

## **DUAL ENROLLMENT POLICIES AND PROCEDURES**

1. In order to be a dual enrolled student, you must register each semester at both institutions. After you complete registration at FSU and the community college, you “must” ensure that you completely fill out the dual enrollment form along with: the correct classes for which you are enrolled, all required signatures, signed, and dated to your Education Consultant/Community College Coordinator. If we do not receive this information from you every semester, you will not be considered dual enrolled.
2. Once we receive the form, we will submit it to the FSU Financial Aid Office for verification. Please note, once this form is submitted, you cannot drop/add additional classes. If there is a discrepancy in any way, your dual enrollment form will not be processed.
3. Students will be responsible for fulfilling financial obligations of both institutions, including tuition and all required fees. Students receiving financial aid may not receive financial aid from both institutions simultaneously. For financial aid purposes, the community college will be considered your home institution for dual enrolled students until they earn a total of sixty credits. FSU will be considered the home institution for students after they have earned sixty or more hours. Students who are enrolled simultaneously at the community college and FSU will authorize the home institution to use financial aid awards to pay tuition and fees to the other (“host”) institution.
4. At the end of each semester, after grades have posted, you “must” submit an up-to-date transcript to the Education Consultant/Community College Coordinator.
5. As long as a dual enrolled student enrolls in at least one course at FSU or community college, he or she will be eligible to re-enroll in subsequent semesters. (A student who does not maintain continuous enrollment at FSU or community college will need to resubmit the Dual Enrollment Form). Students enrolled at both institutions simultaneously may not exceed the course load limits in any single semester as agreed upon by both institutions.
6. Students maintaining the status as a “dual enrolled student,” must be enrolled in at least one of the institutions each semester (excluding summer terms); students who are not continuously enrolled for one or more semesters at either institution lose the designation of “dual enrolled student,” and must apply for readmission to both of the institutions. An applicant’s previous designation of dual enrolled does not guarantee acceptance to the institution or re-acquisition of the dual enrollment designation. Students are required to meet the academic progression standards of both institutions. Students placed on

academic suspension at either institution will lose his/her dual-enrollment status. Students may appeal academic suspension according to the guidelines of the appropriate institution, but approval for re-enrollment of a previously suspended student at one institution does NOT restore the student to dual enrollment status or re-enrollment at the other institution.

Please note that dual means twofold; therefore, as a dual enrolled student, you are expected to take courses at both institutions. If you have questions, please contact Anthony Farrior at (910) 672-1709 or Darnette Hall at (910) 672-1495.

Our goal is to help you transition through FSU as smooth as possible. Your success is our success!