete his/her portion of the application by adding the classes that you are requesting to take.

Step 3: Technical College

Once the counselor has submitted his/her portion of the online application, the Dual Enrollment Coordinator/ Recruiter will register the student for the approved courses, and Financial Aid Department will then complete the process by invoicing GSFC. You or your counselor will be notified if any changes need to be made. The student can view/print their schedule on their MyOTC—BannerWeb account.

TEXTBOOK AGREEMENT

The Dual Enrollment book award covers textbooks, e-books, or access codes that are required for the class. All loaned textbooks and materials remain the property of Ogeechee Technical College and are subject to the terms and conditions outlined below. All Dual Enrollment students are expected to return their loaned textbooks, including any ancillary items that may be included, to the OTC campus at the end of each semester. Students are responsible for any additional materials given to them as part of a Dual Enrollment course.

NOTE: Students receiving freely loaned textbooks must pick them up in a timely manner.

Dual Enrollment Textbook Loan Terms:

1. I understand that I am taking part in a loan program. My loaned textbook(s) shall remain the property of the College, and I am responsible for returning the textbook to the College. All loaned textbooks must be returned to the **Dual Enrollment Textbook Room (JEK Building, Enrollment Services) on the Statesboro Campus**. NOTE: Even for sequential courses that will require the same textbooks, the book(s) must be turned in by the deadline. Textbook(s) will be loaned to the student taking the sequential class the following semester.
2. I understand that if the loaned books are not returned, are returned in damaged condition, or are returned past the deadline, I am, or, if under 18, my parent/legal guardian is responsible for late/damage/lost fees and will be subject to a registration hold which results in me (the student) not being able to register for forthcoming classes nor receiving grades until the late/damage/lost fee is paid in full. I understand the late/damage/lost fee is equal to \$75 or the retail cost of the book less \$75, whichever is less.

3. I understand that I must return the loaned textbook(s) in good and salable condition as determined by the OTC Dual Enrollment Textbook Manager. Furthermore, I am not allowed to mark, highlight, or write in my loaned textbook(s).

STUDENT CODE OF CONDUCT

Ogeechee Technical College exists to educate its students; to advance, preserve, and disseminate knowledge; and to advance the public interest and the welfare of society as a whole. In order to provide an environment conducive to learning, the institution has established regulations and obligations to govern conduct. As members of the academic community, students are subject to all established behavior standards. Post-secondary students, as adults, are expected to exercise mature and responsible self-discipline, to behave with courtesy and integrity, and to maintain appropriate conduct standards. Any student, acting individually or in cohort with others, who violates any part of the student conduct code, shall be subject to disciplinary procedures including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator. Such misconduct shall include the commission of, or the attempt to commit, any of the following offenses:

- Academic dishonesty, including, but not limited to, cheating, plagiarism, and collusion. Cheating and/or plagiarism are the unauthorized use or close imitation of another's work without permission and/or acknowledgment.
- Forgery, alteration, or misuse of college documents or records.
- Falsifying information with the intent to deceive.
- The unauthorized use of AI, social media, or other communication tools to complete assignments.
- Physically abusing or intentionally inflicting severe emotional distress upon another person on campus (including sexual harassment as defined by State policy).
- Theft or malicious destruction, damage, unauthorized possession, or misuse of college property or the private property of another member of the academic community, whether occurring on or off campus.
- Engaging in activity that disrupts the educational process of the institution or infringes upon the privacy, rights, or privileges of another person on campus.
- Verbal or physical abuse of or insubordination toward any student, faculty member, administrator, or employee of the college.
- Participation in any form of gambling while on college property.
- Unauthorized entry into any portion of college facilities or campus which has been reserved, restricted in use, or placed off limits, as well as unauthorized presence in college facilities after closing hours, or unauthorized possession or use of a key to college facilities.

- Possession, use, or distribution on campus of any narcotic, dangerous or unlawful drug, or alcoholic beverage as defined by laws of the United States or the State of Georgia.
- Lewd, indecent, and obscene behavior or expression.
- Violation of any federal, state, or local law.
- Intentional misuse of any fire alarm or fire-fighting equipment at the college.
- Use of tobacco in any form is prohibited within any of the college buildings or vehicles. The use of smokeless tobacco is prohibited on the college campus.
- Disorderly conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, or assembling to raid properties of the college.
- Failure to make proper identification when requested to do so by any properly identified instructor, administrator, or staff person in the performance of his/her duties.
- Loitering in the hallways or classrooms/labs when classes are in session.
- Operation of student organizations not approved by the college administration and Board of Directors.
- Failure to follow established program or departmental regulations.

You and your parent/guardian will initial and sign the Student Participation Agreement stating that you have read and understand the Student Code of Conduct and that you will abide by the standards and regulations set forth by Ogeechee Technical College. If you violate any part of the student conduct code, you understand that disciplinary procedures will be taken, including dismissal from a class session by the instructor or suspension or expulsion by the authorized administrator.