



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

EARLY COLLEGE GUIDEBOOK

Spring Deadline: December 1st
Summer/Fall Deadline: May 15th

If the deadline falls on a non-school day, the deadline will be the following high school day.
All paperwork and course registration must be completed by the deadline date. **No exceptions**

EARLY COLLEGE PROGRAMS

What is **Dual Enrollment (DE)**?

Students are eligible to take DE courses (*if offered*) at their High School in Grade 10, 11 and 12. Grade 11 and 12 can take two courses per semester at any of the SCF campuses. Homeschool students are eligible to take courses at SCF, Grade 10, 11 and 12.

What is **Early Admissions (EA)**?

Only High school seniors may enroll in Early Admissions:
minimum 12 credit hours and maximum 15 credits per fall and spring semester. All classes will be at SCF.

What is Accelerated Dual Enrollment (ADE)? Accelerated Dual Enrollment program allows qualified juniors to gain college credit and high school credit by attending SCF full time. The students will continue full-time at SCF as Seniors and are on track to graduate with their high school diploma and potentially an AA degree from SCF. Questions? Please email: shehorh@scf.edu **open to Sarasota County schools students only**

What is **College Enrichment**?

Credits earned will apply toward an associate degree, but will **not** be creditable toward high school graduation requirements (public schools). Students are responsible to prove Florida residency before the semester starts and pay all college-related costs including tuition, fees, and books.

[Residency Information](#)
[Payment Office](#)

*Dual Enrollment is an opportunity to take challenging and accelerated courses. Students who successfully complete dual enrollment courses will save time toward their college degree and save money with free tuition and textbooks. However, the amount of work necessary to succeed in college level courses may be much greater than in high school courses. In addition, **dual enrollment courses become a part of a student's permanent college transcript** and will impact eligibility for financial aid and admission to other postsecondary institutions.*

QUALIFYING CRITERIA

1. Students must meet all qualifying criteria by the stated deadline each semester. Students also must meet with their HS counselor before they apply to the program.
 1. 3.0 Unweighted High School G.P.A.
 2. Qualifying test scores
 3. High school approval
 4. Parental approval
2. Students who earn *less* than a "C" in a course or withdraw or are withdrawn from a course **will not be eligible** to participate in dual enrollment the following semester.

REQUIRED DOCUMENTS TO BE SUBMITTED BY THE DEADLINE

*All paperwork and course registration must be completed by the deadline. No exceptions
After the deadline, holds will be placed on student accounts.*

<p>Application</p> <ol style="list-style-type: none"> 1. Required: please meet with HS counselor to see if you meet the requirements. The HS counselor will give you an application. 2. Once application has been signed off by the parent, student and HS counselor, please submit to admissions: Bradenton, Bldg. 1, room Venice, Bldg. 100 	<p>Once processed, student will receive a letter via email from admissions stating the</p> <ul style="list-style-type: none"> • Student id (G#) • Username • Password <p>Students are required to give copy of letter to the HS counselor.</p> <p>Please keep a copy for your records. Students will need it for course registration each semester.</p>
<p>Qualifying test scores: PERT, ACT or SAT</p>	<p>If you do not have test scores, please see below to take the PERT at SCF.</p>
<p>Course approval Form for classes on SCF campus or online</p>	<p>Must be submitted each semester at SCF. Students must make a copy for their records and to get their books.</p>
<p>AP, CLEP, IB, AICE scores</p>	<p>Students must request that official scores/transcripts be sent directly to Educational Records office for evaluation and awarding of credit for AP, CLEP, IB and AICE. records@scf.edu</p>
<p>Homeschool only</p>	<p>County letter (each year) stating the student is a registered homeschool student.</p>

PLACEMENT TESTING & QUALIFYING TEST SCORES

Students must submit official college placement scores in Reading, Writing and Mathematics to enroll in college credit courses. Approved tests include the ACT, SAT, and PERT (Florida's Postsecondary Education Readiness Test). Scores may not be more than 24 months old. Dual Enrollment students may take the PERT only one time per semester including testing administered at SCF and on the high school campus. All scores must be submitted by the term deadlines.

- Students can request their SAT scores from the College Board:
<https://student.collegeboard.org/> **Use SCF school code: 5427**
- Information regarding ACT scores can be found on the ACT website: <http://www.act.org/content/act/en/products-and-services/the-act/your-scores/send-your-scores.html> **Use SCF school code: 0741**
- If you don't have ACT or SAT scores, schedule a testing appointment to take the PERT at the testing center: <http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

SCF TESTING CENTER - [Register online for the PERT test](#)

- Bradenton Testing Center: bradentontesting@scf.edu
- Venice Testing Center: venicetesting@scf.edu

COURSE APPROVAL FORM

1. Only required if classes are taken at an SCF campus or online
2. 3 signatures: student, parent & High School counselor (final approval)
3. **Submit** SCF Course Approval Form to any of the SCF campus each semester

Please make a copy of the form each semester. You will need it for your books!!

SCF Locations

Bradenton campus: Bldg. 1 Educational Records office

Venice Campus: Bldg. 100

Hours:

Mon. & Tues. 8am-6pm ****please note: only student services building is open Mon. & Tues. until 6pm.**

Wednesday –Friday: 8am – 4:30pm

***Please note: Lakewood Ranch campus (MTSC building) has limited days/hours. Dropbox is available if staff is not present.*

COURSE REGISTRATION

All Students are **responsible** for their **own course registration** each semester via MYSCF. Please have your Student id (G#), username and password for registration. If you do not have that information, please contact the **helpdesk @ 752-5357** or helprequest@scf.edu

ONLINE REGISTRATION GUIDANCE

[How to Register](#)

step-by-step guide to completing your course registration

[How to Make Schedule Changes](#)

step-by-step guide to making changes to your course schedule

[Course Registration Tutorial](#)

step-by-step registration video

Students must bring their course approval form to any SCF campus prior to registration (**every semester**). Holds will be lifted once the course approval form has been submitted. The registration period is open until the deadline. After the deadline, all student accounts will have holds. Any course registration changes after the deadline will need HE student's HS counselor approval.

PARKING DECAL & SCF STUDENT ID

Students must bring a photo ID and student ID (G#) in order to obtain their parking decal and SCF student ID card.

- Bradenton 752-5550 Building 14, Room 127
- Venice 408-1550 Building 500, Room 504
- Lakewood Ranch 363-7155 Building 2 MTSC. Room 105

Public Safety – *Is also here for your safety!*

- Report safety concerns immediately.
- Public safety will escort you to your car – just ask!

TEXTBOOKS

Sarasota, Manatee and Charlotte County Public School Student: Please check with your High School counselor about the textbook procedures. Manatee county procedures are also posted on high school webpage.

Private and Homeschool Students: are responsible for purchasing their own textbooks

SCF BOOKSTORE

Bradenton Campus Store: Building 14 – Student Union 941-752-5080
Venice Campus Store: Building 500 – Student Union 941-408-1380

1. Books are available one week prior to class start.
2. Students **must** be present with a SCF student id card when picking up books.
3. Please bring:
 - Copy of the course approval form
 - Printed detail schedule
 - Book Voucher (Sarasota and Charlotte public school students only)

EARLY COLLEGE ACADEMIC POLICY

Students must earn a “C” or better in each college course taken in the Dual Enrollment Program. Students who earn *less* than a “C” in a dual enrollment course or withdraw or are withdrawn from a course after the add/drop period will not be eligible to participate in dual enrollment the following semester.

UNDERSTANDING COLLEGE POLICIES

DROP vs. WITHDRAWAL: BOTH REQUIRE APPROVAL FROM SCHOOL COUNSELOR

DROP

- Student removes self before Drop Deadline – first week of school (check the dates!)
- Course not on transcript
- No grade designated on transcript
- Not counted as an “attempt”

WITHDRAWAL (W)

- Course listed on transcript
- Grade of “W” recorded on transcript
- Counted as an “attempt”

Please note: If you chose to repeat the class, Early College WILL NOT cover the cost. Repeated withdrawals can affect your aid eligibility in future academic years.

STUDENT CODE OF CONDUCT

Each student, by applying to and registering for classes at SCF, assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution and obey the laws enacted by federal, state and local governments. Furthermore, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct published in the College Catalog, the *Student Handbook and Planner* and other College publications. Violation of any student rules of conduct may lead to disciplinary warning, probation, restitution, suspension, dismissal, or other appropriate and authorized penalty.

[Course Catalog](#)

[Student Code of Conduct](#)

[Student Handbook and Planner](#)

[FERPA](#) – Family Educational Rights and Privacy Act

High school students taking SCF campus classes can:

- Review their educational records
- Maintain some control over who can access their records
- Seek to amend their educational record

Parents of dual enrollment students may NOT:

- Contact their student's instructors
- Attend student/instructor conferences without permission
- Access the student's coursework in CANVAS,
- Use the student's college email to contact instructors.

CONTACTING AN SCF INSTRUCTOR

The student may communicate electronically with their college instructor only in Canvas or through his/her SCF Outlook Web email account. Instructors may not communicate about student-related matters via personal email or telephone. Parents may not phone or email the college instructor or use the student's college email account to contact the instructor.

WHAT TO EXPECT AT COLLEGE

CLASS SCHEDULE AT SCF

- Courses may meet 1 to 5 times per week depending on the course schedule. MORE work outside class.
- Courses 1 semester in length = 3 credit hours (sometimes 4 or 5)

SCF ATTENDANCE POLICY

- Punctual and regular class attendance is expected of all students.
- Specific attendance and grading requirements for each course are stated in the respective course syllabus. It is the student's responsibility to seek clarification from the instructor.

SCF COURSES – DEVELOPED FOR ADULT LEARNERS

- Students of all ages in the class.
- Class discussions generally NOT censored.
- Coursework NOT modified for age/maturity.

STUDY TIME

- At least 2 hours of study outside of the classroom for each hour in class. For students who want to major in science or math, 3 hours of study for one hour in class.

SCF AND HIGH SCHOOL CALENDAR DIFFER

- Student expected to follow the SCF calendar.

GRADES

- Become part of your official college & high school transcripts.
- **CAN** affect graduation, college admission & scholarships.
- **Remember you must earn** a "C" or better in each college course taken in the Dual Enrollment Program. Students who earn less than a "C" in a dual enrollment course or withdraw or are withdrawn from a course after the add/drop period will not be eligible to participate in dual enrollment the following semester.

AND DONT FORGET! Your senior year counts! A drop in your SCF grades may result in a university rescinding your acceptance.

**** Please note: SCF Mathematics courses have a grading policy that a **grade of 60% or higher must be earned on the final exam in order to pass the course with a C or higher. (This may apply to other courses as well)****

STUDENT SUCCESS

DUAL ENROLLMENT ACADEMIC STANDARDS

- Maintain at least a 3.0 GPA at the high school.
- Earn a “C” or better in each class.

IF YOU’RE STRUGGLING, DON’T WAIT!

- Talk with your instructor!
- Go to the ARC: Academic Resource Centers– Ask for TUTORING!
- Talk with your high school counselor.

Successful college students take responsibility for their own learning, problem solving and ask for support!

PLANNING CLASS SCHEDULE AT SCF

- Schedule your SCF classes at times that don’t conflict with high school activities
 - **NOTE! High school activities are NOT excused absences from SCF classes!**
- Set your priorities – Make sure you have the time to succeed in your college work. Poor grades can impact your future!

DECISIONS YOU WILL NEED TO MAKE

- Which campus location?
- Daytime or evening?
- How many credit hours can you handle well?
- Traditional, Online or Blended class?
 - Online Courses are delivered via the internet. *Some online courses may require meetings for orientation and testing purposes. Student’s responsibility to check.* Online Student handbook:
http://www.scf.edu/content/PDF/OnlineLearning/SCF_Student_Handbook_Jan016.pdf
 - Blended Courses include regularly scheduled face to face sessions as well as online.

MANAGING YOUR TIME WISELY

- Completing assignments on time
- Attending class regularly
- Asking questions and participating in class
- Communicating with your instructor
- Knowing your course syllabus

SCF ACADEMIC ADVISING

State College of Florida Manatee-Sarasota Advising Services will only advise students who are within one academic year (30 credit hours) of completing the Associates of Arts (A.A.) degree.

Dual Enrollment students must obtain explicit course recommendations from their high school guidance counselor or school appointed official. **Students who have completed less than 30 credit hours must work with their high school guidance counselor or school appointed official to ensure that the State of Florida graduation requirements are being met.**

State College of Florida Manatee- Sarasota Advisors are not responsible for:

- Providing Dual Enrollment students with course options necessary to meet the high school graduation requirements
- Completing any required documents for the high school
- Contacting the high school regarding any students' Dual Enrollment Status
- Discussing high school requirements for any students regardless of grade level

Advising Services Disclaimer

State College of Florida Manatee-Sarasota Advising Services does not give any express or implied guarantees and makes no representations in relation to the Florida requirements for a standard high school diploma. State College of Florida Manatee-Sarasota Advising Services will not be responsible for students having insufficient high school credits necessary to meet high school graduation requirements. Students and their parent(s) or guardian(s) are responsible for obtaining information regarding the State of Florida standard high school diploma graduation requirements from their high school guidance counselor or school appointed official. State College of Florida Manatee-Sarasota Advising Services will maintain the confidentiality of all student information disclosed during advising sessions

[ACADEMIC RESOURCE CENTER \(ARC\)](#)

One-on-One Tutoring for Math, Science, and English;

- Writing Center Conferences;
- Developmental Skills Labs for Mathematics;
- Facilitated small group Tutoring Sessions;
- Variety of content-specific Workshops to help students prepare for tests or other assignments in math, science, English, problem solving, study skills, etc.
- The ARC also offers a comfortable study atmosphere where students can work on their own, meet with their classmates or professors, utilize the lab computers, study rooms, or a myriad of study materials

[LIBRARY](#)

Bradenton Library: 941-752-5305
Venice Library: 941-408-1435
Lakewood Ranch: 941- 363-7250

[STUDENT LIFE](#)

Students are encouraged to take advantage of all that SCF has to offer. Staff specializes in many areas including Student Activities, Student Organizations, Student Government, Wellness and much more.

Full participation in campus life is considered an integral part of the development of the Student. The Office of Student Life is committed to that development by providing support networks, creative programs, social activities, leadership opportunities and cultural diversity for the student to grow beyond the classroom.

SCF RESOURCES & SERVICES

- [CANVAS SUPPORT](#)
- [CAMPUS CONNECTIONS](#)
- [SCF TRANSCRIPTS](#)
- [FINANCIAL AID](#)

ACADEMIC DEPARTMENTS:

- [ACADEMICS](#)
- [NATURAL SCIENCE](#)
- [MATHEMATICS](#)

REVIEW YOUR CAPP DEGREE AUDIT *(progress towards your degree)*

Click On: MYSCF

Enter: User ID and Password

Click On: "Student" Tab

Press: Down Arrow to: Student Services Quick Links

Click On: CAPP/Degree Audit

Select Term: Use drop down menu to select term

Click On: If program is correct, click Generate New Evaluation
If Program Incorrect: Click on "What-If Analysis"

[How to Read Your CAPP/Degree Audit \(video presentation\)](#)

[Graduation Application and Information](#)

INTERESTED IN STAYING AT SCF AFTER HIGH SCHOOL?

DE students graduating from High School, please reapply to SCF:

- [Apply online](#) as a degree-seeking student
- Submit documentation of [Florida Residency for In-State Tuition](#)
- Submit official, final high school transcript after you graduate

Admissions: 941-752-5050 or admissions@scf.edu Please let the staff know you are no longer dual enrolled and want to reapply.

CONTACT INFORMATION

Email is the best way to communicate with the Early College office. Due to the high volume, it is **required** to make an appointment. earlycollege@scf.edu

Public and Private school students are **required** to meet with their High School counselor.

The [DE website](#) is frequently updated! Please make sure to check it out regularly!

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, PO Box 1849, Bradenton, FL 34206.