

ACADEMIC DUAL ENROLLMENT HANDBOOK



Hillsborough County
PUBLIC SCHOOLS
Excellence in Education

FALL / SPRING
2013-2014

HILLSBOROUGH COUNTY PUBLIC SCHOOLS
TAMPA, FLORIDA

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ACADEMIC DUAL ENROLLMENT HANDBOOK

INTRODUCTION

In an effort to maintain the integrity of the Hillsborough County high school transcript and to provide equal access to all students, dual enrollment credit can be awarded only in instances where an articulation agreement is active. A student wishing to participate in this program must be enrolled full-time in a Hillsborough County Public Schools high school. Currently, our district holds articulation agreements with Hillsborough Community College, the University of South Florida, Tallahassee Community College for Boys and Girls State, and the University of Florida for summer programs.

Students must maintain a high school grade point average (GPA) of 3.0 (unweighted) to remain eligible for the Academic Dual Enrollment Program. Students may not repeat a dual enrollment course and may not earn dual enrollment credit for remedial courses or for those courses that are less than three college credit hours. Specific high school credit value for dual enrollment courses is posted on the FLDOE Dual Enrollment Equivalency List.

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

It is the responsibility of the student to contact the school or access the web sites of the schools listed above in order to locate detailed information not covered in this handbook.

ACADEMIC PROCEDURES

DUAL ENROLLMENT (ON THE HIGH SCHOOL CAMPUS)

Qualifications	The student must have a minimum unweighted cumulative grade point average (GPA) of 3.0. The student must achieve an acceptable score on the Postsecondary Education Readiness Test (PERT), SAT, or ACT.
Academic Impact	<p>The dual enrollment student receives both high school and college credit. Since college credit is awarded, this grade will remain a part of the college transcript.</p> <p>Dual enrollment courses will receive the same course weighting as Advanced Placement courses. A bonus of .08 is added to the cumulative GPA for every one-half credit and .16 per 1.0 high school credit for each dual enrollment course in which the student earns a grade of C or higher.</p> <p>Since college credit is awarded, this grade will remain a part of the college transcript.</p> <p>Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.</p>
Student Responsibilities	During program planning, the student should confer with his/her school counselor regarding the availability of dual enrollment classes at the school site. The student will complete Authorization Form A “Dual Enrollment on High School Campus” under the supervision of the school counselor. The student must submit an application for admission to the postsecondary institution. The application for HCC is online. The application fee is waived.
Counselor Responsibilities	During program planning, the school counselor assists the student in making course selections identified and verifies the student for eligibility.
APC Responsibility	Each school’s Assistant Principal for Curriculum (APC) gives to HCC a projected number of students, verifies course availability prior to programming, and coordinates textbooks and other instructional materials for each class.
Instructor Responsibility	Instructors are responsible for completion of and forwarding of enrollment and withdrawal paperwork by the prescribed deadlines.

AUTHORIZATION FORM A
DUAL ENROLLMENT (ON HIGH SCHOOL CAMPUS)

(CIRCLE ONE)

SEMESTER: 1

SEMESTER: 2

Date: _____

Hillsborough County Public
School Student Name: _____

State Student Number: _____

High School Name: _____

Dual Enrollment Course(s): _____

THIS PERMISSION FORM IS ONLY FOR THE COURSE(S) LISTED BELOW.

Course Name: _____ Course #: _____

Course Name: _____ Course #: _____

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

All items below must be verified by the school counselor prior to enrollment in a dual enrollment course. Only the course(s) indicated above have been approved.

- Grade Level (9, 10, 11, or 12 only) - circle one
- Grade Point Average (minimum GPA: 3.0 unweighted) _____
- Acceptable test score on the PERT, SAT, or ACT

Student's Signature

Date

Counselor's Signature

Date

Distribution: *Original* *(Guidance)*
 Copy *(All Dual Enrollment instructors)*
 Copy *(Student, for personal file)*

ACADEMIC PROCEDURES

DUAL ENROLLMENT (OFF THE HIGH SCHOOL CAMPUS)

Qualifications

Students may attend HCC or USF on a part-time basis. Students may only take courses at USF that are not offered at HCC. USF verifies the course selection and makes the final enrollment decision. The student must have a minimum unweighted cumulative grade point average (GPA) of 3.0. The student must achieve an acceptable score on the Postsecondary Education Readiness Test (PERT), SAT, or ACT.

Academic Impact

The dual enrollment student receives both high school and college credit. Since college credit is awarded, this grade will remain a part of the college transcript.

Dual enrollment courses will receive the same course weighting as Advanced Placement courses. A bonus of .08 is added to the cumulative GPA for every one-half credit and .16 per 1.0 high school credit for each dual enrollment course in which the student earns a grade of C or higher.

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

Student Responsibilities

During the program planning process, the student, with the assistance of the school counselor, should establish the *need* for dual enrollment off the high school campus based on the student's academic requirements and the class offerings at the school site. The student will complete **Authorization Form B "Dual Enrollment Off the High School Campus"** under the supervision of the school counselor. For dual enrollment at HCC, the student must also complete the **"Special Category Student Authorization Form"** found on the HCC website (www.hccfl.edu) keyword "dual enrollment" (Steps to Apply). The student must research the availability of courses at the postsecondary institution, complete and submit the application for admission to the institution. The application for HCC is online. The application fee is waived. Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF. All paperwork must be submitted to HCC or USF 30 working days prior to the start of the semester.

Counselor Responsibilities

During program planning, the school counselor assists the student in completing the **Authorization Form B "Dual Enrollment Off the High School Campus"** and verifies student eligibility. The school counselor retains the original authorization form and gives a copy to the student. The student's schedule should be adjusted to accommodate the off-campus course. **Students must return all textbooks to Instructional Materials Depository within five (5) working days from the end of the semester. Previous semester textbooks MUST be returned BEFORE new semester orders will be processed.**

AUTHORIZATION FORM B
DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)
STUDENT RESPONSIBILITY

(CIRCLE ONE)

SEMESTER: 1

SEMESTER: 2

Date: _____

Hillsborough County Public
School Student Name: _____

State Student Number: _____

High School Name: _____

Postsecondary Institution: _____

Dual Enrollment Course(s): _____

Course Name: _____ Course #: _____

Course Name: _____ Course #: _____

Alternative Course Name: _____ Course #: _____

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

- Grade Level (9, 10, 11, or 12 only) - circle one
- Grade Point Average (minimum GPA: 3.0 unweighted): _____
- Acceptable test score on the PERT, SAT, or ACT
- Application submitted to HCC or USF: _____

ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED. If the course chosen is unavailable on the HCC or USF campus, and the student wishes to take another course, the student is required to consult with the counselor for approval of an alternative course from the master list of DOE approved courses.

Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF.

Principal's Statement

In order to meet the academic needs for the student named, the student may dually enroll in a postsecondary institution for the course(s) indicated.

Principal's Signature (or Designee)

Date

Counselor's Signature

Date

Please continue for additional information —————>

AUTHORIZATION FORM B (continued)

DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)

Student's Statement of Responsibility

- Student **must** obtain signature from principal or designee.
- Student **must** obtain signature from counselor.
- Student and parent **must** sign "Statement of Responsibility."
- Student understands if course(s) is/are unavailable, additional approval is required from the high school counselor
- After enrolling/registering at HCC, students must obtain an access code from the high school to order textbooks online (HCC courses only).
- Additional fees such as online access codes (ie... My Math Lab (MML), XL, Access Code) and consumables will be the responsibility of the individual student.
- Dual enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF.

*I understand that HCC will submit a transcript to my high school. For courses taken at USF, I understand that I must request to have my transcript sent by USF to my high school and pay any applicable fees. In addition, **students must return all textbooks to Instructional Materials Depository within five (5) working days from the end of the semester. Previous semester textbooks MUST be returned BEFORE new semester orders will be processed.** HCPS textbook personnel will examine textbooks and determine their condition. If any textbook materials are damaged or lost, **the student will be charged a textbook fine or the replacement cost of the textbook.** Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing.*

Student's Signature

Date

Parent's Signature

Date

ACADEMIC PROCEDURES

EARLY ADMISSION TO COLLEGE

Qualifications

A student may be excused from the last two semesters of high school if he/she is accepted for full-time admission by an accredited, state-funded Florida public college that holds an articulation agreement with Hillsborough County Public Schools.

The student must have a minimum unweighted grade point average (GPA) of 3.5. Students applying for early admission at USF must meet the GPA requirement as calculated by USF. USF has final approval on accepting students for early admission.

The student must meet acceptable college test score requirements on the Postsecondary Education Readiness Test (PERT), SAT or ACT.

The student must have already completed the equivalent of the junior year of high school requiring only one additional year to complete high school graduation requirements; Early Admission students must have completed all required courses for graduation with the exception of 1.0 credit in senior English, and/or .5 credit in economics, and/or a fourth math credit;

Academic Impact

The early admission student enrolls full-time (minimum 24 credit hours) as a college student and receives college credit.

Dual enrollment courses will receive the same course weighting as Advanced Placement courses. A bonus of .08 is added to the cumulative GPA for every one-half credit and .16 per 1.0 high school credit for each dual enrollment course in which the student earns a grade of C or higher.

Early admission students are not eligible to earn additional high school honors (i.e. valedictorian, salutatorian, Tribune honors).

Procedures

During program planning in the spring of the student's junior year, students must confer with the high school counselor regarding the student's eligibility for early admission to college. The application for admission, high school transcript, and letter of permission should be submitted at least 30 working days prior to the start of classes (April 1st for USF) of the desired term of entrance. The counselor, along with the student, will complete the **Authorization Form C "Early Admission to College"**.

Student Responsibility

The student must obtain written permission from the high school principal or his/her designee.

The student must submit an application for admission to the postsecondary institution. The application for HCC is online.

For early admissions at HCC, the student must also complete the “**Special Category Student Authorization Form**” found on the HCC website (www.hccfl.edu) keyword “dual enrollment” (Steps to Apply).

The student must submit the college transcript to his/her high school at the conclusion of each semester. Only textbooks that match courses on the state approved list will be covered under early admission. The student returns textbooks to the school district’s textbook depository at Instructional Materials Depository, 5715 E. Hanna Avenue, Tampa, FL., within five (5) working days from the end of the semester.

Counselor Responsibility

During program planning in the spring, the counselor assists the student in completing the **Authorization Form C “Early Admission to College”** and verifies student eligibility. The counselor retains the original authorization form and gives a copy to the student.

APC Responsibilities

The Assistant Principal for Curriculum (APC) verifies completion of all district forms and student’s acceptance by college.

AUTHORIZATION FORM C (Continued)

EARLY ADMISSION TO COLLEGE

Student's Statement of Responsibility

- Student **must** obtain signature from principal or designee.
- Student **must** obtain signature from counselor.
- Student and parent **must** sign "Statement of Responsibility."
- Student understands if course(s) is/ are unavailable, additional approval is required from the high school counselor
- Student **must** have a minimum unweighted grade point average (GPA) of 3.5. Students applying for early admission at USF must meet the GPA requirement as calculated by USF. USF has final approval on accepting students for early admission.

As an early admission student, I understand that I must enroll as a full-time college student (no less than 24 semester hours) and complete the high school courses required for a standard high school diploma. If attempting to meet the requirements for the Florida Bright Futures Scholarship Program, my responsibility is to verify with the postsecondary counselor that courses in which I am enrolled will meet the state's requirements. I also understand that it is my responsibility to submit to my high school counselor an official transcript from the postsecondary institution upon the completion of each semester, and a fee for which I am responsible, may be imposed by the postsecondary institution. Participation in the high school graduation ceremony is contingent upon meeting all high school graduation requirements and standards, as well as **returning textbooks and course materials (CD's etc.) to the school district's textbook depository at the Instructional Materials Depository on 5715 East Hanna Avenue, Tampa, Florida, no later than five (5) days after the last day of class.** Although I may retain any honors earned in high school prior to early admission to college, I understand that I may not earn additional high school honors (i.e. valedictorian, salutatorian, Tribune honors). In order to receive credit towards high school graduation, I am required to give my school counselor the transcript of college courses taken prior to my scheduled high school graduation date and pay any transcript fees imposed by the postsecondary institution.

Student's Signature

Date

Parent's Signature

Date

Counselor's Signature

Date

Distribution: *Original* *(School Counselor)*
 Copy *(High School Registrar)*
 Copy *(Student)*

University of South Florida
Office of Undergraduate Admissions
SUPPLEMENTAL INFORMATION FOR EARLY ADMISSION

Date: _____

Student Name: _____ USF ID: _____

State Student Number: _____

Address: _____
Street City & State Zip Code

Home Phone: (____) _____ High School: _____

Status in High School: Junior Senior

My Signature constitutes a request for an official copy of the high school transcript to be sent to the University of South Florida.

Signature of Applicant: _____

Course(s) Needed to Complete Requirements for High School Graduation:

Course Name: _____ Course #: _____

Course Name: _____ Course #: _____

Course Name _____ Course # _____

All items below must be VERIFIED by the school counselor prior to Early Admission to a postsecondary institution.

- Grade Level (Grade 12 only): _____
 - Test Score (must achieve an acceptable score on the SAT or ACT as defined by the postsecondary institution) _____ or _____
SAT ACT
 - Current number of high school credits (minimum 18): _____
 - Grade Point Average (minimum 3.5 unweighted): _____
 - Student obtains signature from Principal, APC, or Designee
 - Student and parent must sign "Statement of Responsibility"
-

Principal's Statement

In order to meet the academic needs of the student named above, the student may enroll as an early admission student in a postsecondary institution.

Principal's Signature _____

Date _____

ACADEMIC PROCEDURES

DUAL ENROLLMENT (FLORIDA SUMMER PROGRAMS)

Public Community Colleges and Universities

Students may enroll in summer programs other than those sponsored by the School District of Hillsborough County. The following guidelines address the various types of programs and the procedures to be followed.

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

Boys or Girls State Any student who is selected to participate in the Boys State or Girls State program in Tallahassee will be given the option to earn credit in a dual enrollment course through Tallahassee Community College. In addition to attending the program, the student must complete a research project that is submitted, graded, and approved by the community college. It is the student's responsibility to submit to his or her counselor a transcript if credit is earned. The course to be affixed to the high school transcript is POS1112Q State & Local Government.

University of Florida The University of Florida permits high school students enrolled in public high schools in Hillsborough County to enroll in regularly offered courses listed in the university's undergraduate catalog, *The University Record*. Students must have a 3.25 unweighted GPA in academic subjects, must meet any course requirements as defined in *The University Record*, and must receive permission from his or her high school principal prior to enrollment. See **Authorization Form E "Florida Summer Program (Off High School Campus)"**. Students will earn dual enrollment credit, and honors points (.08 per one-half credit earned) will be awarded if a grade of "C" or higher is earned. All criteria required for the weighted dual enrollment courses are the same as those that apply to AP courses. The university will provide instructional materials on a loan/return basis.

Other Florida Programs Students wishing to take dual enrollment courses other than those described above may enroll in public community colleges or universities within the state of Florida. However, the student must follow the same academic procedures as outlined for Dual Enrollment (Off the High School Campus). Prior to course enrollment, the student must complete **Authorization Form E "Florida Summer Program (Off High School Campus)"**.

Out of State/Private Programs **Authorization Form F**
Credits earned by students enrolled in summer programs or courses at private institutions or on college campuses outside of the state of Florida **will not** be affixed to the local high school transcript. The student can request a transcript from the out-of-state school as a record of courses completed.

AUTHORIZATION FORM E

FLORIDA SUMMER PROGRAM (OFF HIGH SCHOOL CAMPUS)

Date: _____

Student Name: _____

State Student Number: _____

High School Name: _____

Postsecondary Institution: _____

Co-enrollment courses:

Course Name: _____ Course #: _____

Course Name: _____ Course #: _____

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

School counselor verifies items below prior to enrollment in dual enrollment course.

- Grade Level (9, 10, 11, or 12) - circle one
- Grade Point Average (Minimum GPA: 3.0 unweighted) _____
- Acceptable Test Score on (PERT where applicable) SAT, or ACT
- Signature from Principal, APC, or Designee
- Signed "Statement of Responsibility"

Student Statement of Responsibility

I understand that my responsibility is to submit to the high school counselor an official transcript from the postsecondary institution upon completion of the dual enrollment course(s)

Principal's Signature Date

Parent's Signature Date

Student's Signature Date

Counselor's Signature Date

Distribution: (Original) Guidance

(Copy) Registrar

(Copy) Student

AUTHORIZATION FORM F

OTHER SUMMER PROGRAMS

Out of State or Private Institutions Without Active Articulation Agreements

Credits earned by students enrolled in summer programs or courses at private institutions or on college campuses outside of the state of Florida **will not** be affixed to the local high school transcript. The student can request a transcript from the out-of-state school as a record of courses completed.

Date: _____

Student Name: _____

State Student Number: _____

High School Name: _____

Postsecondary Institution: _____

Co-enrollment courses:

Course Name: _____ Course #: _____

Course Name: _____ Course #: _____

Principal's Statement

In order to meet the academic needs of the student named above, the student may enroll in a postsecondary institution for the course(s) indicated above.

Principal's Signature

Date

Student Statement of Responsibility

I understand that my responsibility is to submit to the high school counselor an official transcript from the postsecondary institution upon completion of the dual enrollment course(s). I also understand that I bear all costs associated with this program.

Parent's Signature

Date

Student's Signature

Date

Counselor's Signature

Date

Distribution: (Original) Guidance (Copy) Registrar (Copy) Student

TEXTBOOK PROCEDURES

Dual Enrollment:

Students are responsible for the care of materials; USF/HCC is responsible for the selection of course materials. Hillsborough County Public Schools provides textbooks for courses defined in the parameters of the dual enrollment agreement.

On HCPS High School Campus:

The course instructor issues textbooks to students and collects them at the end of each term. Students are responsible for the care of course materials. At the end of the term, students return textbooks to the instructor. Students who fail to return textbooks are placed on the school's indebtedness list. At the end of the semester, textbooks are retained by the high school, placed on its textbook inventory, or transferred to the warehouse.

Off HCPS High School Campus:

1. After meeting with an HCC counselor and registering for approved course(s), the student must bring the appropriate verification of enrollment form provided by HCC to the **Guidance Office at the high school** to receive information for logging in and completing the HCPS online textbook order form. Students can either visit the HCC campus bookstore or access the online bookstore where each course is being offered to obtain textbook information for the courses they are registered to take before completing the Online Textbook Ordering form.
2. After completing the Online Textbook Order Form, the student must electronically submit the form. All Dual Enrollment Textbook Order Forms must be submitted no later than fifteen (15) working days prior to the start of the semester at HCC. If the form is not electronically submitted by the deadline, there may be a delay in obtaining textbooks prior to the course start date. **Textbooks ordered after the course start date can take 1-2 weeks to fill and may inhibit students from completing course work in a timely manner.**
3. HCPS textbook personnel will contact the student via email or phone when textbooks are available for pick-up from the Instructional Materials Depository.
4. The following are required in order to be issued textbooks:
 - Picture Identification
 - HCC Fee Statement or other evidence of registration at HCC.
5. **Students must return all textbooks to Instructional Materials Depository within five (5) working days from the end of the semester. Previous semester textbooks MUST be returned BEFORE new semester orders will be processed.** HCPS textbook personnel will examine textbooks and determine their condition. If any textbook materials are damaged or lost, **the student will be charged a textbook fine or the replacement cost of the textbook.** Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing.

TEXTBOOK PROCEDURES

NOTICE: Students are not to write on any of the textbook materials as they will be reissued to another dual enrollment student in the future. If students write on or damage any material, they will be responsible for paying a textbook fine or book replacement fee. **If students wish to write in the textbook or keep it for future use, they have the option of purchasing the textbook themselves.**

HCPS Warehouse Location:

HCPS Central Warehouse/Logistics Operations Building
5715 East Hanna Avenue
Tampa, FL 33610
Phone: (813) 740-4336
Fax: (813) 740-4339
Email: dualenroll@sdhc.k12.fl.us

DIRECTIONS:

From Brandon and Plant City:

1. Take I-4 west to Tampa.
2. Take the US-301/Hillsborough Ave/US-92W exit towards Busch Gardens (Exit #7).
3. Merge onto E. Hillsborough Ave/US-92W.
4. Turn right on N. 56th St.
5. Turn right on E. Hanna Ave.
6. The HCPS Warehouse is on the right (first right AFTER Bonaker Rd).

From Tampa:

1. Take I-4 east towards Orlando.
2. Take the 50th St./Columbus Dr./US-41(Exit #3).
3. Turn left on N. 50th St.
4. Continue on N. 50th St./N. 56th St., crossing Hillsborough Ave..
5. Turn right on E. Hanna Ave.
6. The HCPS Warehouse is on the right (first right AFTER Bonaker Rd).

Hours:

7:00am – 2:30pm Monday – Friday (except holidays and identified days off)

**Contact the textbook warehouse for any possible extension of hours during peak dual enrollment drop off/pick up periods.

Early Admission: HCC

Hillsborough County Schools will pay only for those textbooks for courses that apply toward credit for high school graduation. The procedure for procurement of textbooks is as follows:

1. After meeting with an HCC counselor and registering for the approved course(s), the student must bring the appropriate verification of enrollment form provided by HCC to the guidance office at the high school to receive information for logging in and completing the HCPS online textbook order form. Students must either visit the HCC bookstore or online bookstore at the campus where the courses are being offered to obtain accurate textbook information to complete the Online Textbook Order Form.
2. After completing the Online Textbook Order Form, the student must electronically submit the form. All Dual Enrollment Textbook Order Forms must be submitted no later than fifteen (15) working days prior to the start of the semester at HCC. If the form is not submitted by the deadline, there may be a delay in obtaining textbooks.
3. The following are required in order to be issued textbooks:
 - Picture Identification
 - HCC Fee Statement or other evidence of registration at HCC.
4. **At the end of the semester, students are required to return textbooks and course materials (CD's, etc.) to the Instructional Materials Depository at 5715 E. Hanna Ave. in Tampa, no later than five (5) days after the last day of class.**

The Dual Enrollment Textbook Coordinator will examine the textbooks and determine their condition. If any of the textbooks materials are damaged or lost, the student will be charged a textbook fine or the replacement cost of the textbook. Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing. Students will not be permitted to check out additional dual enrollment textbooks until all textbooks have been returned and fines paid.

At the conclusion of the course, the student CANNOT sell the textbook(s) back to the bookstore. The student must return the book(s) in good condition to the Instructional Materials Depository at 5715 East Hanna Ave. Tampa, Florida 33610 (Telephone Number: 813-740-4336, Attention: Sandra Spicer).

Early Admission: USF

Students admitted to the University of South Florida from Hillsborough County under the Early Admissions Program are eligible for textbook vouchers. Hillsborough County will purchase the textbooks required for these students.

1. Students admitted under Early Admissions Program from Hillsborough County Public Schools are eligible for textbook vouchers.
2. Student enrolls in first semester.
3. Student signs agreement of understanding regarding this textbook provision.
4. Student goes to USF (see Sharon Geiger) for textbook voucher.
5. Student takes textbook voucher and schedule to the textbook center. Required textbooks are selected according to the schedule.
6. Student takes voucher and purchases to special register in bookstore.
7. USF will bill the Hillsborough County School District for the textbooks to Accounting Clerk III, C/O: 5715 East Hanna Avenue, Tampa, FL, 33610.
8. **Student returns textbooks to the Hillsborough County School District Instructional Materials Depository (5717 East Hanna Avenue, Tampa, FL 33610) at end of the semester.**

AGREEMENT OF UNDERSTANDING UNIVERSITY OF SOUTH FLORIDA

The student name below has been accepted into the Early Admission Program at the University of South Florida and is eligible for this textbook voucher for semester _____.

Advisor

I, _____, acknowledge that all textbooks purchased with the book voucher are the property of the Hillsborough County Public School System and the textbooks must be returned at the end of the semester (within 10 working days) to:

Sandra Spicer
Instructional Materials Depository
5715 E. Hanna Avenue
Tampa, FL 33610
(813) 740-4336

I further certify that I will only purchase textbooks required for the courses listed below and understand that any damage or loss of these textbooks is my responsibility and I will be appropriately billed by Hillsborough County Public Schools for any such damage or loss.

I understand and (*circle one*) agree do not agree to these conditions.

Student's Name

Signature

Social Security Number

Date

High School

Courses approved for textbook purchase:

Students: Take this form to Sharon Geiger who will give you the voucher for the Textbook Center.

AUTHORIZATION FORM D
ENROLLMENT FOR COLLEGE STUDENT
(Formerly Co-Enrollment of Full Time High School Student)

Date: _____

Student Name: _____

State Student Number: _____

High School Name: _____

Postsecondary Institution: _____

Credit in Escrow courses:

Course Name: _____ Course #: _____

Course Name: _____ Course #: _____

All items below must be verified by the school counselor prior to enrollment in a co-enrollment course:

- Grade Level (9, 10, 11, or 12 only) - circle one
- Application submitted to HCC or USF
- Must achieve an acceptable test score on the PERT, ACT, or SAT
- Signature from Principal or Designee (see page 13)
- "Statement of Responsibility"(see page 13)
- Signature from Counselor (see page 13)

Principal's Statement

At the request of the student and parent, I give my permission for the student named above to co-enroll in a postsecondary institution for the course(s) indicated above. **Any credits earned will not apply toward the high school diploma.**

Principal's Signature (or Designee)

Date

Student's Statement

I understand that I am responsible for the payment of all fees and the purchase of any textbooks associated with co-enrollment. **Credit earned through credit in escrow does not apply toward my high school diploma and course work completed will not be included on my high school transcript.**

Student's Signature

Date

Parent's Signature

Date

Counselor's Signature

Date

Distribution: Original: (Guidance) Copy: (Registrar) Copy: (Student)