

## CHARLOTTE TECHNICAL COLLEGE ADMISSIONS PROCESS INFORMATION FOR DUAL ENROLLMENT



### **What is Career Dual Enrollment?**

Career dual enrollment is an option for high school students to enroll in postsecondary courses creditable toward both high school graduation and a career and technical program certificate. Students enrolled in career dual enrollment may earn industry certifications and articulated college credit toward AAS/AS degrees in state colleges and universities.

### **How many credits will be earned?**

All courses taken at the College are clock hour courses; therefore, the High School Subject Area Equivalency List mandates the minimum subject area credit awarded for specific courses taken through career dual enrollment. Under this agreement, career dual enrolled courses will be weighted equally as Advanced Placement (AP) courses and will count toward high school graduation. The College will assign a letter grade to each student enrolled in a dual enrollment course and this letter grade is posted to the student's transcript **upon completion of the entire course.**

### **What are the expectations to maintain Career Dual Enrollment?**

Students participating in career dual enrollment are participating in college level courses and the amount of work necessary to succeed may be much greater than in high school courses. Students will be responsible to meet the College rules for **clock hour attendance** and behavior as specified in the Charlotte County Public Schools Code of Conduct and referenced in the College student handbook. Students enrolled in career dual enrollment will be required to **maintain a 70% average** in the course and **not miss more than 5% of the total clock hours** of the course and/or program accumulative.

Programs Exceptions: Practical Nursing and EMT must maintain a **75% average**.

**NOTE:** Students in dual-enrolled courses must satisfy the clock hour requirement for the course and the academic standards associated with all career certificate coursework. Failure to comply may result in dismissal from the program.

### **Enrollment Process**

- Attend an evening information session and/or Shadow a class in which you may be interested.
- Complete the online application on the CTC website at [www.yourcharlotteschools.com/ctc](http://www.yourcharlotteschools.com/ctc)
- You will be notified by CTC if you have been accepted into the program.
- It is preferred that students have a college readiness exam score, if not, students will be administered the PERT test within the first six weeks of the program.
- Follow up with the CTC Career Counselor to ensure that you have been accepted and are enrolled in the correct program.
- Attend the mandatory program orientation with a parent.

- Enter class before 10-day Drop/Add period.

### **Students must meet these minimum requirements:**

1. Complete an online application at <https://www.yourcharlotteschools.net/ctc>. Applications for career dual enrollment will be accepted by the College through the first day of class for the current school year; however, some programs require an interview; therefore, program application dead- lines will apply (Practical Nursing, Emergency Medical Technician, Cosmetology and HVAC).
2. For a Career Certificate, students must have at time of enrollment a 2.0 unweighted GPA and must maintain this GPA throughout enrollment in the program. Program exceptions include:
  - HVAC and EMT require a 2.5 GPA
  - Practical Nursing requires a 3.0 GPA
3. Be a student in grades 9 -12 who meet high school GPA and college readiness test requirements. The College will review the initial application to determine College requirements for admission.
4. All students enrolled in career dual enrollment will meet the Basic Skills Requirements. If college readiness scores are not available, students will be given a schedule to register for a basic skills examination to be taken at the College. The home high school and College will collaborate to determine final acceptance and monitor individual student performance to assure on-time graduation.
5. Students must complete the career certificate course before high school graduation.
6. Students may lose the opportunity to participate in the dual enrolment program if they are disruptive to the learning process.

### **What is the difference between career dual enrollment and co-enrollment?**

Co-enrollment does not always allow for articulated college credit into AAS/AS degree programs at state universities. Students are able to earn college credit based on earned certifications through the program.

Because the Department of Education updates articulation agreements continuously, please visit the website below for a list of updated articulation agreements for industry certifications and career certificate programs:

<https://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/>

### **Is transportation provided?**

Bus transportation is provided for students who attend CHS and LBHS for the AM and PM sessions. Students who plan to stay an entire day at CTC may ride the bus from their home school in the AM and will be transported home from CTC in the afternoon. Students from PCHS walk to and from CTC; all PM students are provided transportation home from CTC. Parking passes are available for a cost of \$10.00 per year if students choose to drive. **Students are responsible for their own transportation in any programs that require them to be off campus such as clinical, externships and internships.**

### **Are there any fees associated with my selected program?**

There is no cost to CCPS public high school students for tuition, textbooks, or industry certification testing. Lab fees are associated with some programs. Please visit our website at <https://www.yourcharlotteschools.net/ctc> for a program specific

cost sheet.

**How do I get more information?**

Please contact Barbara McCauley, Career Specialist, at 941-255-7500, ext. 179 or by email at [Barbara.McCauley@yourcharlotteschools.net](mailto:Barbara.McCauley@yourcharlotteschools.net). Please visit our website at [www.charlottetechcollege.net](http://www.charlottetechcollege.net) to browse program offerings and learn more about costs associated with all programs.

**CTC Dual Enrollment Program Offerings for 2021-2022**

| <b>Career Dual Enrolled</b>                         | <b>Co-Enrolled</b>                        |
|---|---|
| Aviation Maintenance Technology                     | Automotive Maintenance & Light Repair     |
| Building Construction Technologies                  | Cosmetology                               |
| Applied Cyber Security                              | Criminal Justice Operations               |
| Baking and Pastry Arts                              | Electricity (TBA)                         |
| Computer Systems & Information Technology           | Game/Simulation/Animation & Visual Design |
| Digital Design I & II                               | Game/Simulation/Animation Programming     |
| Early Childhood Education                           | Certified Nursing Assistant               |
| Emergency Medical Technician/Firefighter Combined   | Principles of Teaching                    |
| Fundamental Food Service Skills                     |   |
| Heating Ventilation, Air Conditioning/Refrigeration |   |
| Medical Assisting                                   |   |
| Network Support Services                            |   |
| Practical Nursing                                   |   |
| Professional Culinary Arts & Hospitality            |   |
| Technology Support Services                         |   |