COLUMBUS STATE COMMUNITY COLLEGE

DUAL ENROLLMENT PROGRAM

STUDENT GUIDE
A message from Karen Gray  
**Director of Dual Enrollment**

Your transition to college is an exciting opportunity. You will be challenging yourself with college level course work while remaining in the comfort of your high school. However, there are other factors to consider when making the transition from high school to college level courses. Here are several examples of the differences between high school and college:

- **Pace**: Traditional college courses move at a faster pace than many high school courses. In Ohio public colleges, one course is taught over a 15-week semester rather than an entire academic year.

- **Rigor**: Traditional college courses have higher expectations for successful work. The Dual Enrollment teachers will expect the same for the college courses offered at your high school.

- **Course format**: Traditional college courses may be taught in a variety of formats – large lecture courses matched with smaller discussion sections, online lectures, etc. These courses meet two or three times per week.

- **Navigation of college campuses and offices**: As a college student, it will be crucial to know your school. College students need to work with advisors to select courses and the Cashiers Office to pay fees. You may seek academic support from offices like the Writing Center or the Mathematics and Statistics Learning Center, etc. Many of these maneuvers will be facilitated by your Dual Enrollment high school teacher – who is also a Columbus State instructor – but you are ultimately responsible for your college career and knowing important dates and policies.

- **Critical thinking and independent problem solving**: Successful college students take responsibility for their own learning, problem solving and asking for support. They are also able to manage their time effectively to accomplish college assignments that may require multiple stages for completion. These same tools will be necessary for you to take on the challenge of a college level course while you are still in high school.

Congratulations on taking this very important step towards achieving your educational goals.

*Karen Gray*
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Mission

The mission of Columbus State Community College is to provide quality educational programs that meet the life-long learning needs of its community. Through its dynamic curriculum and commitment to diverse learners, the college will serve as a catalyst for creating and fostering linkages among the community, businesses and educational institutions. The college will proactively respond to the changing needs of our community and its role in the global economy through the use of instructional and emerging technologies.

Quick Facts

**Academic Year:** Autumn and Spring Semesters. Each semester has 15 weeks of instruction plus 1 week of exams for a total of 16 weeks.

**Class Size:** Average class size is 19 students. Student-to-faculty ratio is 17:1.

**Programs of Study:**

Columbus State’s [Career and Technical Division](#) offers two-year career programs in more than 55 areas and 120 associate degrees/certificates in business, health, public service, human service and engineering technologies.

Students may also take the first two years of their bachelor's degree here through our [Associate of Arts and Associate of Science Division](#) before transferring to a four-year college.

**Enrollment:** 30,921 for Autumn 2011. The number includes two campuses, Regional Learning Centers and Distance Education students:

Our Columbus Campus is conveniently located on the edge of downtown Columbus across 80 acres of beautifully landscaped grounds. The campus currently consists of more than two dozen buildings. Our Delaware Campus, which opened in Autumn 2010, includes the state-of-the-art Moeller Hall and offers a variety of great programs.

In addition to our two campuses, Columbus State operates nine Regional Learning Centers in the suburban neighborhoods of Dublin, Gahanna, Westerville, Groveport, Marysville, Grove City, Plain City, Southeast Columbus and in Southwest Columbus at Bolton Field. We also have a large population of distance education students at 13,528 (Autumn 2011).
**Student Qualifications**

Participating juniors and seniors must have a 2.75 GPA and demonstrate college readiness by submitting qualifying ACT scores (English 18 and Math 22) or taking the COMPASS placement test and placing into ENGL1100, No Reading Courses Required and MATH1130 or above. Readiness standards must be met only for the classes which the student plans to take:

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<th>Dual Enrollment Class/Discipline</th>
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<td>English, Art, Humanities, Foreign Language</td>
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**Student Benefits**

Being enrolled in the Columbus State Community College through our Dual Enrollment program gives you access to on-campus and on-line resources such as:

- **Library Resources and Services:** Reference librarians at Columbus State are committed to serving library users in a manner that maximizes access to information resources and fosters lifelong learning. Reference librarians are on duty during all hours the library is open.

- **Tutoring:** It is free and is available in a variety of subjects, including assistance with writing and math.

- **Career Services:** Our Career Service in our Counseling Service department offers a variety of workshops designed to assist students in achieving academic and personal success.

- **IT Support:** The IT Support Center is a technical support team that provides prompt, knowledgeable and courteous computing support services via walk-in, phone and email.

- **Advising Services:** Advising Services anticipates the needs of our diverse student population and supports students in achieving lifelong educational, career and personal goals. We strive to inspire our students and promote their autonomy.

- **Disability Services:** If the applicant has an IEP/504, s/he should contact the CSCC Disability Services Office (614) 287-2570 for any accommodations.

- **Student Identification Card (Cougar ID):** IDs are required to be shown to access campus activities and services such as the Library. The ID is created at the Public Safety office located in Delaware Hall room 047.
Tuition

Dual Enrollment courses are billed at $25.00 per credit hour. Checks are payable to your high school for the Columbus State Dual Enrollment courses. Columbus State will bill your district for the courses you take with us each semester and your high school district will then pay Columbus State with the money collected from you.

Refund

Refunds for dual enrollment classes are based upon the college’s course drop deadlines for CSCC courses. Students who drop their dual enrollment course prior to the posted deadline of Last Day to Drop without a ‘W’ will receive a complete refund. Courses dropped after the deadline will not receive any refund.

Please visit the Dual Enrollment website for “Important Dual Enrollment dates”.

Application and Registration process

Step 1: All students interested in participating in the Dual Enrollment program must first apply online to Columbus State Community College. There is no cost to apply.

Step 2: Students must demonstrate college readiness by submitting qualifying ACT or COMPASS placement test scores corresponding to the courses which they intend to register for. If you have not taken the ACT test or did not achieve the needed benchmark scores, you will need to take the COMPASS test prior to registering for the dual enrollment course.

Step 3: Complete the Dual Enrollment Registration Form given to you by your teacher. Return the completed form to your teacher with a copy of your high school transcript.

Be sure to complete and return all the paperwork, along with the required payment, to your high school teacher by the published deadline under “Important Deadlines”.

Dropping a course

Should you decide that you no longer wish to receive Dual Enrollment credit for a course, you must complete a drop form by the posted deadline. It is your responsibility to complete the necessary paperwork by the posted deadline and submit this information to the Dual Enrollment Office. You may obtain the “Add/Drop Form” from the Dual Enrollment website or your teacher.
**Important Deadlines**

Please see the calendar of events on the Dual Enrollment website for all posted deadlines. Dual Enrollment students are responsible for adhering to the posted deadlines for registration, payment and dropping/withdrawing from a course. No exceptions will be made.

**Grades**

The grade issued by your high school teacher is the same grade that is recorded on your official Columbus State Community College transcript at the end of the semester.

**Transferring College Credit**

Upon completion of your Dual Enrollment class through Columbus State Community College, you will have earned college credit. The college credit is transferable to other colleges and universities. Transfer credit indicates you have successfully completed the class and will not need to repeat the class at your next college/university. Students completing the Ohio Transfer Module courses are guaranteed transfer credit to public state colleges/universities in Ohio. The Ohio Transfer Module is a set of courses that fulfill the general education requirements at public colleges/universities within the State of Ohio.

The Transfer Module contains 36-40 semester hours of course credits in English Composition, Mathematics, Fine Arts, Humanities, Social Science, Behavioral Science, Natural Science, Physical Science and Interdisciplinary courses. Not all courses can be completed through the Dual Enrollment program, but students can begin to earn college credits through Dual Enrollment.

For private institutions and out of state schools, the acceptance of transfer credit is at the discretion of the receiving college/university. College policies vary regarding transfer credit. You will need to submit the course description and the course syllabi to your next college/university to assist in obtaining transfer credit. If applicable, you may need to meet with an Academic Advisor or the Academic Department (Mathematics, etc.) if transfer credit is not readily granted with course documentation.

**Transcript Request Procedures**

If you choose to attend Columbus State after high school graduation, you do not need to take any additional steps to have your Dual Enrollment credit transferred. Your Dual Enrollment credit will already be a part of your CSCC transcript.

If you choose to transfer your Dual Enrollment credit, you will need to request an official CSCC transcript be sent to your college or university. Columbus State does not send transcripts without your written request and payment. The official Columbus State “Transcript Request Form” can be obtained at the Cashier’s Office in Rhodes Hall.
Student Status

As a Dual Enrollment student, you are officially registered as a student at Columbus State Community College. Completing a Dual Enrollment course does not make you a transfer student.

Personal Information

As a Dual Enrollment student, you authorize Columbus State Community College – in accordance with the FERPA Act of 1974 – to discuss any information related to your application, admission status and academic progress at Columbus State with your parent(s)/guardian(s) and high school personnel.

Code of Conduct

All Dual Enrollment students are expected to abide by the same Code of Conduct as our traditional CSCC students and are responsible for becoming familiar with the Student Policy and Procedures and the Student Handbook (Student Code of Conduct Policy 7-10).

Columbus State Community College has a high standard of conduct for members of its college community, including students. Student members of the community are expected to uphold and abide by certain standards of conduct embodied within a set of core values that include integrity, community, respect and responsibility. When members of the community fail to exemplify these values, whether on campus or at your high school, Columbus State will enact judicial proceedings to assert and uphold the Student Code of Conduct.

The student conduct process at CSCC is not intended to punish students. Rather, it exists to protect the interests of the college community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students’ moral and ethical decision-making and help bring their behavior into accord with our community expectations. When a student is unable to conform his/her behavior with our college expectations, the student conduct committee may determine that he/she will no longer be allowed to participate in the CSCC program (for additional information regarding our CSCC Code of Conduct contact Student Engagement and Leadership, 614/287-2637).
CSCC Office Links

We are excited that you have chosen to begin your academic career at Columbus State Community College. As you begin this process, you may find the links below very helpful.

Admissions

Academic Departments

Dual Enrollment Office

High School Articulation

Post Secondary Enrollment Options (PSEO)

Parents and Guidance Counselors