



Early College Program Handbook

Mission:

The Early College Program is a joint effort between GREEN Charter School and Greenville Technical College. This program allows high school sophomores, juniors and seniors the opportunity to get ahead by earning college credit before graduating high school.

Eligibility:

To qualify for the program students must take and pass the college placement test provided by Greenville Technical College. They must also meet any other course prerequisites or requirements as designated by Greenville Technical College.

- Students must *meet placement* for ENG 101 to take most college classes in social sciences, humanities, history, etc. (Ex: SOC 101, PSY 201, ART 101, REL 101/102, etc.)
- Most math courses have specific score cut-off requirements that are determined by GTC.
- Most science courses have specific English and Math cut-scores as a requirement determined by GTC.
- To be eligible to take ENG 101 a student must first have successfully completed 3 years of high school English.
- To take any science course a student must first have successfully completed the high school level of that same course.
- ***Students who do not pass a GTC course with at least a grade of 'C', will not be allowed to take further GTC courses for the following semester.***

Fees/Related Expenses:

The GREEN Charter School Board has agreed to the following through June 2021:

- GREEN Charter School will cover tuition costs for up to two courses (6 credit hours) per semester for sophomores and juniors and up to three courses (9 credit hours) per semester for seniors.
- Students who do not live in Greenville County will be responsible for any additional tuition costs due to out-of county eligibility requirements set by Greenville Technical College.
- Students may take summer courses, no more than two, at their own expense. (courses must still be approved by GREEN Charter College Counselor)
- Students are responsible for purchasing their course books and/or any required supplies or materials.
- ***Students who Withdraw from a course after the add/drop deadline will be responsible for reimbursing the tuition cost for that class to GREEN Charter School.***
- ***Students who receive a 'D' or an 'F' in a course as a final grade, will be required to pay GREEN Charter School the cost of tuition of that course.***

Enrollment & Registration:

All students who are interested in participating in the Early College Program must attend, along with a parent or guardian, the Early College Information Session before the enrollment and registration process begins.

GREEN Charter School's College Counselor is the liaison between the student, parent and Greenville Technical College for the enrollment and registration process. The College Counselor will send the necessary information regarding enrollment into GTC and course registration directly to the student via email. It is then the student's responsibility to follow the instructions provided and complete the requirements set forth by Greenville Technical College.

Steps:

- ***BOTH the student and parent/guardian must sign and return the GREEN Charter School's Early College Program Contract to the College Counselor before being allowed to begin the enrollment and registration process.***
- The student must first "apply" to GTC through the online link provided by the College Counselor. (This is for new students only)
- Once the student has completed their application they can then submit the course request form provided by the College Counselor. **All course requests are not guaranteed and are processed in the order that Greenville Technical College receives them.*
- The course request form must be used any time a student wishes to change, drop or register for courses EACH semester.

FERPA:

Due to FERPA (Family Educational Rights and Privacy Act), under the U.S. Department of Education (<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) all communication regarding college courses must come through and be initiated by the student. Therefore parents are not lawfully allowed to directly contact Greenville Technical College about their student's grades, attendance, etc. All communication must come from the student and/or the College Counselor.

Transportation & Logistics:

Students are allowed to leave GREEN Charter School during the *designated times to attend their GTC classes. Transportation will be provided by GREEN Charter School only during that designated time. Students may take college courses after regular school hours but they must provide their own transportation. **Designated times may change each academic year.*

Course Load Guidelines:

- All first time Early College students must complete the Freshman Seminar Course (COL 105) within their first year of participation in order to continue.
- Sophomores may take up to 2 courses per semester, total of 4 courses per year.
- Juniors may take up to 2 courses per semester, total of 4 courses per year.
- Seniors may take up to 3 courses per semester, total of 6 classes per year.
- Students may take up to 2 summer courses before their junior and senior year at their own expense.

Drop/Add Window:

All changes to a student's college schedule, including an add/drop/withdraw, must be approved by the College Counselor.

- **Add** = a request to be "added" to a course, or to register for a course. This can only be done before the class has met for the first time and if there is a seat available.
- **Drop** = a request to be taken off the class roster, or to "unregister" for a course. This can only be done without consequence during the designated add/drop period set by GTC. Typically this is before the first Friday of each semester.
- **Withdraw** = this is a request to be taken out of a class after the add/drop period. If a student withdraws from a course it will show as a 'W' on their college transcript. All four-year colleges or universities view a 'W' on a transcript differently. Too many 'W's could also have a negative effect on the student's future financial aid.
- **Failed Attempt** = this is when a student receives a grade of 'D' or lower in a course or withdraws from a course and is viewed negatively with regards to financial aid.

Grade Conversion Chart:

College Course Grade	High School Transcript Grade
A	95
B	85
C	75
D	65
F	50

Course Credit Transfer:

Greenville Technical College is a regionally accredited two-year institution of higher education and the credits earned here will be eligible to transfer to four-year institutions. For public and private colleges or universities in South Carolina you can use SCTRAC.org to track the course equivalencies to specific schools and degree programs. If the student is planning to attend college outside of South Carolina the student will need to communicate directly with the Admissions Department of that school to determine course equivalencies and transferability of specific GTC courses. This will help you determine whether the course will transfer as a core requirement or as an elective.

Greenville Technical College Resources:

Tutoring: Greenville Technical College does offer some free tutoring both 1-to-1 and online. Students need to use the *Student Resources* tab on the main GTC website to find out more. A student can also seek extra help with specific questions from GREEN Charter School faculty as they have free time.

Parking Decal: Students who drive themselves to GTC will need to take a copy of their GTC class schedule, a valid driver's license and tag # to the GTC Police Department located in the TRC Building (102). There is no fee.

Libraries and Computer Labs: Early College students are allowed to use any one of GTC's libraries and computer labs to do research and use computers and printers. On the Barton Campus the library and computer lab is located in the TRC Building (102).

Students with Disabilities: The Student Disability Services Office will work with students with documented needs to make sure they receive the accommodations they need. Students must self-report these documented needs BEFORE their classes starts each semester. Please see the *Student Resources* tab on the main GTC website.

GREEN Charter Schools
Early College Contract

GREEN Charter School is committed to setting its students up for success, not failure. With this in mind, our goal is to make sure that each student who wishes to participate in the Early College Program is fully aware of the expectations of the program set forth by GREEN Charter School and Greenville Technical College in regards to time management, course rigor and individual student responsibility. Participation in the Early College Program should be a joint decision between the student, parent/guardian and GREEN Charter and should be agreed that it is in the student's "best interest".

Students are expected to:

- Read and respond to both their GREEN Charter and GTC email in a timely manner.
- Read their course syllabus before the end of their first week of class and speak to the instructor if they have questions.
- Ask the instructor for help if needed, before it is too late to recover a passing grade.
- Manage their time wisely, turn in all assignments on time and be prepared for any quizzes and/or tests assigned.
- Attend all of their GTC courses, even during a GREEN Charter holiday, unless there is an emergency or if the student is physically unable.
- To "check-in" with the College Counselor as requested.

Parents/Guardians are expected to:

- "Check-in" with their student regularly to monitor their progress.
- Support their student with transportation, supplies and materials needed as well as time management monitoring.
- Communicate with GREEN Charter's College Counselor if/when needed.

Family Financial Repercussion:

- ***Students who Withdraw from a course after the add/drop deadline will be responsible for reimbursing the tuition cost for that class to GREEN Charter School.***
- ***Students who receive a 'D' or an 'F' in a course as a final grade, will be required to pay GREEN Charter School the cost of tuition of that course.***

I understand and commit to the expectations listed above. I agree that I have fully read and understand the Early College Program Handbook.

Student Printed Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____