

HIGH SCHOOL CAREER DUAL ENROLLMENT ADMISSIONS PACKET 2016-2017



Available High School Career Dual Enrollment Programs

Clearwater Campus

- Accounting Operations
- Applied Welding Technology
- Automotive Service Technology I
- Cabinetmaking
- Computer Systems & Information Technology
- Commercial Foods/Culinary Arts
- Digital Design I
- Electricity
- Electronic Technology I
- Machining Technologies
- Marine Service Technologies
- Medical Administrative Specialist
- Medium & Heavy Duty Truck & Bus Technician I
- Network Support Services
- Web Development

St. Petersburg Campus

- Air Conditioning
- Applied Welding Technology
- Automotive Collision Repair & Refinishing
- Automotive Service Technology I
- Building Construction
- Commercial Foods/Culinary Arts
- Commercial Photography I
- Digital Video Production
- Drafting
- Electricity
- Landscape & Turf Management
- Medical Administrative Specialist
- Network Support Services
- Pharmacy Technician
- Plumbing Technology

PINELLAS 
TECHNICAL
COLLEGE

Opportunity starts here



PTC - Clearwater

6100 154th Avenue North
Clearwater, 33760
Admissions - 727.538.7167 X2006

PTC - St. Petersburg

901 34th Street South
St. Petersburg, 33711
Admissions - 727.893.2500. X2521

PINELLAS TECHNICAL COLLEGE HIGH SCHOOL

CAREER DUAL ENROLLMENT ADMISSIONS PROCESS - FAQ's

What is High School Career Dual Enrollment?

High School Career Dual Enrollment is an option for high school students to enroll in PTC postsecondary courses creditable toward both high school graduation and a career and technical program certificate.

Where are Dual Enrollment Programs offered?

Both PTC campuses (Clearwater and St. Pete) offer High School Career Dual Enrollment programs. All of the available high school career dual enrollment programs are listed on the cover. Students in grades 11 and 12 may apply and must have a cumulative 2.0 grade point average and have the approval of their high school counselors. Students must have a 2.5 GPA for medical programs. High school students will earn weighted high school elective credits for attending career and technical programs at PTC.

When can a student begin the High School Career Dual enrollment Process?

Most programs accept students in grades 11 and 12. Some technical programs may be completed as a high school student; others may require a student to complete after graduation as an adult student.

How do students get started?

All prospective High School Dual Enrolled students must:

- Complete the attached Pinellas Technical College Permission for Dual Campus Coursework form.
- Obtain appropriate signatures, and submit the application to the current high school counselor.
- Schedule to take the Test of Adult Basic Education (TABE) by contacting the campus you wish to attend.
- Follow-up with a PTC Occupational Specialist or Counselor to ensure you are enrolled in the correct program.



What are the entry requirements to be High School Career Dual Enrolled?

High School Career Dual Enrollment entry requirements are met when:

- A student has completed a minimum of 11 high school credits.
- A student has met the minimum 2.0 unweighted grade point average (GPA).
- A student has taken the required level TABE.
- Some programs have additional program-specific requirements; see a PTC Occupational Specialist or Counselor for more information.

What are the expectations to maintain High School Career Dual Enrollment?

- A student maintains a minimum of a 2.0 cumulative unweighted GPA at the current high school as well as a 2.0 unweighted GPA in their technical program.
- A student complies with the Attendance Policy, the Student Code of Conduct, and specific program requirements while enrolled in PTC.
- Some PTC programs require a 3.0 GPA be maintained in order to stay enrolled in the PTC program area.

What are Technical Program completion requirements for High School Career Dual Enrollment?

Technical Program completion requirements are met to receive a program technical certificate when:

- A student has passed all coursework within the PTC technical program with a C or better (Pharmacy Tech requires a B or better).
- A student has met the State of Florida Department of Education mandated TABE exit scores or if applicable, the appropriate industry certificate or state licensure is passed.

Do High School Career Dual Enrolled students earn high school credit?

Yes. Students have the opportunity to earn up to (3) credits per year. These credits apply toward high school graduation requirements.

Are there any fees for High School Career Dual Enrolled students?

Students are required to follow PTC's dress code policy which requires the purchase of a program-specific uniform and ID. Pinellas County Public School high school students are provided tuition and textbooks free of charge.

Can students earn college credit?

All course credit applies to PTC program completion. Most programs articulate college credit to St. Petersburg College (SPC) degree programs. For specific information, see a PTC occupational specialist or counselor.

Are uniforms required in all programs?

Yes. Students are required to wear a uniform particular to their individual program. Uniforms are available for purchase in the bookstore at each campus.

Are ID's required in all programs?

Yes. The student ID must be displayed at all times.

Is transportation available?

Yes. Limited school bus transportation is provided and must be identified on the application. Charter, home and/or private school students must provide their own transportation. Students may drive their own vehicles with the permission of their parent and campus director.

Is there an attendance policy?

In accordance with Florida Statute 1003.24, a child's attendance in school is the responsibility of the parent or legal guardian. Absences can cause students to miss significant instruction and learning opportunities. Non-attendance places the student in jeopardy of consequences per the Student Code of Conduct. Failure to comply may result in dismissal from career dual enrollment.

What certificates do students receive?

Technical program certificates are awarded to students who have successfully completed all of the requirements of the program in which they have enrolled. In addition, Pinellas County Schools and Pinellas Technical College provide the opportunity to earn state licensure or industry certification. Please see a PTC counselor for specific program information.

What happens if the Technical Program is not completed prior to high school graduation?

A student who does not complete his/her program during high school may return as an adult student and complete the program. Adult students are required to pay for tuition, supplies, books and materials but financial aid is available.

For more information, visit the Pinellas Technical College website at <http://www.pcsb.org/myptc>

What is the TABE?

TABE stands for Test of Adult Basic Education. It is a state regulated assessment of basic skills in math, reading and language. High School students may take the TABE at any Pinellas Technical College campus, free of charge. All students entering a program of study must sit for the required level TABE. Prior to testing, students with an active 504 Plan or IEP should disclose this information to the technical college's counselor in order to request special accommodations if needed. Contact your current high school ESE specialist for further assistance or a PTC counselor.

How are TABE scores used?

TABE scores are one of the assessments used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in his/her technical program. Students scoring within two grade levels of state mandated exit scores have a better opportunity to successfully meet the rigors of a PTC program. Students scoring within two grade levels of their mandated exit scores will be counseled and appropriate options for assistance will be determined. Scores are reviewed with the student to determine what type of academic intervention will be required so that the student is ready to meet the demands of their technical program of study as well as meeting the state mandated exit scores.

Does the college provide basic skills remediation to prepare students to meet the TABE exit scores for their program of study?

Yes - Students will have the opportunity to register for instructional support to prepare them to retest to meet the TABE program exit scores. This instructional support will be required and will be monitored by both the counselor and instructor. Teacher access, lab facilities and online options will be available, including extended, evening and summer hours. Students only need to retest in the area or areas they did not meet (math, reading and/or language) and the required remediation will be focused to support their success.



No employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any educational programs, activities, services, or in any employment conditions, policies or practices conducted by Pinellas County Schools.

PINELLAS COUNTY SCHOOLS
PINELLAS COUNTY HIGH SCHOOL PERMISSION
FOR DUAL CAMPUS COURSEWORK AT PINELLAS TECHNICAL COLLEGE (PTC)

Student name (Print) _____ Email address _____

Home Address _____ City _____ Zip _____ Phone # _____

School name _____ PCS ID # _____ Current Grade level 11 12

Enrollment status Non-ESE ESE 504 Plan Extended Transition PTC enrollment term: Semester 1 2 School year _____

Transportation arrangements: I will need a PCS bus (if available). I will provide my own transportation.

PTC campus of enrollment: Clearwater Counselor: Yolanda Singletary (727)538-7167, ext. 2020; Fax (727)524-4445; singletaryy@pcsb.org
 St. Petersburg Counselor: Debbi Humbel (727)893-2500, ext. 2521; Fax (727) 550-4314; humbeld@pcsb.org

Dual enrollment course criteria:

- Dual enrollment courses at Pinellas Technical College give students weighted credit toward a high school diploma, industry certifications and a PTC career technical certificate. Hours completed at PTC may also transfer as credit hours to local and state colleges.
- A student must be enrolled in a full schedule of classes as defined in School Board policy and may participate in dual campus classes for up to one-half of this schedule.
- Class time in courses taken on the high school campus may not be missed due to travel time to and/or from PTC.

Textbooks:

- Pinellas Technical College will supply the required textbook(s) needed for class; however, the student may be responsible for providing and/or purchasing certain supplies. This information will be shared with the student at the time of shadowing.
- The student must return all textbooks provided by Pinellas Technical College. Obligations will be assessed for unreturned textbooks.
- When a student drops/withdraws from a PTC class, he/she must promptly return the textbook(s) to the PTC counselor. Students are responsible for paying for any lost or unreturned textbook(s).

Course withdrawal:

- **A student may not drop or withdraw from a dual campus course after the second calendar week of class.** A student who drops/withdraws from a dual credit course must inform both the high school counselor and the PTC counselor and enroll in courses on the high school campus to maintain a full schedule. The student must also complete all makeup coursework in the high school classes.

Grading:

- Dual credit students and parents are encouraged to contact the program instructor with questions regarding attendance and/or academic standing. Reports will be distributed periodically throughout the semester, informing students and parents of the student's progress. High school students will receive grades at the end of each semester. Extended Transition students will receive grades at the end of each marking period. High school students must maintain a minimum 2.0 GPA (or 2.5 for Medical programs) to remain in dual credit courses at PTC.

HIGH SCHOOL DUAL ENROLLMENT

GPA Requirement Met? Yes No Unweighted GPA _____

***Minimum 2.0 GPA required for career technical dual enrollment**

***Minimum 2.5 GPA for Medical programs at PTC St. Petersburg**

Counselor name (Print)

Counselor signature

EXTENDED TRANSITION DUAL ENROLLMENT

Career Assessment completed? Yes No

***Career assessment must be completed prior to registering for dual enrollment**

Case manager name (Print)

Case manager signature

Program choices:

List program choices of interest below, prioritizing by number. You may choose one or more than one. Return this application to your counselor for scheduling a date and time to "shadow." Enrollment is based on space availability. Visit the dual enrollment page on the PTC website, www.mypctc.edu, or contact the PTC dual enrollment counselor at each campus for a current listing of programs available.

1. _____ 2. _____ 3. _____

The signatures below indicate the following:

- The parent/guardian understands that the **dual campus students are studying on a postsecondary campus in an adult setting and will not be under direct supervision at all times.** Dual enrollment students will be present in the same class as adult students; therefore, a higher level of maturity, independence, and initiative is important for student success.
- The parent/guardian grants permission for the student to attend class on the campus of PTC and return to their high school campus either by PCS transportation or by another mode of transportation provided by the student.

Student signature _____

Date _____

Parent/Guardian signature _____

Date _____