

HIGH SCHOOL CAREER DUAL ENROLLMENT ADMISSIONS PACKET 2018-2019



Available High School Career Dual Enrollment Programs

Clearwater Campus

- .Net Application Development & Programming
- Accounting Operations
- Administrative Office Specialist
- Automotive Service Technology I
- Cabinetmaking
- Computer Systems & Information Technology
- Commercial Foods/Culinary Arts
- Diesel Systems Technician I
- Electricity
- Machining Technologies
- Medical Administrative Specialist
- Network Support Services
- Web Development
- Welding Technology

St. Petersburg Campus

- Advanced Manufacturing & Production Technology
- Air Conditioning
- Automotive Collision Technician
- Automotive Service Technology I
- Building Construction
- Commercial Foods/Culinary Arts
- Commercial Photography I
- Drafting
- Electricity
- Medical Administrative Specialist
- Network Support Services
- Pharmacy Technician
- Plumbing Technology
- TV Production Technology
- Welding 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

Program Enrollment is based on space availability

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. What is the list of programs on the front cover? All of the available high school career dual enrollment programs for high school students 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 many of the 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 High School Career Dual Enrollment Application.
- 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 Handbook, and specific program requirements while enrolled in a PTC technical program.
- 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 to receive a program certificate are met 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 basic skills requirement.

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 graduation requirements.

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

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



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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 may be required to wear a uniform particular to their individual program.

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.

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.

What is the TABE?

TABE stands for Test of Adult Basic Education. It is a state regulated assessment of basic skills in reading, math, 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 technical program. Students not scoring within two grade levels of their mandated exit scores will be counseled, and appropriate options for assistance will be determined.



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

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
COMMITMENT TO DUAL CAMPUS COURSEWORK
AT PINELLAS TECHNICAL COLLEGE (PTC)**

Student name (Print) _____ Current grade level 10 11

School name _____ PCS ID # _____

Enrollment status Non-ESE ESE 504 Plan Email address _____

Home Address _____ City _____ Zip _____ Phone # _____

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

*Students enrolled in homeschool, charter schools, and private schools must provide their own transportation.

PTC campus of enrollment: Clearwater Counselor: Yata Fields (727)538-7167, ext. 2016; Fax (727)524-4445; fieldsy@pcsb.org

St. Petersburg Counselor: Debbi Humbel (727)893-2500, ext. 2521; Fax (727) 550-4314; humbeld@pcsb.org

Dual enrollment course criteria:

- Many of the 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. Students enrolled in homeschool, charter schools, and private schools must purchase their own textbooks and supplies.
- When a student drops/withdraws from Pinellas Technical College, he/she must promptly return all textbooks and supplies provided by PTC. Per the Pinellas County Schools policy--students must pay for all lost or unreturned textbooks.

Course withdrawal:

- A student who withdraws from a dual credit/PTC 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. A student may not withdraw from a PTC course after the second calendar week of class.

Grading/Credit:

- Many PTC courses are not completed in one semester, and must carry over into the next. The entire course must be completed before credit can be awarded. Therefore, by accepting the opportunity to earn dual credit, the student and parent commit to a full school year of enrollment at PTC. Withdrawal from the dual enrollment program prior to the end of the school year may result in a loss of credit. Students and parents are encouraged to contact the program instructor with questions regarding attendance and/or academic standing.
- Students who do not complete an entire course will receive a W for the semester.

GPA Requirement Met? Yes No Unweighted GPA _____ *Minimum 2.0 GPA required for career technical dual enrollment. Minimum 2.5 GPA for Medical programs

Counselor name (Print)

Counselor signature

Program choices:

List program choices of interest below, prioritizing by number. You may choose one or more than one. Return this application to the PTC counselor for scheduling a date and time to "shadow." Enrollment is based on space availability. Visit the dual enrollment page, www.pcsb.org/domain/5133, 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.
- **By signing below, students and parents are committing to enrollment at PTC for a full school year.**

Student signature _____

Date _____

Parent/Guardian signature _____

Date _____