

## **York Technical College Information for District-Sponsored Dually Enrolled Students**

### **General Information**

Contact your high school counselor for information about the dual enrollment courses available at your school. You may find helpful information about York Technical College on the website [www.yorktech.edu](http://www.yorktech.edu). You may access a current catalog at <http://www.yorktech.edu/catalogs.asp>, and course syllabi are available from the **Current Students, Course Syllabi** link or at <http://www.yorktech.edu/syllabi/>.

If you wish to apply the courses you complete at York Technical College towards completion of your high school diploma, you must receive prior approval from your high school guidance counselor. In addition, it is the student's responsibility to contact and receive written assurance from any non-public institution in South Carolina or any public or private institution outside South Carolina of that institution's willingness to accept a dual enrollment course toward degree requirements.

### **Admission/Registration Process**

Rising juniors and seniors (age 16) who meet US citizenship requirements and are recommended by the high school counselor must complete a college application which is available online. Students need to complete a new application each academic year. Fall semester students who enroll in courses in Spring Semester will not need to resubmit an application.

Visit [www.yorktech.edu](http://www.yorktech.edu). Choose **Future Students**, then **Admission**, then **Application**. Under Application Policies, choose to print the **Parental Permission Form**. Return the signed form to your high school liaison handling the dual credit process. Choose **Begin Online Application** (at the bottom of the screen). Complete the 8 screens following the cues for formatting. The anticipated graduation date is used to report junior or senior class status for dually enrolled students. Be sure to complete all required fields (\*). Choose **View Summary** at any time to double check your information.

To make corrections to your application, click on the link for the appropriate heading (example *Personal Information*.) If you maximize the **View Summary** page, you will be able to see the **Print This Page** and **Submit Application** buttons at the bottom. Print the summary of your application first and then submit your application electronically. The printed Summary Page and the signed Parental Permission Form should be submitted to the high school liaison.

The fees for the classes will be paid to your high school. (Do not make checks payable to York Technical College.) Registration will take place when all recommended and qualified students have submitted applications and the District contact has sent a list of the students' names, Social Security Numbers, and course choices along with signed copies of the Parental Permission Forms and the application summary pages to the York Technical College contact.

Excerpts from statements in the *Catalog & Handbook* about student admissions follow:

### ***Declaration of Citizenship or Legal Presence in the United States***

The South Carolina Illegal Immigration Reform Act (S. C. Code Ann. #59-101-430 (Westlaw 2008) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. The College may require submission of documentation that supports the claim of legal presence in the United States.

Applicants currently enrolled in the 11th or 12th grade of a secondary school may enroll in selected courses at York Technical College. This enrollment is based on the following conditions:

- Students continue their enrollment in secondary school.
- Students submit written permission of one parent and secondary school official.

### ***Placement Testing and Student Eligibility***

To facilitate student success, the College requires students to complete the COMPASS placement test. High school students taking dual enrollment courses must meet the same requirements for an individual course as any other college student. This includes meeting minimum COMPASS scores which satisfy the prerequisites and/or co-requisites for the desired course(s). See the chart below for minimum test scores required for most college transferable dual enrollment courses. Course prerequisites and/or co-requisites may vary, depending on the course. Contact your guidance office for specific course prerequisites or consult the Technical College Catalog and Handbook at: <http://www.yorktech.edu/catalogs.php>

COMPASS –Reading 81; Writing 70; Math (depends upon specific Math course)

SAT- Reading – 480; Math – 540

ACT- English – 21; Math – 23

Taking the COMPASS placement test during your junior or senior year in high school could also save you money after graduation. By completing any or all prerequisite non-degree courses before beginning the first year of college, a LIFE scholar could save more than \$1,800. High school students who meet the criteria for LIFE Scholarship must enroll in at least 12 non-remedial credits during the first semester of attendance. Non-degree courses are considered remedial courses. Students whose placement test scores indicate a need for remediation may not meet the prerequisite requirements for degree-level courses and, therefore, may not be eligible for LIFE scholarship for that semester. [NOTE: High school students who meet the LIFE scholarship criteria are not eligible for lottery tuition assistance during the year(s) of eligibility.] Grades and credit hours earned in remedial courses are not used in determining LIFE Scholarship eligibility.

The hours for the Assessment Center are Monday-Thursday 8am-9pm & Friday-Saturday 8am-2pm. COMPASS testing may also be available at your high school. Check with your guidance office regarding dates and times.

### ***Factors to Consider Before Enrolling in a College Course***

If you decide to enroll in a college course for dual enrollment credit, please be aware of the information below:

- You are establishing a permanent college transcript so your success in the course(s) is very important.
- Your eligibility for various financial aid programs for college can be impacted based upon the outcome of your dual enrollment coursework.
- You are required to adhere to the College's Student Code of Conduct while taking dual enrollment courses. York Technical College's Student Code is available at [http://www.yorktech.edu/stud\\_code.pdf](http://www.yorktech.edu/stud_code.pdf)

## **College Orientation**     <http://www.yorktech.edu/syllabi/COL/COL%20105.pdf>

You may also be interested in the **COL 105** course. The target audience is high school seniors. It is not designed for transfer to senior colleges. The book is entitled *On Course* (Skip Downing) and is approximately \$50.

## **Benefits and Services**

A student who is enrolled in dual-enrollment courses is entitled to participate in all the programs and services provided to students at York Technical College. York Technical College provides student support programs, services, and activities that promote student learning and enhance the development of its students. The following programs, services, and activities are available to dually-enrolled students:

- Student Activities
- Clubs and Organizations
- Student Newsletter and Calendar of Events
- Career Services
- Disability Services
- Academic and Personal Counseling
- Tutoring and Academic Coaching
- Anne Springs Close Library
- Computer Lab Facilities

Students are made aware of these activities and events via the *York Technical College Information for District-Sponsored Dually-Enrolled Students*” handout. The information is also accessible on their Desire-2-Learn (D2L) accounts under the [College Resources and Information menu](#). Students also have access to all of their personal, financial, and academic information via their WebAdvisor accounts and receive important communications from the College via their campus D2L e-mail accounts and preferred e-mail accounts. Remote counseling via SKYPE, which can be used for Disability Services, Counseling Services, Tutoring, and more, will be available for dual-enrollment students in fall 2011.

Student activities and workshops are offered on the College’s main campus, at the Chester Center, and the Kershaw-Heath Springs Center.

## **Transfer Information**

Each student who wants to send a York Technical College transcript to another college must submit a signed request form to the Academic Records Office after the end of the semester. There is a fee for each transcript requested. For more information about official transcripts, contact the Academic Records Office at 803-981-7182. To make transcript requests convenient, the transcript request form is available at [www.yorktech.edu](http://www.yorktech.edu) (Former Students, Transcript Requests).  
[http://yorktech.edu/WebAdvisor/WebAdvisorForms/2010/transcript\\_request.pdf](http://yorktech.edu/WebAdvisor/WebAdvisorForms/2010/transcript_request.pdf)

Most colleges require a grade of “C” or better for transfer. Dual-enrollment courses count in many associate degree programs at York Technical College. Depending on the choice of dual-credit course and the choice of major at a senior institution, the course may transfer to another college. For more information on courses that transfer to state-supported colleges in South Carolina, check the information at this website: <http://www.che.sc.gov/AcademicAffairs/Transfer/Transfer.htm>. Students may also visit [www.sctrac.org](http://www.sctrac.org) to determine how courses transfer from one South Carolina public institution to another and planning for college.