

19/20 FCTC Dual Enrollment Admission Application

(Please Print Clearly)

Return Application to:
FCTC – Dual Enrollment
2980 Collins Avenue
St. Augustine, FL 32084

Application Deadline: March 15th, 2019 (Fall/Summer 19/20) & October 31st, 2019 (Spring 19/20)

Applications received after the deadline will be considered on an individual basis subject to availability.

Students must submit a letter of recommendation from a Guidance Counselor, Teacher or Administrator.

Student Name: _____ Student's Contact #: _____
(Last) (First) (Middle)

Ethnicity: () Hispanic/Latino () Non-Hispanic/Latino **Please also complete "Race" selection below. CHECK ALL THAT APPLY.**

Race: () White () Black/African American () Native Hawaiian or Other Pacific Islander () Asian American Indian/Alaska Native

Gender: () M () F Date of Birth: _____ Birth City: _____ Birth State: _____

Social Security #: _____ (optional) OR Student ID: _____

Mailing Address: _____ City: _____ ST: _____ Zip Code: _____

Student's Highest Grade Completed: _____ Student Email Address: _____

Primary Language: _____ Secondary Language: _____

High School Name: _____ High School Counselor Name: _____

Parent Name: _____ Parent Email: _____
(Last) (First)

Parent Contact #'s: _____
Cell Home Work

NOTE: This is the first step in the process. Completion of this application **DOES NOT** guarantee admission to FCTC. You will be contacted to schedule an assessment. **Assessment is required for all programs** unless otherwise notified. Notification of acceptance/denial will be mailed or emailed. **If requested program has insufficient enrollment, FCTC reserves the right to cancel the class.**

Student Signature: _____ **Date:** _____

Information Below is to be completed by High School Guidance Counselor

**** If credits have been previously awarded for the same program of choice, PLEASE INCLUDE / ATTACH academic transcripts of program ONLY ****

2019/2020 Grade Level: _____ IEP/504 on file: Y/N Un-Weighted GPA: _____ FL ID# _____
If YES, Attach Copy

Semester/Term applying for: ☐ Fall/Spring ☐ Fall Only ☐ Spring Only ☐ Summer

1st Program Choice: _____ Block/Periods: _____

2nd Program Choice: _____ Block/Periods: _____

Absences (2018-2019)		Referrals (2018-2019)	
Excused:		Level 1	
Unexcused:		Level 2	
		Level 3	
		Level 4	

Student's Expected Graduation Date: _____
(Month/Year)

Counselor/Dual Enrollment Coordinator Signature: _____

Recommendation letter Attached ☐ Date: _____

FCTC Programs and Periods

Periods	Period 00	Period 01	Period 02	Period 03	Lunch	Period 04	Period 05	Period 06
M, T, TH, F	8:00am-9:15am	9:15am-10:00am	10:05am-10:50am	10:55am-11:40am	11:40am-12:10pm	12:15pm-1:15pm	1:20pm-2:05pm	2:10pm-3:00pm
Wed (Early release)	8:00am-9:15am	9:15am-9:50am	9:55am-10:30am	10:35am-11:10am	11:40am-12:10pm	11:45am-12:45pm	12:50pm-1:25pm	1:30pm-2:05pm

Student must have at least 2 consecutive periods available in schedule unless otherwise approved

****Wed- Early release for St. John's County Students****

Program	Block/Periods Available	Times	Credits Per Year
Air Conditioning, Refrigeration & Heating	Block 1 – 00-01	8:00am-10:00am	1-3.0 (depends on course schedule)
Automotive Service Technology	Block 1 – 00-01 or Block 2 – 05-06	8:00am-10:00am or 1:20pm-3:00pm	1-3.0 (depends on course schedule)
Culinary Arts	Block 1- 00-01	8:00am-10:00am	1-3.0 (depends on course schedule)
Diesel – Medium and Heavy Duty Truck/Bus	Block 1- 00-01	8:00am-10:00am	1-3.0 (depends on course schedule)
Landscape and Turf Management	Block 1 – 00-01 or Block 2 – 05-06	8:00am-10:00am or 1:20pm-3:00pm	1-3.0 (depends on course schedule)
Nursery Management	Block 1 – 00-01 or Block 2 – 05-06	8:00am-10:00am or 1:20pm-3:00pm	1-3.0 (depends on course schedule)
Welding Technologies	Block 1 – 00-01 or Block 2 – 05-06	8:00am-10:00am or 1:20pm-3:00pm	1-3.0 (depends on course schedule)
Medical Assisting <i>Must be in 11th or 12th grade</i> *Requires additional application/requirements	Dual Enrollment Health Careers Application http://fctc.edu/wp-content/uploads/2019/02/Dual-Enrollment-Health-Application.pdf	MTWRF 1:00pm-3:00pm (1 st year) 8:00am-10:00am (2 nd year)	1-3.0 (depends on course schedule)
Dental Assisting <i>Must be in 12th Grade</i> *Requires additional application/requirements	Dual Enrollment Health Careers Application http://fctc.edu/wp-content/uploads/2019/02/Dual-Enrollment-Health-Application.pdf	MTWRF 1:00pm-3:00pm	1-3.0 (depends on course schedule)

Dual Enrollment Student Agreement

Student Name _____ Last 4 Social Security # _____
High School _____ Dual Enrollment Program _____

FCTC provides students with a **2.0 unweighted GPA or better** the opportunity to take technical classes as electives while obtaining required academic courses at their home high school. Students typically earn 1 - 3 credits per year by enrolling in a 2 consecutive class period course. *** Please be advised some courses may require more periods.** * Those who have received credits in comparable technical courses at their high school may receive credit for those competencies to start their technical program at an advanced level. Students receive industry-level training in work-environment labs.

G.P.A. Requirements

Dual enrollment students are required to maintain an unweighted 2.0 G.P.A. Failure to do so may result in dismissal from their dual enrollment program.

Attendance

Dual enrollment students will be expected to follow the same attendance policy as the adult students at FCTC. Please visit <http://fctc.edu/students/handbook/> to review the student attendance policy. Students are required to attend until the “last day of school for students” identified by St Johns County School District, unless otherwise approved. During high school exam week, students are required to attend their FCTC dual enrollment course as long as there is no conflict with their high school exam schedule.

Class Tardiness

Students are required to report to class on time. If a student is late, he/she will be marked tardy. Students with excessive tardiness will be referred to administration. Tardiness and absences will also impact grades.

Field trip and Home-School Activity

If a student will be absent from FCTC due to an approved activity at their home high school, the instructor must be notified in writing or electronically at least 3 days prior to the event.

Sick Days

If a student is absent from FCTC due to an illness, it is the student or parent responsibility to communicate to the instructor **prior to the absence via phone call or email**, and to provide FCTC and the home high school with an excused note from a parent/guardian or doctor.

Uniforms/Safety Equipment and Dress Code

Uniforms/safety equipment are required for all FCTC programs. Students must arrive in uniform. Failure to comply could result in disciplinary action, suspension, and possible withdrawal from the technical program.

Photo ID Badge

Dual enrollment students will be issued a photo ID, which must be worn for security reasons while on FCTC campus.

Discipline

A student must be respectful to faculty, staff, and students of FCTC. While in the program, a student must follow all guidelines set forth by the instructor. A student must comply with the FCTC and St. Johns County School District Code of Student Conduct. Serious violations may result in immediate dismissal from the program.

Transportation

The expectation is that every dual enrollment student will provide their own transportation. Parking passes are available to students who are in a home education/private school, have documented mobility exceptions, attended an evening program, or whose home high school is not within walking distance. If any other transportation arrangement needs to be made, it must be approved by the home high school.

Communication

Once you become a dual enrollment student, you become a college student. All correspondence will be with the student or high school guidance counselor/school related official.

Assessment

Assessment is required for all programs unless a student has taken an approved common placement test and received minimum scores (Rule 6A-10.0315, F.A.C). Scores must be no more than two years old upon enrollment into desired program, and submitted **officially** with student application.

Minimum Scores:

Accuplacer, The College Board	<input type="checkbox"/> 83 Reading Comprehension	<input type="checkbox"/> 83 Writing Skills	<input type="checkbox"/> 72 Elementary Algebra
Enhanced ACT	<input type="checkbox"/> 19 Reading	<input type="checkbox"/> 17 English	<input type="checkbox"/> 19 Mathematics
March 2016 - Current	<input type="checkbox"/> 24 Reading	<input type="checkbox"/> 25 Language	<input type="checkbox"/> 24 Mathematics
P.E.R.T	<input type="checkbox"/> 106 Reading	<input type="checkbox"/> 103 Writing	<input type="checkbox"/> 114 Mathematics
Grade 10 FCAT 2.0	<input type="checkbox"/> 262 Reading (Exempts Reading and Language)		Must take Math Assessment if none of the above apply

****When requested program has insufficient enrollment, FCTC reserves the right to cancel the class. ****

I have read the Dual Enrollment Agreement and fully understand and commit to the conditions of my enrollment at FCTC.

Student Name (Print): _____

Student Signature: _____

Date: _____

I have read the Dual Enrollment Agreement, fully understand and support the conditions of my son/daughter's enrollment at FCTC.

Parent Name (Print): _____

Parent Signature: _____

Date: _____