



APPLICATION FOR DUAL ENROLLMENT/EARLY COLLEGE

Welcome to Florida Gateway College! We are excited that you are considering the Dual Enrollment Program (DE). The Dual Enrollment Program is designed to be an acceleration mechanism for students desiring to earn both high school and college credit. The program is an excellent vehicle for students to gain college credit and experience while simultaneously completing requirements for high school. It is not uncommon for the typical dual enrollment student to earn several college credits by the time he/she graduates from their high school or home education program.

To be considered for admission to the Dual Enrollment Program, the student must submit a completed Dual Enrollment application (with applicable test scores) while meeting the Florida Gateway College (FGC) admission application deadlines. Please check with your high school guidance counselor for specific information regarding admission application deadlines or see the College's Academic Calendar for Dual Enrollment Students (Critical Dates) publication on the college website: <https://www.fgc.edu/dual-enrollment>.

Note: Students attending public high schools and home education programs that are enrolled in this program will have tuition, books, and fees waived. Students attending non-public high schools or private schools that are enrolled in this program will have tuition and fees waived; however, textbooks are the responsibility of the student.

APPLICATION PROCESS

Please complete all sections of the Dual Enrollment Program application. Incomplete or unsigned applications cannot be processed.

A. Public High Schools/Non-Public High Schools

1. Dual Enrollment participation must be initiated through the high school guidance office.
2. The DE application must have the student signature, the parent or guardian signature, the school principal or designee signature, and the required college entrance test scores (scores older than two years are not accepted).
3. Return the completed DE application to your high school guidance counselor. The application will need to be processed by the FGC Dual Enrollment office.

B. Home School Education Programs

1. Dual Enrollment participation must be initiated by the parent or guardian through the FGC Dual Enrollment office by providing proof that the Home School Education program meets Florida statutory guidelines from the district school board (Compliance Letter).
2. The DE application must have the student signature, the parent or guardian signature and the required college entrance test scores (scores older than two years are not accepted).
3. Make an appointment with the FGC Dual Enrollment office to submit the completed application and meet with the DE Advisor. Parent must execute the DE articulation agreement and provide compliance letter annually to FGC.

Should you have any questions, please contact your high school guidance counselor or the FGC Dual Enrollment Office at (386) 754-4300. We look forward to seeing you on campus!



DUAL ENROLLMENT/EARLY COLLEGE APPLICATION FOR ADMISSION

1. Did you previously attend Florida Gateway College? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2. Social Security Number _____ - _____ - _____		3. Student ID (office use only): _____	
4. Full Legal Name (Do not use initials)			
_____ (Last) _____ (First) _____ (Middle) _____ (Suffix)		_____ (Last) _____ (First) _____ (Last) _____ (First)	
5. Permanent Address			
Street Address or PO Box (Include apartment/lot #)		City	State Zip Country
6. Phone & Email:		Email Address: _____	
Home Phone (_____) _____		Parent Email: _____	
Cell Phone (_____) _____		Preferred Contact Method: <input type="checkbox"/> Cell <input type="checkbox"/> Home	
7. Emergency Contact Information: _____			
_____ Last		_____ First	_____ Phone Number
The information in items 8-13 is requested to meet state and federal reporting requirements. It is not used discriminatively for admission purposes.			
8. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> No Answer		9. Date of Birth: ____/____/____	
10. Citizenship: <input type="checkbox"/> U.S. Citizen		11. Ethnicity:	
<input type="checkbox"/> Permanent Resident Alien: Country of Origin _____		<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	
<input type="checkbox"/> Non-Resident Alien		12. Race:	
<input type="checkbox"/> Undocumented Immigrant		<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian	
		<input type="checkbox"/> Black/African American	
		<input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White	
13. Parent Information: Please enter your parents' information, even if they are deceased or no longer have legal responsibilities toward you. If you are a minor with a legal guardian (an individual or government entity), then list that information as well.			
Parent 1/Legal Guardian 1 Name: _____			
Parent 1 Education: <input type="checkbox"/> Associate Degree (2-year degree) <input type="checkbox"/> Some College, no degree <input type="checkbox"/> Bachelor Degree (4-year degree)			
<input type="checkbox"/> Credit Certificate – business, trade school, or technical <input type="checkbox"/> Graduate Degree (Masters, Doctorate, or professional degree)			
<input type="checkbox"/> High School diploma or equivalent GED® <input type="checkbox"/> Less than High School <input type="checkbox"/> Unknown			
Parent 2/Legal Guardian 2 Name: _____			
Parent 2 Education: <input type="checkbox"/> Associate Degree (2-year degree) <input type="checkbox"/> Some College, no degree <input type="checkbox"/> Bachelor Degree (4-year degree)			
<input type="checkbox"/> Credit Certificate – business, trade school, or technical <input type="checkbox"/> Graduate Degree (Masters, Doctorate, or professional degree)			
<input type="checkbox"/> High School diploma or equivalent GED® <input type="checkbox"/> Less than High School <input type="checkbox"/> Unknown			
14. What term do you plan to attend? <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer _____ Year			
15. Program of Study (Program Name and Code): Program Name: _____ Program Code: _____			

16. High School: _____ **Current Grade Level:** _____
 Name of High School

17. Month/Year of Anticipated Graduation: _____

18. Previous Education: College, University, or Vocational/Technical School (Do not include FGC)

(Official transcripts from each previous institution must be received and evaluated by Enrollment Services before registration can occur.)

Name of College	City and State	Dates Attended	Degree Earned

APPLICATION AGREEMENT (All applicants must sign)

We, student and parent (or guardian), agree for the student to enroll in the Dual Enrollment/Early College Program at Florida Gateway College. Based on the high school academic record and overall maturity level of the student, we believe he/she will be successful in college-level studies.

We agree that the student will abide by all the guidelines of the Dual Enrollment/Early College Program, as well as the College policies and procedures while attending Florida Gateway College. By signing this application, we agree that we have read and the student will adhere to the Dual Enrollment Program Code of Academic Ethics and Code of Conduct as outlined on the attached form. We understand all college grades become a permanent part of the student’s college record and we agree to the College’s release of information concerning any awards or academic honors the student might receive.

I, the student, agree to the release of any transcripts or test scores to Florida Gateway College, including but not limited to any transcripts or test scores that Florida Gateway College may request from other institutions or testing agencies. I further agree to the electronic transmission of my transcripts between institutions.

I, the student, certify that all of the information submitted in this application is my own work, factually true, honestly presented, accurate, and complete. I understand that I may be subject to a range of possible disciplinary actions, including but not limited to admission revocation or expulsion without refund of tuition and/or fees, should the information I certify be false, incomplete, or fraudulent. As a condition of my admission, I agree to abide by all rules and regulations of the college and the laws of the State of Florida.

 Student Signature

 Date

 Parent/Guardian Signature*

 Date

*Note: An **Authorization to Disclose Information** form must be completed and submitted to the Office of Enrollment Services in order for a parent or guardian to have access to any student information. This form is located at:
<https://www.fgc.edu/students/registration-and-records/student-record-forms/>.

In accordance with Florida Statute 1001.64(8)(a), FGC may consider the past actions of any person applying for admission to the college and may deny admission or enrollment to an applicant because of misconduct if determined to be in the best interest of the institution. FGC reserves the right to refuse admission or enrollment or to place conditions on admission or enrollment of applicants/students.

NOTIFICATION OF SOCIAL SECURITY NUMBER COLLECTION AND USE: In compliance with and pursuant to Florida Statute 119.071 (5), 1008.386, 1002.22(2), and SBE Rule 6A - 1.0955 (3)(e), Florida Gateway College (FGC) issues this notification regarding the purpose of the collection and use of your Social Security number. FGC collects your Social Security number for use in performance of the college’s duties and responsibilities for the following possible legitimate business purposes: identification and verification; data collection; reconciliation; tracking; benefit processing; tax and scholarship reporting; financial aid processing; accreditation of programs; reporting to a receiving agency or governmental entity where the disclosure is necessary for it to perform its duties and responsibilities; and as a unique identifier in certain cases and for search purposes. By providing your SSN, you consent to its use in the manner described. To protect your identity and as required by federal law, FGC will secure your Social Security number from disclosure to unauthorized parties. Each student at FGC will be issued a unique student identification number, which will be used for all educational purposes. Additional detailed information on the college’s collection and use of Social Security numbers may be found on the Consumer Information web page and in the College Catalog.

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.

FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling the Coordinator of Accessibility Services at 386-754-4215. The Office of Accessibility Services is located in Building 007, Room 103, 149 SE College Place, Lake City, FL 32025.

STATEMENT OF EQUAL ACCESS/EQUAL OPPORTUNITY Florida Gateway College affirms its Equal Access/Equal Opportunity Policy in accordance with all applicable state and federal laws, regulations, and rules. The College reaffirms its commitment to provide equal access and equal opportunity for all programs, services, and activities offered by the College, without discrimination. Discrimination on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status against a student, employee, or applicant is prohibited. The Equity Officer for the College is the Executive Director of Human Resources, 149 SE College Place, Lake City, FL 32025. If you have any questions or desire any information, call 386-754-4313.



ASSESSMENT RECORD / TEST VOUCHER

Student Name: _____	Test Type: _____
Student ID Number: _____	Test Date: _____

New Student Testing for DE? **Yes**

High School GPA: _____

English Score: _____			Test Date: _____	
ACT	SAT	PERT	Suggested Coursework	
17 – 36	25 – 40	103 – 150	ENC 1101	Freshman Composition I

Math Score: _____			Test Date: _____	
ACT	SAT	PERT	Suggested Coursework	
19 – 20	24 – 26	114 – 122	MAT 1033	Intermediate Algebra
21 – 36	26.5 – 40	123 – 150	MAC 1105 STA 2023	College Algebra Elementary Statistics

Reading Score: _____			Test Date: _____	
ACT	SAT	PERT	Suggested Coursework	
19 – 36	24 – 40	106 – 150	ENC 1101	Freshman Composition I

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PLEASE NOTE THE FOLLOWING:

To continue enrolling in Dual Enrollment classes, students must maintain a Florida Gateway College GPA of 2.0 and a high school unweighted GPA of 3.0 to enroll in academic classes and a high school unweighted GPA of 2.0 to enroll in vocational classes. Florida Statute 1007.271 (3)

Regular Certification

The School Board of _____ County has identified this student, _____ as qualified to participate in the Dual Enrollment/Early College Program in accordance with the Dual Enrollment Articulation Agreement.

High School Principal or Designee

Date



Dual Enrollment Student Acknowledgement:

Codes of Academic Ethics and Conduct for FGC Dual Enrollment Program

Dual Enrollment Program Code of Academic Ethics

The faculty of FGC is committed to a policy of honesty in academic work. Conduct which may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. **Dishonesty** is cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another student cheat, you will be subject to the same penalties as the student who is assisted.
2. **Plagiarism** is the deliberate use and appropriation of another's work without identifying the source and then passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.
 - **In case of dishonesty or plagiarism:** The instructor may take academic action consistent with college policy that may result in loss of credit for a specific course and removal from the Dual Enrollment Program.

Dual Enrollment Program Code of Conduct

1. Attendance at FGC is a privilege, and to maintain the college ideals of scholarship and character development, the right is reserved to withdraw any student at any time for any reason deemed sufficient, and the student concedes this right to the college.
2. Each registered student assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the college.
 - Disruptive behaviors, if they take place on our campus or at our off-campus college centers, may lead to suspension or dismissal from the college.
 - Any of the following violations may constitute a form of disruptive behavior:
 - Cheating in any form
 - Deliberate interference with the rights of others
 - Behavior that intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This applies to acts conducted at our college campus or any off-campus college center.

Student Signature

Date