

Name _____

Milton High School
Dual Enrollment Contract per PSC Articulation Agreement and Santa Rosa School District

Students who wish to participate in the full-time dual enrollment program shall meet the following conditions:

- Completion of required credits with a minimum cumulative GPA of 3.0
- Successfully pass FSA reading and all state mandated EOC's
- Has to be in good standing with SRSD
- Earn appropriate scores on the PERT, ACT or SAT

	Reading	English	Math (Intermediate/College Alg)
PERT	106	103	114/123
ACT	19	17	19/21
SAT	24	25	24/27.5

Requirements:

- If a Dual Enrollment class is offered at MHS, in the fall/spring, students are required to take it at MHS unless it is already full.
- Students who are juniors may not exceed four courses plus one lab per semester total.
- Students who are seniors may not exceed five courses plus one lab per semester total.
- MHS students who do not maintain a C or better or are withdrawn from Dual Enrollment courses **may be restricted from further enrollment in college courses** in accordance with the articulation agreement with the Dual Enrollment providers and the Santa Rosa County Student Progression Plan. PSC requires a 2.50 college GPA to continue taking Dual Enrollment classes and a MHS 3.00 GPA.
- Students who drop below a C average will be required to return to MHS.
- In order to remain eligible for dual enrollment, students having a grade of W will lose their Dual Enrollment eligibility for the next semester.
- Please be advised that PSC has agreed for sophomores to register for the summer; however, if their FSA scores return and they are not passing, the student will be removed from the D.E. classes per the articulation agreement.
- Students and parents are required to read and sign the MHS Dual Enrollment Contract and return the contract prior to the first day of a dual enrollment class. Failure to do this in a timely manner will delay students in starting dual enrollment classes.
- Students and parents are required to read and fill out the off campus activity form prior to the first day of a dual enrollment class. Failure to do this in a timely manner will delay students in starting dual enrollment classes.

Procedures:

- After taking and successfully passing the tests, students should create their schedule and meet with an MHS guidance counselor for course approval.
- Students will be enrolled in classes that complete the 36 general education credit hours BEFORE being enrolled in electives.
- Once an MHS counselor has approved a schedule, it is the student's responsibility to schedule an appointment with an academic advisor at the college to complete the registration process. This procedure must be followed each semester. Call Sara Wilson 484-4440 for an appointment.
- Students are responsible for acquiring their textbooks through PSC's Milton Campus and should call 484-4450 for more information. Students will need to identify themselves as a DE student. It is the student's responsibility to turn back in textbooks at the end of the semester or records will be tagged.
- Students must obtain permission from their high school counselor if they intend to withdraw from a class.
- Students who have been withdrawn from DE by the instructor for non-attendance or failing grades will be required to have a formal meeting with their guidance counselor, administration, and parents in order to re-enroll after the designated sit out time.

Transfer of Credit:

- Grades will be entered once each semester and will be used to calculate class rank. The institution will award college credit, which will be recorded on your permanent college record.

Additional Information:

- Students are encouraged to use the free tutoring labs for writing and math, as well as the computer labs.
- It is the student's responsibility to stay informed regarding scholarships, activities, and information pertaining to MHS and graduation. It is also their responsibility to return any forms or paperwork in a timely manner. This information may be found on the MHS website www.santarosa.k12.fl.us/mhs.

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- It is the student's responsibility to know how they are doing in class by utilizing Spyglass. Spyglass is much like the parent portal at MHS and can be checked at their convenience.
- It is the student's responsibility to know when class meetings, scholarships and other activities are. Please visit the website regularly, your guidance counselor will not remind you to do this, you should be mature enough to know when deadlines and meetings are. When your guidance counselor calls, please call her back at your earliest convenience.
- The articulation agreement between PSC and Santa Rosa School District can change at any time due to legislation. Please be advised that as items are subject to change, circumstances for individual students may change as well. MHS will be diligent in getting this information to our students.

NOTE: Transfer of Dual Enrollment college credits within the State of Florida is protected by law; however, colleges and universities outside of Florida view high school Dual Enrollment credits in different ways. Therefore, we strongly advise students who are accumulating college credit while in high school to check with the individual college they plan to attend.

By signing below, I agree to the terms of this contract:

Student _____

Date _____

Parent _____

Date _____

Student email address _____

Student Phone Number: _____

Name _____

Revised 04/2014