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# **Greenville Technical**

## Charter High School

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# **College 101 Handbook**

## For Students & Parents

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# Early College Program

Greenville Technical Charter High School (GTCHS) cooperates with Greenville Technical College (GTC) in offering [dual-credit courses](#) via the college's Early College Program for our school's qualifying sophomore, junior, and senior grade-level students. The Early College Program provides our students with the opportunity to take college classes and high school classes simultaneously.

The benefits of participating in the Early College Program are:

- Experience with the college workload and the college environment
- Exploration of career options
- Save time and money
- Lighten future college course load or finish college ahead of schedule

This Early College Program offering is a *privilege* for qualifying students; not a right. Students qualified for and enrolled in GTCHS's Early College Program are considered "Early College" students by GTC and do not have the same rights as traditional full-time GTC students (who have *graduated* from high school).

The information provided in this guide applies to all students participating in the Early College Program and outlines the operation of the Early College Program. This guide will be edited/updated as required by Greenville Technical College and GTCHS Administration.

## Provisions of the Early College Program

### Communications:

1. Any communications of GTCHS students and parents regarding all aspects of the Early College Program will be done directly through the GTCHS School Counseling Department.
  - a. Students and parents are **not** to go directly to **any** GTC department to discuss Early College Program concerns.
  - b. Student and parent concerns brought to the GTCHS School Counseling Department will be communicated to the appropriate GTC department through the GTCHS College Liaison or Administration.

### Enrollment:

1. GTCHS students must meet the necessary course requirements and apply through the GTCHS School Counseling Department.
  - a. Please see the ["Eligibility Requirements"](#) section for complete details.
2. Based upon grade-level, GTCHS students may enroll in a maximum number of courses/semester.
  - a. Sophomores: a maximum of 2 college courses/semester (4 courses/school year)
  - b. Juniors: a maximum of 3 college courses/semester (6 courses/school year)
  - c. Seniors: a maximum of 4 college courses/semester (8 courses/school year)

*These course maximums are firm and not subject to an exception request.*

3. All Early College courses will be offered according to the GTC Academic Calendar and Course Meeting Times.
4. Students will be considered dually enrolled at GTCHS and GTC and will meet the same entry requirements as full-time college students taking the same college courses.
  - a. Students and parents will complete all forms required by GTC's Early College Program with appropriate signatures and necessary documentation.
5. GTCHS students attending college courses will be treated as college students and will be interacting with full-time college students also attending these courses.
  - a. Therefore, all GTC policies regarding academic honesty/integrity, attendance, discipline, grading, etc. will be followed.
6. GTCHS students may enroll in GTC college courses at the Barton Campus.
  - a. A college course may be offered at the GTCHS facility and taught by a qualified GTCHS teacher, if approved by GTC and a minimum of 12 students are enrolled in the course (i.e. CPT 170).
7. GTCHS students in the Early College Program are not eligible to enroll in GTC [online](#), [cohort](#) or [honors](#) courses (denoted by their Section Numbers).
  - a. Please refer to the "[Academic Advising: Selecting College Classes](#)" section below.
  - b. Honors Exception: see "[FAQ's: Overrides/Exceptions](#)" section below.
8. GTCHS students are not eligible for summer classes until the summer ***after*** their 10<sup>th</sup> grade year.
9. Homebound teaching services are not offered at the college level; therefore, GTCHS students on homebound from GTCHS may not enroll in or may need to medically withdraw from college courses through the duration of their homebound services.
  - a. A withdrawal from a college course due to a student being on homebound services will receive "medical" withdrawal on the high school and college transcripts.

### **Academics/Class Operations:**

1. College course instructors will follow the entire college curriculum as well as GTC faculty rules, regulations, and procedures. Courses offered will only include those listed by the Commission on Higher Education.
2. For college courses being held on GTCHS premises, students are subject to all rules and regulations of GTCHS and GTC regarding academic honesty/integrity, discipline, attendance, grading, etc.
  - a. A violation of any of the above will be handled by GTCHS Administration and may result in the loss of the privilege to enroll in college courses.
3. For college courses being held on GTC premises, students are subject to all rules and regulations of GTC regarding academic honesty/integrity, discipline, attendance, grading, etc.
  - a. A violation of any of the above will be handled jointly between GTC Early College Department and GTCHS Administration and may result in the loss of the privilege to enroll in college courses.

4. GTCHS students are required to access GTC's student email account and Learning Management System, [BlackBoard](#), in order to participate in college classes.
  - a. Students are responsible for maintaining their account access (username and password) to both technologies.
  - b. Students should check both technologies once a day (at least) for important information.
5. The GTC Office of Disabilities Services will be notified of any student taking an Early College course who has a current/valid IEP or 504 plan from the high school.
6. Upon successful completion of an Early College course, students will be awarded appropriate dual-credit for the course.
  - a. High school credit (one unit AP-level credit)
  - b. College credit (3 or 4 credit hours depending on the course)

### **Fees/Related Expenses:**

1. GTCHS students will not be charged tuition, including students participating in the Middle College National Consortium [13<sup>th</sup> Year Associate's Degree Agreement](#).
  - a. *Exception:* Students who drop a class after the [Drop/Add window](#) or who receive below an 80 in their college course(s) will be financially liable for dropped course(s) and textbooks/[access codes](#) when the course(s) is retaken (please refer to "[Early College Program Guidelines](#)" for more details).
2. Students desiring to take college courses in the summer semester are required to pay \$40.00 per credit hour and for the required/suggested textbooks and [access codes](#). (Classes conducted in the summer are conducted using GTC instructors.)
3. GTCHS provides the required textbooks and [access codes](#) for college courses; however, this financial coverage is subject to change. GTCHS students and parents will be notified in advance of any changes to this coverage.
4. GTC's application, technology, and student fees are waived for Early College students.

## **Eligibility Requirements**

Any GTCHS student interested in the Early College Program must meet all of the following course requirements:

- Minimum age (16 or 10th grade-level)
- Each semester, have an 80 or above in all classes (high school and college courses) as well as a minimum overall GPA of:
  - 3.0 for Juniors & Seniors
  - 3.5 for Sophomores

- Qualifying placement test scores
  - [COMPASS assessment](#) scores that meet specific course requirements
  - SAT—Scores of 480 and above on Critical Reading and Math
  - ACT—Scores of 19 and above on English and Math
  - Computer Readiness (as needed)—Score of 67 and above
- Course prerequisites/requirements as outlined in:
  - [GTC's Course Catalog](#)
  - [GTC's Early College Program policies](#)
    - ENG 101—High school English 3 must be completed with a “C” or better
    - University Transfer Lab Sciences—Completion of 1 year of the high school equivalent lab science
      - Ex: high school Biology is required for BIO 101
  - GTCHS Curriculum Flow Charts and Prerequisites
    - Please refer to the *GTCHS 2016-2017 Course Guide* for more details.
- No excessive tardies or absences (including owing seat time) in high school or college classes
- Demonstrate academic maturity and responsibility (i.e. commitment, initiative, determination)
- No instances of academic dishonesty or other disciplinary issues
- Teacher and School Counselor Recommendation

## Enrollment Process

Enrollment in the Early College Program for GTCHS is coordinated through the GTCHS School Counseling Department two times each academic year. The **approximate** registration dates will be:

**Spring Registration**  
September/October

**Summer\*\* & Fall Registration\***  
March/April

*Please refer to the [GTHCS School Counseling website](#) & GTCHS Student email for exact dates each school year.*

### **Please Note:**

***\*Separate Deadlines for Summer & Fall Registration***—Sometimes there are *separate deadlines* for “Returning” and “New” participants. “Returning” participants are those who have taken a college course in a prior semester. “New” participants are those who have never taken a college course before. Please read registration information carefully to note if there are separate deadlines.

***\*\*Summer Fees***—Students are financially responsible for the tuition and required textbooks/[access codes](#) for summer courses. Tuition payment must be submitted to the GTCHS School Counseling Department with the required enrollment forms and documentation. For more information about Summer Courses, please see the [“FAQ’s: Summer Classes”](#) section.

Registration deadlines will be advertised 2-3 weeks in advance via:

- GTCHS & School Counseling websites
- Morning announcements
- PIP Warrior Weekly
- College Seminar & Advisory
- GTCHS Student email
- School Counseling bulletin board
- Remind101
- GTCHS Facebook & Twitter accounts

### **COMPASS Testing:**

The [COMPASS](#) test is the entrance exam for admission into the GTC Early College Program. All students applying for Early College Program participation must take this test and meet the minimum qualifying scores required in Writing, Reading, and College Algebra.

[COMPASS](#) is administered to all 9<sup>th</sup> graders during the Spring semester prior to college registration. If a student (9<sup>th</sup> grade-12<sup>th</sup> grade) needs to retake the COMPASS or a section of the COMPASS to achieve qualifying scores, they may do so in two ways:

- At GTCHS with School Counselors during designated testing dates.
- At GTC Testing Center (McAlister Square)—Students **MUST** get an admission slip from GTCHS School Counselor for admission into the Testing Center.

COMPASS may be taken twice. If qualifying scores are not achieved, then the student must wait 6 months before retaking it again.

GTCHS School Counseling Department sets deadlines each semester that students must take the COMPASS by for each college registration period. **The COMPASS must be taken by the deadline;** there will be **no exceptions** so that students are prepared to meet the deadline for college registration.

### **Computer Readiness Testing:**

The Computer Readiness Test is required for students intending to take CPT 170 and higher level Computer Technology courses. A score of a 67 and above qualifies students to take Computer Technology courses. Students not meeting the minimum qualifying score (67) may retake the test once only for a \$10 fee. (Students scoring a 67 or higher on the first attempt are *not permitted to retake the test*.)

GTCHS School Counseling Department sets deadlines each semester that students must take the Computer Readiness Test by for each college registration period. **The test must be taken by the deadline;** there will be **no exceptions** so that students are prepared to meet the deadline for college registration. (The deadline for Computer Readiness Test will be the same as for COMPASS).

## **Enrollment Form Deadlines:**

All required forms and COMPASS test scores are **due by the deadline** set by the GTCHS School Counseling Department. There will be **no exceptions** so that all applications can be processed in a timely manner to ensure that GTCHS students have the best chance for enrollment in requested college courses. Incomplete forms will be returned to the student and will be processed in the order that it is received after completion.

## **Enrollment Forms:**

Enrollment forms and detailed instructions for completing these forms properly are located on the [GTCHS School Counseling website](#).

### **For New Participants** *(Students who have never taken a college class before)*

1. Early College Checklist for Registration
2. Early College Agreement for Students and Parents
3. Early College Enrollment Form
4. Early College Legal Status Verification Form AND Copy of State Issued ID
5. Early College SC Lottery Tuition Assistance Form
6. [COMPASS](#) or ACT/SAT scores

### **For Returning Participants** *(Students who have taken a college class in a prior semester)*

1. Early College Checklist for Registration
2. Early College Agreement for Students and Parents
3. Early College Enrollment Form
4. Early College SC Lottery Tuition Assistance Form
5. [COMPASS](#) or ACT/SAT scores (only if updated score are needed)

All submitted forms must be typed and include:

- All student & parent signatures
- Accurate Social Security Number
- All required college course information

## **Early College Program Guidelines**

All GTCHS students enrolled in the Early College Program will abide by the guidelines listed below in addition to the program's provisions (outlined above in the ["Provisions of the Early College Program"](#)), which are an agreement between GTCHS and GTC.



## Enrollment & Withdrawal

- Failure to submit all completed Early College Program forms by the deadline may result in the student not being enrolled in the program or in the requested courses for the upcoming semester.
- College courses and the specified sections on the enrollment forms are requests. Courses and sections listed on the enrollment forms are not guaranteed.
  - If a requested course section is full, students will be placed into an open section of the requested course that compliments the student's schedule.
- College Course Request Changes:
  - Will not be made based upon the GTC professor
  - Will be due to course availability issues (i.e. course section being full or not offered)
- College course selection policy:
  - College courses must fit the high school schedule both semesters
    - Full year HS courses cannot be "cut" into a semester course and replaced with a college course
  - College courses may not conflict with Advisory period if course sections are available at other times of the day
  - College courses must be on the Barton campus
  - After-school/evening courses may be selected based upon approval
  - Students may not enroll in [online](#), [cohort](#), or [honors](#) courses
    - Honors Exception: see "FAQ's: Overrides/Exceptions" section below.
  - Students may not enroll in Friday/Saturday (1 day per week) courses or 7 week courses due to the conflict with the high school class and extra-curricular schedule
- [Drop/Add Window](#)
  - **Adding a Course**—GTC policy dictates that a course cannot be added to a student's schedule after the course has its first meeting time.
    - Students needing to **add a class** need to see the GTCHS College Liaison or a School Counselor for a Drop/Add Form and submit the complete form **by the deadline specified by GTCHS School Counseling Department.**
  - **Dropping a Course**—Students needing to **drop a class** need to see the GTCHS College Liaison or a School Counselor for a Drop/Add Form and submit the completed form **BY 3 pm on the THURSDAY of the 1<sup>st</sup> week of GTC courses that semester.**
    - Students withdrawing *after* that time:
    - Receive a withdrawal on their college transcript
      - WP if passing at the time of withdrawal
      - WF if failing at the time of withdrawal
      - Receive a 61 on their high school transcript
      - Retake the same course after sitting out for **two** semesters
        - Pay for the course credit hours
        - Pay for the textbook/[access code](#)
        - Return all checked out college textbooks and [access codes](#) or pay for those checked out items.

- If a student used the access code before withdrawing from the course, they need to pay for the [access code](#).

*Note: The withdrawn course will be retaken alone and must be passed before the student may enroll in any other college courses. Summer semesters and [Mini-mesters](#) do not count towards the two semesters that a student must sit out.*

- Students must have an 80 or above in all high school classes, a C and above in all college classes and an overall GPA of 3.0 (3.5 for sophomores) to enroll in college courses.
  - If a student receives a final grade below an 80, the student will be withdrawn from any college courses for the next semester and must retake the same course at their expense (credit hours and textbooks/[access codes](#)) after sitting out for **one** semester.

*Note: The failed course will be retaken alone and must be passed before the student may enroll in any other college courses. Summer semesters and [Mini-mesters](#) do not count towards the one semester that a student must sit out.*

- GTCHS Administration may withdraw a student from a college course at any time due to discipline, attendance, academic dishonesty, or other issues.
  - Students withdrawn for any of these reasons must sit out for an **academic year** (combination of fall and spring semester).
    - Students may not enroll in a summer course if a summer separates the spring and fall semesters.
  - Students withdrawn for any of the above reasons:
    - Receive a withdrawal on their college transcript
      - WP if passing at the time of withdrawal
      - WF if failing at the time of withdrawal
    - Receive a 61 on their high school transcript
    - Retake the same course after the 1 academic year:
      - Pay for the course credit hours
      - Pay for the textbook/[access code](#)
      - Return all checked out college textbooks and [access codes](#) or pay for those checked out items.
        - If a student used the access code before withdrawing from the course, they need to pay for the [access code](#).

*Note: The withdrawn course will be retaken alone and must be passed before the student may enroll in any other college courses. Summer semesters and [Mini-mesters](#) do not count towards the academic year that a student must sit out.*

## **Textbooks & Supplies**

*The financial coverage provided by GTCHS associated with college courses (i.e. textbooks, access codes, etc.) is subject to change. GTCHS students and parents will be notified in advance of any changes to this coverage.*

- College textbooks and [access codes](#) are provided by GTCHS to current GTCHS sophomores, juniors, and seniors for fall and spring semester courses; however students will need to pay for these items in the following situations:
  - Failure to return items
  - Lost or stolen items
  - Retaking a dropped or “failed” course (see [“Procedures for Below Passing Grades”](#))
  - Taking summer classes
  - Failure to check out items after 3 weeks after the first day of GTC courses  
(Prices for these items will be based on where the specific item was purchased by GTCHS)
- [Access codes](#) are a one-time use resource and cannot be utilized by multiple students.
  - Therefore, if a student does not use the code provided for the course, GTCHS asks that the code be returned.
  - If a student loses the code, the student is responsible for purchasing a replacement.
  - Some courses use the same code over multiple semesters (MAT 110/111; SPA 101/102; HIS 101/102; HIS 201/202; ECO 210/211, BIO 101/102; CHM 110/111, etc.).
    - New codes will not be provided to those students who still have a valid code from the complimentary course in a prior semester.
- Each semester, college textbooks and [access codes](#) will be checked in and out referencing the student’s access to [BlackBoard](#) to confirm that the correct items are being provided and returned for each college class.
  - Student failure to check out items 3 weeks after the first day of GTC courses may result in the student needing to pay for a portion or all of the required textbooks or codes for the college courses.
  - Students taking “late start” classes must check out their textbooks at the beginning of the semester with “regular start” classes.
    - Failure to do so may result in the student needing to pay for a portion or all of the required textbooks or codes for the “late start” class.
- College textbooks and *unused* [access codes](#) must be returned after the student completes the course exam.
  - Next semester textbooks/[access codes](#) will not be checked out to a student if ALL prior semester items are not returned by that student.
- Students are responsible for all supplies (i.e. scantrons, blue books, DVD-R, etc.) required for their classes (except for textbooks and [access codes](#)).
- Textbook Rental—Students who failed ([received a D or F](#)) or withdrew (after the [Drop/Add Window](#)) from a course in a prior semester may rent textbooks and/or purchase access codes from the GTCHS College Textbook Room when retaking that failed or dropped course.
  - Textbook rental rate will be the used price of the textbook.
  - Access code purchase price will be the price charged by the vendor from which it was obtained.
- 13<sup>th</sup> Year students are official graduates of GTCHS, and are full-time college students at GTC; therefore, 13<sup>th</sup> Year students are responsible for the purchase and acquisition of all required textbooks, [access codes](#), and supplies.

## Academics/Class Operations

- When attending college courses, students are required to follow GTCHS school dress code as outlined in the GTCHS Student Handbook.
  - Failure to do so may result in the loss of the privilege to take college courses.
  - If a course assignment requests that a student to be out of dress code, this request must be brought to the GTCHS College Liaison for confirmation and approval no later than 1 week in advance of the assignment due date.
- Early College students will access [BlackBoard](#) (GTC's learning management system):
  - As required by the GTC instructor for class purposes
  - To inform parents and advisors of grades weekly for Advisory Academic Advising
  - To inform the College Seminar teacher of grades as requested for progress monitoring
  - To inform GTCHS Administration of academic progress when requested
  - To reference the correct college course textbooks/[access codes](#) for check in/out
- Early College students will check their GTC email accounts once daily to ensure that they receive important messages from GTC instructors and GTC.
- CPT 170 is a computer technology course which prepares students to use the [BlackBoard](#) system in the college class setting (in addition to the Microcomputer Applications content). Sophomores in the Early College Program will be:
  - **Required** to enroll in CPT 170 if:
    - Student Computer Readiness score is between 67-89 (below a 90)
  - **Recommended** to enroll in CPT 170 if:
    - Student Computer Readiness score is a 90 and above
    - Student plans to take advanced GTC computer technology courses
    - Student plans to complete an Associate in Art or Science degree
- Certain college-level Math and English courses, which are approved for dual-credit, fulfill GTCHS's requirement that students take a Math and English course every year.
  - GTCHS School Counselors will provide guidance as to which courses fulfill this requirement.
- Early College students will be enrolled in at least one College Seminar class at GTCHS. Please reference ["FAQ: College Seminar Attendance Policy"](#) for attendance procedures.
  - Students whose college and high school classes do not permit a College Seminar class in their schedule Monday-Thursday, will have a College Seminar class on Friday(s) when they would normally have a college course.
- Course Prerequisites—
  - ENG 101—High school English 3 must be completed with a "C" or better.
  - University Transfer Lab Sciences—Completion of 1 year of the high school equivalent lab science.
    - Ex: high school Biology is required for BIO 101
  - MAT 109/110—High school Pre-Calculus must be completed before enrollment in MAT 109/110.

### Grade Conversion:

College Course Grade	High School Transcript Grade
A	95
B	85
C	75
D	65
F	51

### Procedures for Passing Grades:

- An C (75) or above in a college class is passing and permits the student to continue taking college courses.

### Procedures for Below Passing Grades:

- A “D” in a college course means the student must:
  - Retake and pass the same course after sitting out for **one** semester
    - Pay for the course credit hours
    - Return all checked out books and unused codes
    - Pay for the textbook/[access code](#)
  - Both attempts will remain on the student’s college transcript
- A “F” in a college course means the students must:
  - Retake and pass the same course after sitting out for **two** semesters
    - Pay for the course credit hours
    - Return all checked out books and unused codes
    - Pay for the textbook/[access code](#)
  - Both attempts will remain on the student’s college transcript

*Note: The “failed” course will be retaken alone and must be passed before the student may enroll in any other college courses. Summer semesters and [Mini-mesters](#) do not count towards the semesters that a student must sit out.*

## Academic Advising

Academic Advising is the selection of college courses for enrollment, and is the most important step in the process of Early College Program participation (after meeting eligibility requirements).

Why is Academic Advising so important? Because it ensures the:

- Fulfillment of SC graduation requirements
- Fulfillment of GTC course requirements/prerequisites (including test scores)
- Consultation of the [Individual Graduation Plan](#) (IGP)
- Enrollment in courses that:
  - Start satisfying higher education and career goals
  - Provide career exploration
  - Are potentially transferrable
  - Eligible for Early College students

Academic Advising at GTCHS is conducted by the School Counseling Department during the weeks prior to the registration deadline. GTCHS School Counselors and College Liaison advise students of appropriate course requests based upon:

- Graduation progress
- Teacher and School Counselor recommendation
- Higher education goals (including the potential transferability of courses)
- Meeting GTC course requirements/prerequisites (including test scores)
- Enrollment eligibility for a GTCHS Early College student
  - Ex: GTCHS students are ineligible for [online](#), [cohort](#), or [honors](#) courses
  - Honors Exception: see [“FAQ’s: Overrides/Exceptions”](#) below.
- High school schedule, including the Advisory period
  - College classes that conflict with Advisory are not permitted if course sections are available at other times of the day
  - Friday/Saturday (1 day) courses and 7 week courses are not permitted
- GTC Degree Planning Worksheet (when applicable)

Academic Advising times will be advertised 2-3 weeks prior to the registration deadline via:

- GTCHS & School Counseling websites
- Morning announcements
- PIP Warrior Weekly
- College Seminar & Advisory
- GTCHS Student email
- School Counseling bulletin board
- Remind101
- GTCHS Facebook & Twitter accounts

### **Selecting College Courses**

After Academic Advising, students complete all of the required Early College Program forms in their entirety at home with their parents (please reference the [“Enrollment Process: Required Forms”](#) section for the complete list of required forms). Students must turn their completed forms into School Counselors by the specified deadline; no exceptions.

*Students indicate their college course requests on the Early College Enrollment Form. The GTC Course Schedule will need to be referenced to accurately request college courses.*

Please follow these steps to complete the course request section of this form:

1. Access the **GTC Course Schedule**

- a. Go to <http://www.gvltec.edu/index.aspx>
- b. Click on **Academics** (left-hand side)
- c. Click on **Course Schedules** (in the side box that appears)
- d. Find the *appropriate semester and year*
- e. Click on **All Courses** (link)
- f. On the new page, click on **Barton Campus** (at the top)
  - i. Ensure that you are looking at Barton campus courses only

2. Using the GTC Course Schedule

- a. In the “Section” column
  - i. Find the course **Prefix** (ex. PSY=Psychology)
  - ii. Find the course **Number** (ex. 201)
  - iii. Find the Course **Section** Number (ex. 001)
    1. Do not select a course with a section number of Wxx or 3xx/8xx or Hxx
      - a. These are [online](#), [cohort](#), and [honors](#) classes, respectively, in which GTCHS students may not enroll.
      - b. Honors Exception: see [“FAQ’s: Overrides/Exceptions”](#) below.
- b. In the “Hour” column,
  - i. Find the **Credit Hours**
- c. In the “Begin-End Times” and “Days” columns,
  - i. Find the class’ meeting **Time and Day(s)**
    1. Ensure that the class does not conflict with high school classes or Advisory
    2. Do not select a Friday/Saturday (1 day) course or a 7 week course
- d. In the “Building” and “Room” columns,
  - i. Find the **Building and Room Numbers**

3. On the Early College Enrollment Form, fill in items 2a-d in the appropriate columns

Note: Detailed instructions will be posted on the [GTCHS School Counseling website](#).

# FAQ's

## Overrides/Exceptions

There are **no** overrides or exceptions granted either by GTC or GTCHS regarding:

- Course maximums per semester
- [Online](#) or [cohort](#) course enrollment
- Summer courses before the completion of the 10<sup>th</sup> grade year
- May [Mini-mester](#) (formerly Maymester) enrollment
- [Eligibility requirements](#) of the program

*Honors Course Exception:*

- Students who have been *invited* to, have *applied*, and have been *accepted* into GTC's Honors Program may enroll in honors courses, which have a section number of Hxx.

## College Seminar Attendance Policy (Updated 8/2016)

The GTCHS College Seminar class provides students with the valuable opportunity to work on college coursework, collaborate with peers, and meet the College Seminar teacher, College Liaison, or a School Counselor regarding college academic progress and registration information.

The following procedures regarding attendance will be followed by all Early College students:

Students must attend each College Seminar period as listed in their schedules. Failure to attend a given College Seminar period as listed will result in an absence where the student is referred to GTCHS Administration for cutting class.

Students are required to report to College Seminar when a college course is cancelled, dismissed early, or starts late. Students must sign in and out with Attendance as appropriate. Failure to report to College Seminar will result in appropriate disciplinary action with GTCHS Administration.

### ***Excuse from College Seminar***

*Junior* and *Senior* students can apply for an excuse from College Seminar. The *Excuse from College Seminar Form* is located on the GTCHS website, and can be obtained from the College Seminar teacher.

Eligibility & Maintenance—

- Students must maintain a 3.0 or higher GPA in all college courses AND high school classes.
- Grades will be checked every 4.5 weeks using [BlackBoard](#), progress reports, and report cards.
  - Students who will be **excused from every session of College Seminar** in their schedules (including Fridays), **MUST ADD the College Seminar Teacher to their Academic Report emails every Monday**.
- If the GPA falls below a 3.0, the excuse becomes void and students must resume attending all scheduled College Seminar periods.



- Failure to attend the scheduled College Seminar periods when GPA is below a 3.0 will result in an absence where the student is referred to GTCHS Administration for cutting class.

#### Excuse Guidelines—

#### **Monday-Thursday:**

- 1<sup>st</sup> and 4<sup>th</sup> periods are eligible to be excused.
- In general, student travel midday off and back onto campus is discouraged due to safety and liability concerns. If you have a special circumstance that would involve missing midday College Seminar classes, please see Mrs. Burrow.
- If a College Seminar Excuse Form has been approved, students are not permitted on campus during this time.
- All high school courses must be attended. The attendance and tardy policies for classes are still in effect.
- Advisory must be attended (unless there is a college course that overlaps).

#### **Fridays:**

We recognize that college courses do not meet on Fridays, and that those college course periods become College Seminar classes. For this reason, students can apply for a College Seminar Excuse for those classes.

- All excuses requested for the start and end of the day will be granted.
- In general, student travel midday off and back onto campus is discouraged due to safety and liability concerns. If you have a special circumstance that would involve missing midday College Seminar classes, please see Mrs. Burrow.
- All high school courses must be attended. The attendance and tardy policies for classes are still in effect.

#### **Summer Courses**

GTCHS students may enroll in a maximum of 2 summer courses annually, including [Mini-mester](#) courses. These students must have completed their 10<sup>th</sup> grade year and meet all of the requirements outlined in the [“Eligibility Requirements”](#) section. As stated in the [“Provisions of the Early College Program,”](#) students may enroll in courses at the Barton Campus and may not enroll in [online](#), [cohort](#), or [honors](#) courses (Please see [“FAQ’s: Overrides/Exceptions”](#) above).

The [“Early College Program Guidelines”](#) apply to summer courses (except for those regarding textbooks and College Seminar). Therefore, the following student actions will result in a student’s withdrawal from Fall semester courses:

- Withdrawal after the [Drop/Add Window](#) ([“Withdrawal Procedures”](#) will be followed)
- Receiving below Passing Grades ([“Procedures for Below Passing Grades”](#) will be followed)

Enrollment for summer courses (including Mini-mester courses) is conducted through the GTCHS School Counseling Department. Students are financially responsible for any summer courses taken:

- \$40 per credit hour
- Textbook and [access code](#) purchase

Tuition Payment must be submitted to the GTCHS School Counseling Department with the required enrollment forms and documentation. Textbooks and [access codes](#) may be acquired by the student at the GTC Bookstore (McAlister Square), Textbook Broker (on S. Pleasantburg Drive), or another vendor deemed appropriate by the student and parents.

*Summer and Mini-mester courses do not count towards semesters that student must sit out due to failing grades or withdrawal after the [Drop/Add Window](#). Therefore, a student may not enroll in summer or mini-mester course if the sitting out period for failure or late withdrawal has not been completed.*

### **Mini-mester (formerly Maymester):**

- GTCHS students may not enroll in *May* Mini-mester courses because the courses conflict with the high school class and exam schedules.
- The GTCHS School Counseling Department and Administration advises that June and July Mini-mester courses have increased meeting times and faster/accelerated curriculum pace. Therefore, the following guidelines will be adhered to regarding June and July Mini-mester course enrollment:
  - Student/Parent understanding of increased meeting time and accelerated pace
  - Enrollment forms are due to School Counselors by the advertised/stated deadline
  - Will count towards the two summer course maximum
    - 1 mini-mester course = 1 of 2 allowed summer courses
    - 2 mini-mester courses = 2 of 2 allowed summer courses
  - Summer course and textbook/code fees apply (as described above)

### **Other Campuses**

GTCHS students may only take courses (including Summer and Mini-mester courses) at the Barton (main) campus where GTCHS is located. The only exception granted would be to Seniors, who need a specific class for the completion of an Associate's degree that is only offered at another campus.

This type of exception must be:

- Approved by GTCHS Administration
- Approved by the student's parent/guardian
- Not cause an attendance conflict for any other class (high school or college) due to travel

*Exceptions will be granted by Administration on an individual basis according to the criteria listed above.*

## **After-School & Evening Courses**

GTCHS students may take an after-school or evening course if that course is only offered after-school hours or the alternative class time conflicts with another college course that the student needs to take that particular semester.

Please note: Students must have a full schedule during school hours—meaning that students will be assigned a high school class if a “gap” in their schedule is created by taking an after-school or evening course. A college course may be used to fill the “gap” IF the student meets all eligibility requirements and the course will not exceed the maximum number of classes permitted.

This type of exception must be:

- Approved by GTCHS Administration and in some cases the Dean of Early College and the GTC Department Head
- Approved by the student’s parent/guardian
- Course will count towards the maximum number of courses permitted per semester

*Exceptions will be granted by Administration on an individual basis according to the criteria listed above.*

## **Senior Project & Financial Literacy**

GTCHS Seniors are required to complete a year-long course for graduation which includes one semester of Senior Project and one semester of Financial Literacy. GTCHS Early College Seniors may enroll in the GTC level of Financial Literacy (BAF 101) and receive dual-credit; however, BAF 101 must be taken during the student’s senior year to satisfy the GTCHS Senior Project/Financial Literacy graduation Requirement. The only exception will be for those students who took BAF 101 prior to the 2015-2016 school year.

## **Advisory Period**

GTCHS students may not take a college course that conflicts with their Advisory period. The only exceptions granted are when: courses do not have sections offered at other times, Seniors need a specific class for the completion of an Associate’s degree and only one section of that specific class is being offered at that particular time, and if a course’s lab time that runs into Advisory period (i.e. language and science courses).

This type of exception will apply for only that given semester and must be:

- Approved by GTCHS Administration

*Exceptions will be granted by Administration on an individual basis according to the criteria listed above.*

## 13<sup>th</sup> Year

GTCHS Early College students are eligible to apply to GTC's 13<sup>th</sup> Year Scholarship Program (based upon the Middle College National Consortium [13<sup>th</sup> year Associate's Degree Agreement](#)).

The Dean of Early College & Special Programs will conduct a mandatory 13<sup>th</sup> year meeting in February or March annually. The meeting will provide Senior students and parents with information about the program, application process, deadlines, and enrollment. *Attendance by both the Senior students and parents at this meeting is mandatory for the program application.*

Students accepted into the 13<sup>th</sup> Year program are official graduates of GTCHS, and are full-time college students at GTC the following academic year. Therefore, 13<sup>th</sup> Year students are responsible for the purchase and acquisition of all required textbooks, [access codes](#), and supplies.

# List of General Education College Courses

*Course appears on the Commission of Higher Education's Statewide Articulation List of University Transferable Courses from all technical colleges.*

It is the responsibility of the Early College student to contact any colleges where they are considering enrolling to confirm that they will accept GTC courses taken. A recommended resource to track transfer equivalencies is [sctrac.org](http://sctrac.org).

## Accounting

ACC 101 Accounting Principles 1  
ACC 102 Accounting Principles 2

## English Communications—Written

ENG 101 English Composition 1  
ENG 102 English Composition 2

## Engineering

EGT 110 Engineering Graphics 1

## English Communication—Oral

SPC 200 Introduction to Speech Communication  
SPC 205 Public Speaking

## English Communication—Oral (Cont.)

SPC 208 Intercultural Communication  
SPC 209 Interpersonal Communication

## Humanities

ARA 101 Elementary Arabic 1  
ARA 102 Elementary Arabic 2  
ART 101 Art History & Appreciation  
ART 105 Film as Art

ENG 201 American Literature 1  
ENG 202 American Literature 2  
ENG 205 English Literature 1  
ENG 206 English Literature 2  
ENG 208 World Literature 1  
ENG 209 World Literature 2  
ENG 213 Short Fiction  
ENG 228 Studies in Film Genre  
ENG 230 Women in Literature  
ENG 231 Middle Eastern Literature  
ENG 234 Survey in Minority Literature  
ENG 238 Creative Writing

FRE 101 Elementary French 1  
FRE 102 Elementary French 2  
FRE 201 Intermediate French 1  
FRE 202 Intermediate French 2

GER 101 Elementary German 1  
GER 102 Elementary German 2  
GER 201 Intermediate German 1  
GER 202 Intermediate German 2

HIS 101 Western Civilization to 1689  
HIS 102 Western Civilization Post 1689  
HIS 104 World History 1  
HIS 105 World History 2  
HIS 106 Introduction to African History  
HIS 107 Introduction to the Middle East  
HIS 108 Introduction to East Asian Civilization  
HIS 109 Introduction to Latin American Civilization  
HIS 115 African-American History  
HIS 122 History, Technology, and Society  
HIS 201 American History: Discovery to 1877  
HIS 202 American History: 1877 to Present  
HIS 220 American Studies  
HIS 222 Global Women's History  
HIS 228 History & Meaning of the US Constitution

MUS 105 Music Appreciation  
MUS 110 Music Fundamentals

PHI 101 Introduction to Philosophy  
PHI 105 Introduction to Logic  
PHI 110 Ethics

REL 101 Introduction to Religion  
REL 201 Religions of the World  
REL 299 Religion in America

SPA 101 Elementary Spanish 1  
SPA 102 Elementary Spanish 2  
SPA 201 Intermediate Spanish 1  
SPA 202 Intermediate Spanish 2

THE 101 Introduction to Theatre  
THE 105 Fundamentals of Acting

## Mathematics

MAT 109 College Algebra with Modeling  
MAT 110 College Algebra  
MAT 111 College Trigonometry  
MAT 120 Probability & Statistics  
MAT 130 Elementary Calculus  
MAT 140 Analytical Geometry & Calculus 1  
MAT 141 Analytical Geometry & Calculus 2

**Mathematics (Cont.)**

MAT 215	Geometry
MAT 220	Advanced Statistics
MAT 230	Basic Multivariable Calculus
MAT 240	Analytical Geometry & Calculus 3
MAT 242	Differential Equations

**Sciences—Biological & Physical**

AST 101	Solar System Astronomy
AST 102	Stellar Astronomy
BIO 101	Biological Science 1
BIO 102	Biological Science 2
BIO 105	Principles of Biology
BIO 201	Zoology
BIO 202	Botany
BIO 203	General Genetics
BIO 205	Ecology
BIO 206	Ecology Lab
BIO 209	Principles of Environmental Science
BIO 210	Anatomy & Physiology 1
BIO 211	Anatomy & Physiology 2
BIO 215	Anatomy
BIO 216	Physiology
BIO 225	Microbiology
BIO 240	Nutrition
BIO 241	Clinical Nutrition
CHM 110	College Chemistry 1
CHM 111	College Chemistry 2
CHM 211	Organic Chemistry 1
CHM 212	Organic Chemistry 2

**Sciences—Biological & Physical (Cont.)**

PHS 101	Physical Science 1
PHS 102	Physical Science 2
PHY 201	Physics 1
PHY 202	Physics 2
PHY 221	University Physics 1
PHY 222	University Physics 2

**Social Sciences**

ANT 101	General Anthropology
ANT 202	Cultural Anthropology
ANT 203	Physical Anthropology and Archeology
ECO 210	Macroeconomics
ECO 211	Microeconomics
GEO 101	Introduction to Geography
GEO 102	World Geography
GEO 201	Geography of North America
PSC 201	American Government
PSC 205	Politics & Government
PSC 206	Politics of the Middle East
PSC 215	State & Local Government
PSC 220	Introduction to International Relations
PSY 201	General Psychology
PSY 203	Human Growth & Development
PSY 212	Abnormal Psychology
PSY 225	Social Psychology
SOC 101	Introduction to Sociology
SOC 205	Social Problems
SOC 215	Ethnicity & Minority Issues

# College Courses Unavailable to GTCHS Students

In addition to [online](#) and [cohort](#) courses, there are certain courses that GTCHS students are ineligible to take at GTC.

Overall, GTCHS students are not permitted to take any course that GTC considers a [developmental course](#) or courses that are for [terminal degrees](#). Please consult GTCHS College Liaison and School Counselors if you are unsure if a course is developmental or for a terminal degree.

Listed below are specific courses that are unavailable to GTCHS students:

## College Skills

COL 103 College Skills  
COL 105 Freshman Seminar

## English

ENG 165 Professional Communications

## Humanities

HSS 105 Technology & Culture  
HSS 295 Leadership Through the Humanities  
IDS 210 Selected Topics for Honors  
JOU 101 Introduction to Journalism  
SPA 105 Conversational Spanish

## Mathematics

MAT 103 Quantitative Reasoning  
MAT 122 Finite College Mathematics

## Mathematics (Cont.)

MAT 155 Contemporary Mathematics  
MAT 170 Algebra, Geometry, & Trig 1

## Sciences—Biological & Physical

BIO 110 General Anatomy & Physiology  
BIO 112 Basic Anatomy & Physiology  
CHM 105 General Organic & Biochemistry  
CHM 106 Contemporary Chemistry  
PHS 111 Conceptual Physics

## Social Sciences

ECO 105 Introduction to Economic Principles  
HUS 204 Introduction to Social Work  
PSY 208 Human Sexuality  
SOC 225 Gender Issue

# Glossary

**13<sup>th</sup> Year Program**—Scholarship program for Charter HS *graduates* that provides financial assistance for tuition, technology, lab, and student fees at GTC for the academic year after graduation from GTCHS.

- The GTC Satisfactory Academic Progress policy must be maintained to retain the scholarship.
- Complete information regarding this program will be disseminated by the Dean of Early College at a *mandatory* meeting during the spring semester each academic year.

**Access Codes**—Password used to access course content online and may be a required material for a given college course.

**BlackBoard**—Online learning management system used by GTC and GTC faculty in the facilitation of college courses. GTCHS students are required to use and manage their coursework and grades using this system as required by GTC and GTC faculty.

- Students are responsible for maintaining their account access (username and password).

**Cohort Courses**—College courses completed concurrently and in a specific sequence by a designated group of college students completing a particular degree program. GTCHS students are not eligible to enroll in cohort courses.

- Cohort courses are denoted by a Section Number beginning with a “3” or an “8” (i.e. CRJ-101-300; HIS 102-800).

**COMPASS Assessment**—The entrance exam utilized by GTC to determine course placement for incoming students, including GTCHS students.

**Developmental Course**— Pre-college level course that prepares students for college-level courses. GTCHS students may not enroll in these courses.

**Drop/Add Window**—The period of time at the beginning of each semester where schedules can be adjusted without penalty.

- Students who wish to “drop” a course after this window closes, must officially withdraw from the course, receiving a “WF” on the college transcript and a 61 on the high school transcript.
- The GTCHS School Counseling Department will advertise the dates of the Drop/Add Window each semester.

**Dual-Credit Courses**—College courses taken by a high school student for which the student receives both high school credit (one unit AP-level credit) and college credit (3 or 4 credit hours) denoted on both the high school and college transcripts.



**Honors Courses**—College course sections that are reserved for those GTC students who are admitted in their Honors Program. GTCHS students are not eligible to enroll in these courses **UNLESS** they have been invited, have applied, and have been accepted into GTC's Honors Program.

- Honors courses are denoted by a Section Number beginning with an “H” (i.e. ART-101-H10).

**Individual Graduation Plan (IGP)**—A career planning document where students express their current interest in one of the 16 Federal Career Clusters and map out related high school courses and extracurricular experiences. Students update this document annually from 8<sup>th</sup> grade through 12<sup>th</sup> grade.

**Mini-mester**—Condensed summer courses that teach the curriculum at an accelerated pace, meeting for longer class times. Formerly known as Maymester courses.

**Online Courses**—College courses taught online (not live in a classroom). GTCHS students are not eligible to enroll in online courses.

- Online courses are denoted by a Section Number beginning with a “W” (i.e. ACC-101-W01).

**Terminal Degree**—The highest academic degree awarded in a given field of study. GTCHS students are not eligible to enroll in terminal degree courses at GTC.