

# ACADEMIC DUAL ENROLLMENT HANDBOOK



Hillsborough County  
PUBLIC SCHOOLS  
*Excellence in Education*

FALL / SPRING  
2011-2012

HILLSBOROUGH COUNTY PUBLIC SCHOOLS  
TAMPA, FLORIDA

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# ACADEMIC DUAL ENROLLMENT HANDBOOK

## INTRODUCTION

In an effort to maintain the integrity of the Hillsborough County high school transcript and to provide equal access to all students, dual enrollment credit can be awarded only in instances where an articulation agreement is active. A student wishing to participate in this program must be enrolled full-time in a Hillsborough District high school in any college or university as agreed upon in the inter-institutional Articulation Agreement. Currently, our district holds articulation agreements with Hillsborough Community College, the University of South Florida, Tallahassee Community College for Boys and Girls State, and the University of Florida for summer programs. We have surveyed several districts within the state and find this procedure to be consistent with the majority of counties contacted. A summary of their dual enrollment procedures for summer courses is attached.

Limiting dual enrollment credit to articulated agreements is not intended to discourage those students and parents who are financially able to take advantage of other summer opportunities. The district encourages students to seek opportunities for academic enrichment. Upon the completion of such programs, students may request a transcript from the postsecondary institution that later may be submitted along with the high school transcript for college admissions. In addition, a statement may be included in the comments section of the high school transcript that notes participation in specific summer courses identified on the State Department of Education Master List of approved courses.

Students must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the Academic Dual Enrollment Program. Students may not repeat a dual enrollment course and may not enroll in courses not on the state list.

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

It is the responsibility of the student to contact the school or access the web sites of the schools listed above in order to locate detailed information not covered in this handbook.

## ACADEMIC PROCEDURES

### DUAL ENROLLMENT (ON THE HIGH SCHOOL CAMPUS)

<b>Qualifications</b>	<p>The student must have a minimum unweighted cumulative grade point average (GPA) of 3.0. The student must achieve an acceptable score on the College Placement Test (CPT), Postsecondary Education Readiness Test (PERT), SAT, or ACT.</p>
<b>Academic Impact</b>	<p>The dual enrollment student receives both high school and college credit. Since college credit is awarded, this grade will remain a part of the college transcript.</p> <p>Dual enrollment courses will receive the same course weighting as Advanced Placement courses. A bonus of .08 is added to the cumulative GPA for every one-half credit and .16 per 1.0 high school credit for each dual enrollment course in which the student earns a grade of C or higher.</p> <p>Since college credit is awarded, this grade will remain a part of the college transcript.</p> <p>Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.</p>
<b>Student Responsibilities</b>	<p>During program planning, the student should confer with his/her guidance counselor regarding the availability of dual enrollment classes at the school site. The student will complete <b>Authorization Form A “Dual Enrollment on High School Campus”</b> under the supervision of the guidance counselor. The student must submit an application for admission to the post secondary institution. The application fee is waived.</p>
<b>Counselor Responsibilities</b>	<p>During program planning, the counselor assists the student in making course selections identified on the State Department of Education Master List of Approved Courses; and verifies the student for eligibility.</p>

**APC Responsibility**

Each school's Assistant Principal for Curriculum gives to HCC a projected number of students, verifies course availability prior to programming, and coordinates textbooks and other instructional materials for each class.

**Instructor Responsibility**

Instructors are responsible for completion of and forwarding of enrollment and withdrawal paperwork by the prescribed deadlines.

**AUTHORIZATION FORM A**  
**DUAL ENROLLMENT (ON HIGH SCHOOL CAMPUS)**

**(CIRCLE ONE)**

**SEMESTER: 1**

**SEMESTER: 2**

Date: \_\_\_\_\_

Hillsborough County Public  
School Student Name: \_\_\_\_\_

State Student Number: \_\_\_\_\_

High School Name: \_\_\_\_\_

Dual Enrollment Course(s): \_\_\_\_\_  
\_\_\_\_\_

**THIS PERMISSION FORM IS ONLY FOR THE COURSE(S) LISTED BELOW.**

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

**Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.**

All items below must be verified by the guidance counselor prior to enrollment in a dual enrollment course. Only the course(s) indicated above have been approved.

- Grade Level ( 9, 10, 11, or 12 only) - circle one
- Grade point average (minimum GPA: 3.0 unweighted) \_\_\_\_\_
- Acceptable test score on the CPT, SAT, or ACT

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

*Distribution:*            *Original*            *(Guidance)*  
                                 *Copy*                *(All Dual Enrollment instructors)*  
                                 *Copy*                *(Student, for personal file)*

## ACADEMIC PROCEDURES

### DUAL ENROLLMENT (OFF THE HIGH SCHOOL CAMPUS)

<b>Qualifications</b>	Students may attend HCC or USF on a part-time basis. The student must have a minimum unweighted cumulative grade point average (GPA) of 3.0. The students must achieve an acceptable score on the College Placement Test (CPT), Postsecondary Education Readiness Test (PERT), SAT, or ACT.
<b>Academic Impact</b>	<p>The dual enrollment student receives both high school and college credit. Since college credit is awarded, this grade will remain a part of the college transcript.</p> <p>Dual enrollment courses will receive the same course weighting as Advanced Placement courses. A bonus of .08 is added to the cumulative GPA for every one-half credit and .16 per 1.0 high school credit for each dual enrollment course in which the student earns a grade of C or higher.</p> <p>Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.</p>
<b>Student Responsibilities</b>	During the program planning process, the student, with the assistance of the guidance counselor, should establish the <i>need</i> for dual enrollment off the high school campus based on the student's academic requirements and the class offerings at the school site. The student will complete <b>Authorization Form B "Dual Enrollment Off the High School Campus"</b> under the supervision of the guidance counselor. For Dual Enrollment at HCC, the student must also complete the <b>"Special Category Student Authorization Form"</b> found on the HCC website ( <a href="http://www.hccfl.edu">www.hccfl.edu</a> ) keyword Dual Enrollment (Steps to Apply). The student must research the availability of courses at the postsecondary institution, complete and submit the application for admission to the institution. The application fee is waived. Dual Enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF. <u>All paperwork must be submitted to HCC or USF 30 working days prior to the start of the semester.</u>
<b>Counselor Responsibilities</b>	During program planning, the counselor assists the student in completing the <b>Authorization Form B "Dual Enrollment Off the High School Campus"</b> and verifies student eligibility. The counselor retains the original authorization form and gives a copy to the student. The student's schedule should be adjusted to accommodate the off-campus course. <u>Students are required to return textbooks and course materials (CD's, etc.) to the district textbook depository at the Central Warehouse Textbook Depository on 5715 East Hanna Avenue, Tampa, Florida, no later than ten (10) days after the last day of class.</u>



**AUTHORIZATION FORM B**  
**DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)**  
**STUDENT RESPONSIBILITY**

(CIRCLE ONE)

SEMESTER: 1

SEMESTER: 2

Date: \_\_\_\_\_

Hillsborough County Public  
School Student Name: \_\_\_\_\_

State Student Number: \_\_\_\_\_

High School Name: \_\_\_\_\_

Post Secondary Institution: \_\_\_\_\_

Dual Enrollment Course(s): \_\_\_\_\_  
\_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Alternative Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

- Grade Level (9, 10, 11, or 12 only) - circle one
- Grade point average (minimum GPA: 3.0 unweighted): \_\_\_\_\_
- Acceptable test score on the CPT, SAT, or ACT
- Application submitted to HCC or USF: \_\_\_\_\_

**ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED.** If the course chosen is unavailable on the HCC or USF campus, and the student wishes to take another course, the student is required to consult with the counselor for approval of an alternative course from the master list of DOE approved courses.

Dual Enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF.

**Principal's Statement**

In order to meet the academic needs for the student named, the student may dually enroll in a post-secondary institution for the course(s) indicated.

\_\_\_\_\_  
Principal's Signature (or Designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

***Please continue for additional information*** →

**AUTHORIZATION FORM B (continued)**

**DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)**

**Student's Statement of Responsibility**

- Student **must** obtain signature from principal or designee.
- Student **must** obtain signature from counselor.
- Student and parent **must** sign "Statement of Responsibility."
- Student understands if course(s) is/are unavailable, additional approval is **required** from the high school guidance counselor
- Additional fees such as access codes and consumables will be the responsibility of the individual student.
- Dual Enrollment courses must be taken at HCC. In the event the course is not available at HCC, the student may take the course at USF with verification by USF.

*I understand that HCC will submit a transcript to my high school. For courses taken at USF, I understand that I must request to have my transcript sent by USF to my high school and pay any applicable fees. In addition, **I must return textbooks and course materials (CD's, etc.)** to the district's textbook depository at the Central Warehouse on 5715 East Hanna Avenue, Tampa, Florida, no later than ten (10) days after the last day of class. I also understand that I am required to sign out when leaving my high school's campus.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

# ACADEMIC PROCEDURES

## EARLY ADMISSION TO COLLEGE

### Qualifications

A student may be excused from the last two semesters of high school if he/she is accepted for full-time admission by an accredited, state-funded Florida public college that holds an articulation agreement with Hillsborough County Public Schools.

The student must have a minimum unweighted grade point average (GPA) of 3.5. Students applying for Early Admission at USF must meet the GPA requirement as calculated by USF. USF has final approval on accepting students for Early Admission.

The student must meet acceptable college test score requirements on the College Placement Test (CPT), Postsecondary Education Readiness (PERT), SAT or ACT.

The student must have earned no less than eighteen high school credits required for graduation at the completion of the junior year.

### Academic Impact

The early admission student enrolls full-time (minimum 24 credit hours) as a college student and receives college credit.

Dual enrollment courses will receive the same course weighting as Advanced Placement courses. A bonus of .08 is added to the cumulative GPA for every one-half credit and .16 per 1.0 high school credit for each dual enrollment course in which the student earns a grade of C or higher.

Early admission students are not eligible to earn additional high school honors (i.e. valedictorian, salutatorian, Tribune honors).

### Procedures

During program planning in the spring of the student's junior year, students must confer with the High School guidance counselor regarding the student's eligibility for early admission to college. The application for admission, high school transcript, and letter of permission should be submitted at least 30 working days prior to the start of classes (April 1<sup>st</sup> for USF) of the desired term of entrance. The counselor, along with the student, will complete the **Authorization Form C "Early Admission to College"**.

### **Student Responsibility**

The student must obtain written permission from the high school principal or his/her designee.

The student must submit an application for admission to the post secondary institution.

For Early Admissions at HCC, the student must also complete the “**Special Category Student Authorization Form**” found on the HCC website ([www.hccfl.edu](http://www.hccfl.edu)) keyword Dual Enrollment (Steps to Apply).

The student must submit the college transcript to his/her high school at the conclusion of each semester. Only textbooks that match courses on the state approved list will be covered under Early Admission. The student returns textbooks to the school district textbook depository no later than ten (10) days after the last day of class.

### **Counselor Responsibility**

During program planning in the spring, the counselor assists the student in completing the **Authorization Form C “Early Admission to College”** and verifies student eligibility. The counselor retains the original Authorization Form and gives a copy to the student.

### **APC Responsibilities**

The Assistant Principal for Curriculum verifies course availability. He/she also verifies course availability, completion of all district forms, and student’s acceptance by college.

**AUTHORIZATION FORM C**  
**EARLY ADMISSION TO COLLEGE**

(CIRCLE ONE)

**SEMESTER: 1**

**SEMESTER: 2**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

State Student Number: \_\_\_\_\_

High School Name: \_\_\_\_\_

Post Secondary Institution: \_\_\_\_\_

**Course(s) needed to complete requirements for high school graduation:**

- Course Name: English IV Course #: \_\_\_\_\_
- Course Name: Economics Course #: \_\_\_\_\_
- Course Name Mathematics Course # \_\_\_\_\_

All items below must be verified by the guidance counselor prior to early admission to a post-secondary institution.

- Grade Level (grade 12 only)
- Grade point average (minimum GPA: 3.5 unweighted): \_\_\_\_\_
- Current number of high school credits (minimum: 18)
- Acceptable CPT, SAT, or ACT test score as defined by the post-secondary institution:  

CPT	SAT	ACT
-----	-----	-----

(where applicable)

Student accepted at a regional accredited college or university?

**Principal's Statement**

In order to meet the academic needs of the student named, the student has met the School District's criteria for admissions to the post-secondary institution.

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
Principal's Signature (or Designee)

\_\_\_\_\_  
Date

Student takes form to post-secondary institution as verification of acceptable criteria.

***Please continue for additional information:*** \_\_\_\_\_➔

# **AUTHORIZATION FORM C (Continued)**

## **EARLY ADMISSION TO COLLEGE**

### **Student's Statement of Responsibility**

- Student **must** obtain signature from principal or designee.
- Student **must** obtain signature from counselor.
- Student and parent **must** sign "Statement of Responsibility."
- Student understands if course(s) is/ are unavailable, additional approval is required from the high school Guidance Counselor
- Student **must** have a minimum unweighted grade point average (GPA) of 3.5. Students applying for Early Admission at USF must meet the GPA requirement as calculated by USF. USF has final approval on accepting students for Early Admission.

As an early admission student, I understand that I must enroll as a full-time college student (no less than 24 semester hours) and complete the high school courses required for a standard high school diploma. If attempting to meet the requirements for the Florida Bright Futures Scholarship Program, my responsibility is to verify with the postsecondary counselor that courses in which I am enrolled will meet the state's requirements. I also understand that it is my responsibility to submit to my high school guidance counselor an official transcript from the postsecondary institution upon the completion of each semester, and a fee for which I am responsible, may be imposed by the postsecondary institution. Participation in the high school graduation ceremony is contingent upon meeting all high school graduation requirements and standards, as well as **returning textbooks and course materials (CD's etc.) to the district's textbook depository at the Central Warehouse Textbook Depository on 5715 East Hanna Avenue, Tampa, Florida, no later than ten (10) days after the last day of class.** Although I may retain any honors earned in high school prior to early admission to college, I understand that I may not earn additional high school honors (i.e. valedictorian, salutatorian, Tribune honors). In order to receive credit towards high school graduation, I am required to give my guidance counselor the transcript of college courses taken prior to my scheduled high school graduation date and pay any transcript fees imposed by the postsecondary institution.

---

Student's Signature

Date

---

Parent's Signature

Date

---

Counselor's Signature

Date

*Distribution:*    *Original*            *(Guidance Counselor)*  
                          *Copy*                    *(High School Registrar)*  
                          *Copy*                    *(Student)*

**University of South Florida**  
**Office of Undergraduate Admissions**  
**SUPPLEMENTAL INFORMATION FOR EARLY ADMISSION**

---

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ USF ID: \_\_\_\_\_

State Student Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City & State Zip Code

Home Phone: (\_\_\_\_) \_\_\_\_\_ High School: \_\_\_\_\_

Status in High School:  Junior  Senior

Post-Secondary Institution: \_\_\_\_\_

***My Signature constitutes a request for an official copy of the high school transcript to be sent to the University of South Florida.***

Signature of Applicant: \_\_\_\_\_

Course(s) Needed to Complete Requirements for High School Graduation:

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name \_\_\_\_\_ Course # \_\_\_\_\_

**All items below must be VERIFIED by the Guidance Counselor prior to Early Admission to a post-secondary institution.**

- Grade Level (Grade 12 only): \_\_\_\_\_
  - Test Score (must achieve an acceptable score on the SAT or ACT as defined by the post-secondary institution) \_\_\_\_\_ or \_\_\_\_\_  
SAT ACT
  - Current number of high school credits (minimum 18): \_\_\_\_\_
  - Grade Point Average (minimum 3.5 unweighted): \_\_\_\_\_
  - Student obtains signature from Principal, APC, or Designee
  - Student and parent must sign "Statement of Responsibility"
- 

**Principal's Statement**

*In order to meet the academic needs of the student named above, the student may enroll as an Early Admission Student in a post-secondary institution.*

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

## ACADEMIC PROCEDURES

### DUAL ENROLLMENT (FLORIDA SUMMER PROGRAMS)

#### Public Community Colleges and Universities

Students may enroll in summer programs other than those sponsored by the School District of Hillsborough County. The following guidelines address the various types of programs and the procedures to be followed.

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

**Boys or Girls State** Any student who is selected to participate in the Boys State or Girls State program in Tallahassee will be given the option to earn credit in a dual enrollment course through Tallahassee Community College. In addition to attending the program, the student must complete a research project that is submitted, graded, and approved by the community college. It is the student's responsibility to submit to his or her counselor a transcript if credit is earned. The course to be affixed to the high school transcript is POS1112Q State & Local Government.

**University of Florida** The University of Florida permits high school students enrolled in public high schools in Hillsborough County to enroll in regularly offered courses listed in the university's undergraduate catalog, *The University Record*. Students must have a 3.25 unweighted GPA in academic subjects, must meet any course requirements as defined in *The University Record*, and must receive permission from his or her high school principal prior to enrollment. See **Authorization Form E "Florida Summer Program (Off High School Campus)"**. Students will earn dual enrollment credit and honors points will be awarded if a grade of "C" or higher is earned. All criteria required for the weighted dual enrollment courses are the same as those that apply to honors courses. The university will provide instructional materials on a loan/return basis.

**Studies Abroad** Summer Studies Abroad is a three-hour dual enrollment course held in Europe each summer for approximately fifteen days. Students, under the supervision of a dual enrollment instructor, visit at least two countries. The studies include examining the art, architecture, music, theater, and culture of the countries visited. Prior to the visit, students attend monthly classes on the HCC campus. Students successfully completing the course receive credit for Introduction to the Arts. This program will be reviewed annually.

**Other Florida Programs** Students wishing to take dual enrollment courses other than those described above may enroll in public community colleges or universities within the state of Florida. However, the student must follow the same academic procedures as outlined for Dual Enrollment (Off the High School Campus). Prior to course enrollment, the student must complete **Authorization Form E "Florida Summer Program (Off High School Campus)"**.

**Out of State/Private Programs** **Authorization Form F**  
Credits earned by students enrolled in summer programs or courses at private institutions or on college campuses outside of the state of Florida **will not** be affixed to the local high school transcript. The student can request a transcript from the out-of-state school as a record of courses completed.



## **AUTHORIZATION FORM E**

### **FLORIDA SUMMER PROGRAM (OFF HIGH SCHOOL CAMPUS)**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

State Student Number: \_\_\_\_\_

High School Name: \_\_\_\_\_

Post Secondary Institution: \_\_\_\_\_

Co-enrollment courses:

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Students are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) credit hours for summer, not to exceed 27 credit hours per academic year.

Guidance Counselor verifies items below prior to enrolment in Dual Enrollment course.

- Grade Level (9, 10, 11, or 12) - circle one
- Grade Point Average (Minimum GPA: 3.0 unweighted) \_\_\_\_\_
- Acceptable Test Score on (CPT where applicable) SAT, or ACT
- Signature from Principal, APC, or Designee
- Signed "Statement of Responsibility"

#### **Student Statement of Responsibility**

I understand that my responsibility is to submit to the high school guidance counselor an official transcript from the post-secondary institution upon completion of the dual enrollment course(s)

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Parent's Signature Date

\_\_\_\_\_  
Student's Signature Date

\_\_\_\_\_  
Counselor's Signature Date

*Distribution: (Original) Guidance*

*(Copy) Registrar*

*(Copy) Student*

# **AUTHORIZATION FORM F**

## **OTHER SUMMER PROGRAMS**

### Out of State or Private Institutions Without Active Articulation Agreements

Credits earned by students enrolled in summer programs or courses at private institutions or on college campuses outside of the state of Florida **will not** be affixed to the local high school transcript. The student can request a transcript from the out-of-state school as a record of courses completed.

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

State Student Number: \_\_\_\_\_

High School Name: \_\_\_\_\_

Post Secondary Institution: \_\_\_\_\_

Co-enrollment courses:

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

### **Principal's Statement**

In order to meet the academic needs of the student named above, the student may enroll in a post-secondary institution for the course(s) indicated above.

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

### **Student Statement of Responsibility**

I understand that my responsibility is to submit to the high school guidance counselor an official transcript from the post-secondary institution upon completion of the dual enrollment course(s). I also understand that I bear all costs associated with this program.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

*Distribution: (Original) Guidance (Copy) Registrar (Copy) Student*

# TEXTBOOK PROCEDURES

## Dual Enrollment:

Students are responsible for the care of materials; USF/HCC is responsible for the selection of course materials. Hillsborough County Public Schools provides textbooks for courses defined in the parameters of the dual enrollment agreement.

### On HCPS High School Campus:

The course instructor issues textbooks to students and collects them at the end of each term. Students are responsible for the care of course materials. At the end of the term, students return textbooks to the instructor. Students who fail to return textbooks are placed on the school's indebtedness list. At the end of the semester, textbooks are retained by the high school, placed on its textbook inventory, or transferred to the warehouse.

### Off HCPS High School Campus:

1. After meeting with an HCC counselor and registering for the approved course(s), students must visit the HCC bookstore at the campus where the courses are being offered. At the bookstore, students complete the Textbook Order Form for required textbooks for all courses. (Student will receive this when notified he/she has been accepted as a Dual Enrollment student.)
2. After completing the Textbook Order Form, the student must take or fax the order form to the HCPS Warehouse, 5715 East Hanna Ave., Tampa, FL 33601, Ph. 813-744-8260 Attn: Joe Lopez. All Dual Enrollment Textbook Order Forms must be submitted no later than fifteen (15) working days prior to the start of the semester at HCC. If the form is not submitted to the HCPS Warehouse by the deadline, there may be a delay in obtaining the textbooks.
3. The HCPS textbook coordinator will call the student when textbooks are available for pick-up from the HCPS warehouse at 5715 Hanna Avenue, 33601.
4. The following are required in order to be issued textbooks:
  - Picture Identification
  - HCC Fee Statement or other evidence of registration at HCC.
5. At the end of the semester, **the student must return all textbooks to HCPS warehouse within ten (10) working days.** The Dual Enrollment Textbook Coordinator will examine the textbooks and determine their condition. If any of the textbooks materials are damaged or lost, **the student will be charged a textbook fine or the replacement cost of the textbook.** Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing. Students will not be permitted to check out additional Dual Enrollment textbooks until all textbooks have been returned and fines paid.

## **Early Admission: HCC**

Hillsborough County Schools will pay only for those textbooks for courses that apply toward credit for high school graduation. The procedure for procurement of textbooks is as follows:

1. After meeting with an HCC counselor and registering for the approved course(s), the student must visit the HCC bookstore at the campus where the courses are being offered. At the bookstore, complete the Textbook Order Form for required textbooks for all courses. (Student will receive this when notified he/she has been accepted as a Dual Enrollment student.)
2. After completing the Textbook Order Form, take or fax the order form to the HCPS Warehouse. All Dual Enrollment Textbook Order Forms must be submitted no later than ten (10) working days prior to the start of the semester at HCC. If the form is not submitted to the HCPS Warehouse by the deadline, there will be a delay in obtaining the textbooks.
3. The HCPS textbook coordinator will check to see if the needed textbooks for the registered courses are in inventory. If they are, the student will be issued the needed textbooks. If the textbooks aren't available, the textbooks will be ordered from HCC.
4. The following are required in order to be issued textbooks:
  - Picture Identification
  - HCC Fee Statement or other evidence of registration at HCC.
5. **At the end of the semester, students are required to return textbooks and course materials (CD's, etc.) to the district textbook depository at the Central Warehouse Textbook Depository on 5715 East Hanna Avenue, Tampa, Florida, no later than ten (10) days after the last day of class.**

The Dual Enrollment Textbook Coordinator will examine the textbooks and determine their condition. If any of the textbooks materials are damaged or lost, the student will be charged a textbook fine or the replacement cost of the textbook. Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing. Students will not be permitted to check out additional Dual Enrollment textbooks until all textbooks have been returned and fines paid.

At the conclusion of the course, the student CANNOT sell the textbook(s) back to the bookstore. The student must return the book(s) in good condition to his or her high school textbook chairperson or to the Central Warehouse at 5715 E. Hanna Ave. Tampa, Florida 33610 (telephone number: 813-744-8260, attention: Joe Lopez).

## Early Admission: USF

Students admitted to the University of South Florida from Hillsborough County under the Early Admissions Program are eligible for textbook vouchers. Hillsborough County will purchase the textbooks required for these students.

1. Students admitted under Early Admissions Program from Hillsborough County Public Schools are eligible for textbook vouchers.
2. Student enrolls in first semester.
3. Student signs agreement of understanding regarding this textbook provision (***Textbook Voucher Form – University of South Florida***).
4. Student goes to ADM 106 at USF (Mary Ann Bennett or Yvonne Haywood) for textbook voucher.
5. Student takes textbook voucher and schedule to the textbook center. Required textbooks are selected according to the schedule.
6. Student takes voucher and purchases to special register in bookstore.
7. USF will bill the Hillsborough County School District for the textbooks to Accounting Clerk III, C/O: 5715 Hanna Avenue, Tampa, FL, 33610.
8. **Student returns textbooks to the Hillsborough County School District Textbook Depository (5717 Hanna Avenue, Tampa, FL 33610) at end of the semester.**

# TEXTBOOK VOUCHER FORM UNIVERSITY OF SOUTH FLORIDA

The student name below has been accepted into the Early Admission Program at the University of South Florida and is eligible for this textbook voucher for semester \_\_\_\_\_.

\_\_\_\_\_  
Advisor

I, \_\_\_\_\_, acknowledge that all textbooks purchased with this book voucher are the property of the Hillsborough County Public School System and the textbooks must be returned at the end of the semester (within 10 working days) to:

Ellyn Smith  
Principal on Special Assignment  
Instructional Materials Depository  
5715 E. Hanna Avenue  
Tampa, FL 33610  
(813) 740-4336

I further certify that I will only purchase textbooks required for the courses listed below and understand that any damage or loss of these textbooks is my responsibility and I will be appropriately billed by the Hillsborough County School System for any such damage or loss.

I understand and (*circle one*)    agree            do not agree            to these conditions.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School

Courses approved for textbook purchase:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Students: Take this form to ADM 106 where either Mary Ann Bennett or Yvonne Willoughby will give you the voucher for the Textbook Center.**

**AUTHORIZATION FORM D**  
**ENROLLMENT FOR COLLEGE STUDENT**  
**(Formerly Co-Enrollment of Full Time High School Student)**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

State Student Number: \_\_\_\_\_

High School Name: \_\_\_\_\_

Post Secondary Institution: \_\_\_\_\_

Credit in Escrow courses:

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course #: \_\_\_\_\_

All items below must be verified by the guidance counselor prior to enrollment in a co-enrollment course:

- Grade Level (9, 10, 11, or 12 only) - circle one
- Application submitted to HCC or USF
- Must achieve an acceptable Test Score on the CPT, ACT, or SAT
- Signature from Principal or Designee (see page 13)
- "Statement of Responsibility"(see page 13)
- Signature from Counselor (see page 13)

**Principal's Statement**

At the request of the student and parent, I give my permission for the student named above to co-enroll in a post-secondary institution for the course(s) indicated above. **Any credits earned will not apply toward the high school diploma.**

\_\_\_\_\_  
Principal's Signature (or Designee)

\_\_\_\_\_  
Date

**Student's Statement**

I understand that I am responsible for the payment of all fees and the purchase of any textbooks associated with co-enrollment. **Credit earned through credit in escrow does not apply toward my high school diploma and course work completed will not be included on my high school transcript.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

*Distribution: Original: (Guidance) Copy: (Registrar) Copy: (Student)*