



Lake Sumter State College

EARLY COLLEGE PROGRAMS

Dual Enrollment Guide



[LSSC.EDU/ECP](https://lssc.edu/ecp)

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DUAL ENROLLMENT TEAM

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DUAL ENROLLMENT CONTACTS

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|---|--|--|
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WHAT IS AN EARLY COLLEGE PROGRAM?

Lake-Sumter's [Early College Programs](https://lssc.edu/ecp) (lssc.edu/ecp) are a set of pre-college experiences available to the youth of Lake and Sumter counties that promote college readiness. The purpose of all Early College Programs is to foster a community of college-ready students by providing targeted college and career preparation programs, college credit opportunities, holistic student development, and a sense of belonging for youth in Lake and Sumter Counties. Early College Programs are available to students between 1st and 12th grade. There are for-credit and non-credit Early College Programs. For information on the non-credit programs, please see the section [Non-Credit ECPs](#) for the full listing of programs.



WHAT IS DUAL ENROLLMENT?

Dual enrollment is a type of Early College Program that allows secondary students to take postsecondary coursework and simultaneously earn credit toward a high school diploma, a career certificate, an industry certification, or an associate or baccalaureate degree at a Florida public or eligible private institution.

TYPES OF DUAL ENROLLMENT

There are several types of Dual Enrollment programs offered at Lake-Sumter State College.

- **Traditional Dual Enrollment-** An acceleration program where students can take college courses on a part-time basis while still in secondary school. Credits earned in the program count for both high school and college credit.
- **Early Admission**- A form of dual enrollment that allows eligible students to complete their first full year of college an entire year early, allowing students to gain the full Lakehawk experience and participate in college programs like all traditional students. Early Admission students take a full-time college course load between 12-18 credit hours.
- **Early College Academy**- Structured Dual Enrollment programs that provide students an opportunity to acquire their associate's degree through a cohort class model. Students join the program with a group of students and take a predetermined sequence of courses that will eventually lead to an associate's degree. LSSC's current Early College Academies include the Health Sciences Collegiate Academy in Lake County, The Villages Early College Academy at The Villages High School, Criminal Justice Early College Academy, and Engineering Tech Early College Academy.

DUAL ENROLLMENT ELIGIBILITY

To participate in the Dual Enrollment Program at Lake-Sumter State College, a student must meet the following requirements:

- Currently attending a school within Lake or Sumter County
- Currently in grade 6th-12th
- 3.0 unweighted high school GPA
- Academic college readiness as demonstrated through scores on a common placement test (see below)

| Test | Reading | Writing | Math |
|------|---------|---------|------|
| PERT | 106 | 103 | 114 |
| ACT | 19 | 17 | 19 |
| SAT | 24 | 25 | 24 |
| CLT | 38 | | 16 |

Additionally, a student must be an active high school student not scheduled to graduate before the completion of a dual enrollment course. For example, if a student is scheduled to graduate on May 15, they may not enroll in a summer dual enrollment course that ends in August, even if the course begins before May 15.

Home Education Student Eligibility

- Home education students are eligible to dual enroll at LSSC for a maximum of ten (10) credits in the fall and spring semesters and seven (7) credits in the summer semester.
- Home Education students must submit a signed DE Home Education agreement along with their application and submit an annual signed agreement each year in the program
- Once a graduation date is established on the DE Home Education application, the graduation date cannot be changed

Once eligibility for HE dual enrollment expires, students must provide proof of high school graduation and matriculate to LSSC degree-seeking status.

Personalized Education Program (PEP)

- PEP students are eligible to dual enroll at LSSC for a maximum of ten (10) credits in the fall and spring semesters and seven (7) credits for the summer semester.
- Parents must provide proof of the award and participation in PEP along with their application and submit an annual signed agreement each year in the program.
- Once a graduation date is established on the DE application, the graduation date cannot be changed

Once eligibility for PEP dual enrollment expires, students must provide proof of high school graduation and matriculate to LSSC degree-seeking status.

PERT Pilot Program

Students who meet the minimum requirements in at least two of the three sections of the PERT may be conditionally accepted to Dual Enrollment as a PERT Pilot student.

- A PERT Pilot English student is a student who meets the college-ready scores for writing and reading but not math. PERT Pilot English students may take the following courses: SLS 1122, ENC 1101, and ENC 1102.
- A PERT Pilot Math student is a student who meets the college-ready scores for math and reading but not writing. PERT Pilot Math students are eligible to enroll in the following courses: SLS 1122, MAT 1033 or MAT 1100, and MAC 1105 or MGF 1130.

PERT Pilot students may only take courses in the fall and spring terms. Once all eligible courses are taken, the student must submit updated test scores before continuing in the Dual Enrollment program.

Alternative Credit

LSSC will accept alternative credit from a variety of methods including, but not limited to, Advanced Placement (AP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), and CLEP. For a list of alternative ways to earn college credit, visit the [LSSC Catalog & Student Handbook](#) (lssc.edu/catalog). Students may only earn college credit or alternative credit for a single class, not both.

DUAL ENROLLMENT APPLICATION PROCESS

Enrollment in the Dual Enrollment Program at LSSC requires the following steps.

1. Meet with the School Counselor to discuss interest in the program and receive counselor approval to enroll in the program.
2. Complete [placement testing](#), meeting the minimum scores listed above.
3. Submit the Dual Enrollment Application, providing the following supporting documentation:
 - GPA and 2 HS class verification (*Public, Private, and Charter school students*)
 - Proof of Qualifying Test Scores (*All students*)
 - Proof of alternative credit such as AP or IB (*All students*)
 - Proof of enrollment in Lake or Sumter County (*Home Education students only*)
 - DE Home Education Agreement (*Home Education students only*)
4. Once accepted, log into your [LakeHawk account](#) as instructed in the acceptance letter.
5. Schedule your [New Student Advising and Registration Appointment](#) on the LSSC website.
6. Once Orientation is complete and the student's hold is removed, the student should register for classes. See *Course Registration Instructions* below. Classes are not finalized until the School Counselor and LSSC DE Advisor approve courses.
7. Students should arrange to pick up textbooks and supplies for classes. See the [Dual Enrollment Textbooks](#) section for textbook pickup instructions.

TESTING

PERT Testing at LSSC

Students who would like to take the PERT at the LSSC campus may visit the [LSSC Testing Center](https://libguides.lssc.edu/testcenter) (libguides.lssc.edu/testcenter) site to schedule an appointment.

- The PERT Fee at the LSSC campus is \$20
- Students must present a receipt of testing payment and a valid photo ID on the day of testing
- Students who are late to their scheduled appointment will not be permitted to test
- It is highly recommended that Dual Enrollment students provide their XID when taking the test to expedite grade reporting
- Students will receive a copy of the test results. This document may be submitted with a DE application to verify test scores.

FCLE Testing

Starting the 2022/2023 academic year, state guidelines prevent dual enrollment students to take the Florida Civic Literacy Exam (FCLE) at the LSSC campus. Dual Enrollment students must take the exam at their high school and must pass the exam to meet LSSC AA graduation requirements.

Online Course Testing

Some online dual enrollment courses utilize test proctoring software for test administration. Students who register for these courses are expected to have access to this test proctoring software as part of the course. While many computer systems can handle the software with no problems, some systems, such as certain models of Chromebooks, have experienced difficulties with test proctoring software.

The Leesburg and South Lake LSSC campuses offer test proctoring services for these courses. It is the student's responsibility to communicate with the LSSC testing centers to schedule an appointment for taking proctored online tests if necessary.

Students who would like to schedule a test at the LSSC campus may visit the [LSSC Testing Center](https://libguides.lssc.edu/testcenter) (libguides.lssc.edu/testcenter) site to schedule an appointment.

COURSE REGISTRATION INSTRUCTIONS

Course Delivery Methods

Fully Seated: most instruction is delivered in person with some online course materials/activities.

Hybrid: blends online and in-person delivery of the course content and instruction. Between 30-79% of the content is delivered online and typically has a reduced number of in-person meetings. The class syllabus will detail on-campus class meeting dates or testing in a proctored setting. Hybrid courses always meet in the classroom on the first day of class.

Online: all of the content is offered online and typically has few to no in-person meetings. Some fully online courses may require proctored testing at approved testing sites or centers and other outside-the-classroom course activities, so check your syllabus on the first day!

Real-Time Online: Meet online via Zoom or Big Blue Button on designated days/times.

Steps to Course Registration

- 1) Log into [myLSSC](#), locate the Student Links card, and click Registration.
- 2) On the Registration page, click Register for Class.
- 3) Select the upcoming Semester from the Term dropdown list, then click Continue.
- 4) Search for classes and their section options using the Find Courses tab and enter your search filters (or criteria). Click Search.
- 5) Click Add to Choose the specific section you want to add based on campus location, course modality, meeting days/times, instructor, etc.
- 6) As you add classes to your Summary panel, you will see the status and the classes you have selected. When you are done adding classes, click Submit.
- 7) If the registration was successful, the status for each class will change from *Pending* to *Registered*.*

**If a class is full, you may add yourself to a Waitlist. Be sure to check your Lakehawk Mail at least once per day because you will only have 24 hours to add the class after the notification is sent.*

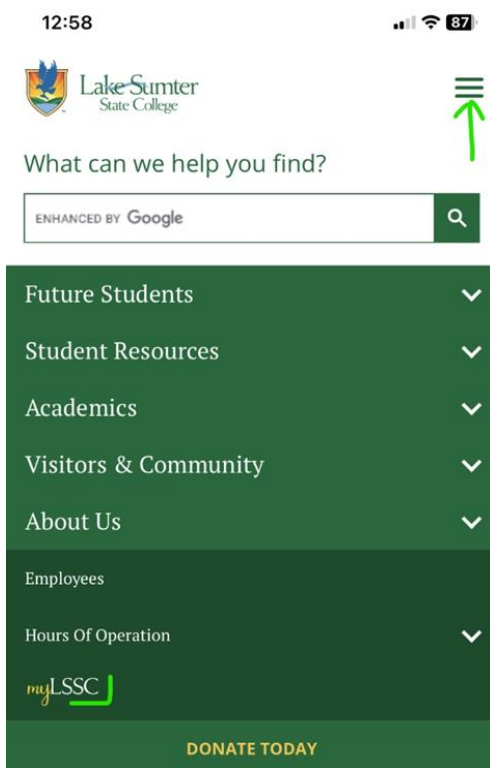
- 8) Once registered, Dual Enrollment students must have courses approved (see “Course Approvals” section below).
- 9) Students are required to provide a copy of their course schedule from myLSSC for their school counselor. Locate the “Classes” card on your myLSSC account, click on the three dots, and click “View Details”. Below is a step-by-step guide for viewing the class schedule.

Viewing your Class Schedule

1. Open web browser of choice and go to <https://www.lssc.edu/>
2. For Desktop, in top, right corner locate “myLSSC” tab and click it.

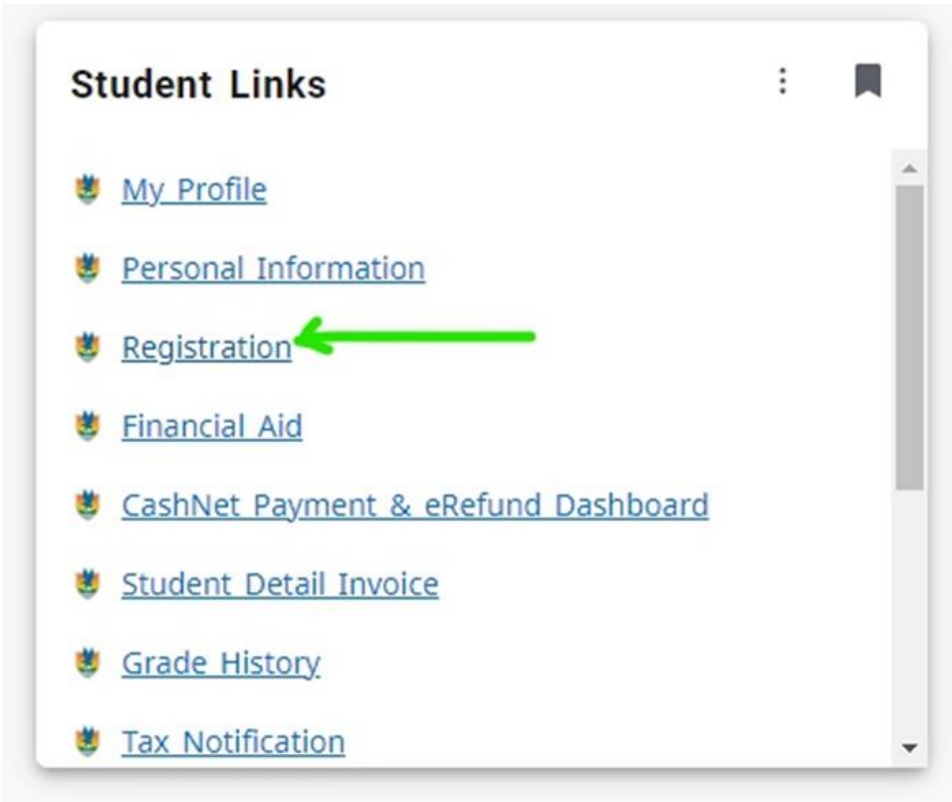


3. For Smartphone, in top, right corner click the mega menu and locate “myLSSC”.

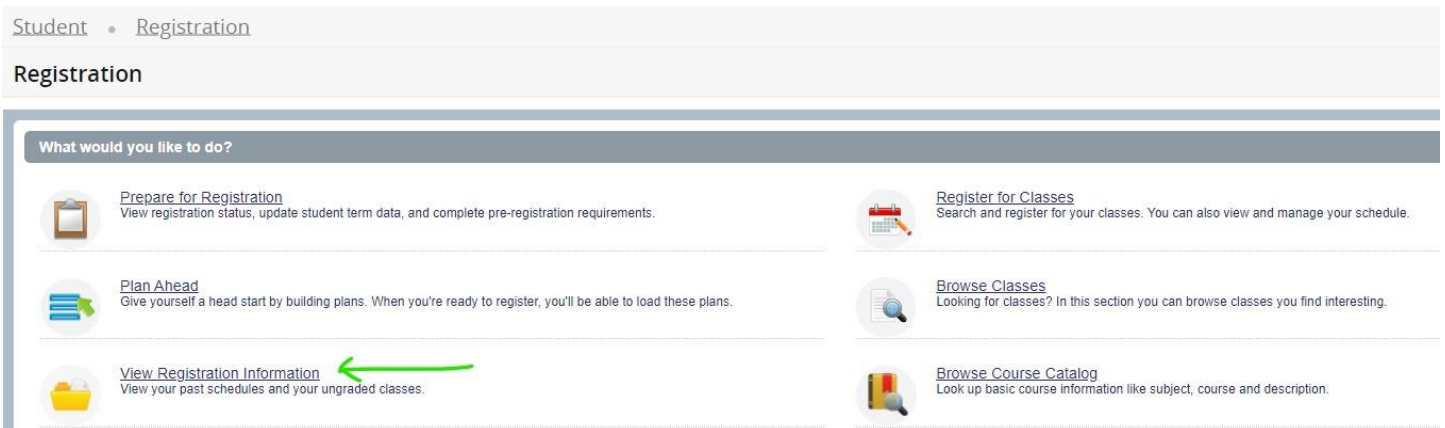


4. Log into myLSSC by using your student email and XID.

5. Once logged in, find the “Student Links” block and click “Registration” link



6. Once on the registration page, you will want to open up “View Registration Information”



7. When you reach the next page, it should look like this below. Please note, the lime green arrow is pointing you to select the current term for viewing. The dark green mark is highlighting is where your current enrolled classes will be and the information for those classes. The dark yellow is highlighting where your class schedule days & times will be shown.

View Registration Information

Look up a Schedule | Active Registrations

Class Schedule

Term: Spring 2023

| Title | Details | Hours | CRN | Schedule Type | Grade Mode | Level | Part Of Term | Study Path | Date | Status | Message |
|--------------------------------|-------------|-------|-------|------------------|------------|--------|-----------------|------------|------------|------------|-----------------------|
| Art Appreciation | ARH 2000, 0 | 3 | 20296 | Standard Lecture | Credit | Credit | *FULL SEMESTER* | None | 11/29/2022 | Registered | Web registered11/2... |
| Business Computer Applications | COS 1100, 0 | 3 | 20185 | Standard Lecture | Credit | Credit | *FULL SEMESTER* | None | 11/07/2022 | Registered | Web registered11/0... |
| College Algebra | MAC 1105, 0 | 3 | 20009 | Standard Lecture | Credit | Credit | *FULL SEMESTER* | None | 11/06/2022 | Registered | Web registered11/0... |
| Theater Appreciation | THE 1000, 0 | 3 | 20541 | Standard Lecture | Credit | Credit | *FULL SEMESTER* | None | 11/07/2022 | Registered | Web registered11/0... |

Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 18

Records: 4

Schedule | Schedule Details

Class Schedule for Spring 2023

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|-----------------|------------------|-----------------|----------|--------|----------|
| 12pm | | | | | | | |
| 1pm | | | Art Appreciation | | | | |
| 2pm | | | | | | | |
| 3pm | | | | | | | |
| 4pm | | | | | | | |
| 5pm | | College Algebra | | College Algebra | | | |
| 6pm | | | | | | | |

8. Lastly, another way to see your class schedule is to go back to your myLSSC page to view your class schedule under the “Classes” block as shown below.

Classes

Spring 2023

[ARH 2000 Art Appreciation](#)
Tue 12:30 PM - 1:50 PM

[CGS 1100 Business Computer Applications](#)
12:00 AM - 12:00 AM

[MAC 1105 College Algebra](#)
Mon/Wed 5:00 PM - 6:20 PM
Science-Math Bldg. 237

[THE 1000 Theater Appreciation](#)
12:00 AM - 12:00 AM

9. If you don't have any of these blocks discussed in this guide, you may always go to the “Discover more” tab at the very bottom of the myLSSC page and look up these blocks.

DISCOVER MORE

10. Screenshot and send a copy of the class schedule to your counselor.

Course Approvals

After registering for courses through the online portal, DE students must receive course approval from their School Counselor and LSSC DE Advisor. Once the student registers, their high school counselor will receive a notification of the course request. They will have the option to approve or deny.

If counselor approves, the DE Advisor will receive a notification of the course request. They will have the option to approve or deny. If the DE Advisor approves, the student will receive a confirmation email that their course has been approved.

If either the counselor or DE advisor denies the course, the student will receive an email notification of the denial. The student should reach out to the counselor or DE advisor to address any issues that resulted in the denial.

Note: Home Education and PEP students only need DE Advisor approval.

Failure to complete the course approval process will result in the student being dropped from all courses. Once dropped from a course, there is no guarantee that seats will be available in the same section for registration.

Dropping a Class

In the Summary panel, select “Dropped via Web” next to the class you want to remove from your schedule, and then click Submit. This option will only be available if within the “drop” period, usually within a week of the first day of class.

Registration Deadlines

Students must adhere to all Dual Enrollment registration deadlines posted on the LSSC Academic Calendar. This includes:

- Dual Enrollment application deadline
- Dual Enrollment course add deadline
- Dual Enrollment course drop deadline
- Early Admission application deadline
- Early College Academy application deadline

The course add deadline includes approvals from the HS Counselor and DE Advisor that are required after the student registers for the course. Deadlines can be found in the [LSSC Academic Calendar](https://lssc.edu/academics/academic-calendar) (lssc.edu/academics/academic-calendar).

Registration Error Messages

Registration errors may be displayed after the registration has been submitted. The reason for the error will be stated in the “status” field. Typical registration errors include:

Prereq & Test Score error: You have not completed the prerequisite requirement for entry into the course.

Closed Section error: No longer seats available in the course that you have selected. Choose another section.

Course is not available for registration at this time: The course has been canceled. Choose another section.

If you receive a different error message, contact Information Technology at 352-435-6500 for assistance.

Short-term Courses

Courses that are shorter than the traditional 16-week semester are called Short Term Courses, labeled at A7 and B7 courses in the registration portal. Registration for short term courses varies based on the type of DE student. If a student’s school does not allow short term courses, student must ensure that they register only for full semester courses, or the courses will be denied and the student will be dropped from the course.

Lake County Schools: Students are allowed to take short term courses in the summer semester. Students are not allowed to take short term courses in the fall and spring semester

Sumter County Schools: Students are allowed to take short term courses in the summer, fall, and spring semesters. **Note: Villages High School students are not allowed to take short-term courses in fall and spring.*

Private Schools: Private schools individually decide whether to allow short term courses. Students must ask their School Counselor whether or not their school allows short term courses.

Home Education students: Home education students are allowed to take short term courses in the summer, fall, and spring semesters.

DUAL ENROLLMENT TEXTBOOKS

Home Education Students and Private School Students

- Textbooks are obtained at the Leesburg Campus and South Lake Campus bookstores. Please bring your detailed schedule and a form of identification (i.e. driver's license). Inform the cashier you are a Dual Enrollment student. Students are required to return textbooks at the end of the semester.

Public School Students

- An email notification will be sent to the student's Lakehawk email when classes are approved.
- School pickup information will be provided by the school district.
- Students must bring a Course Materials list for each class in which they are enrolled. Students may bring a hard copy or have a screenshot on their phone.
- **Lake County Schools**
 - Lake County Textbook pick-up location: **509 S. Palm Ave. Howey-in-the-Hills**
 - Contact Lake County Schools with any questions 352-253-6770
 - Textbook return location: **509 S. Palm Ave. Howey-in-the-Hills**
 - Textbooks should be returned when your semester ends or when you pick up books for your next semester.
 - If books are not returned in a timely manner, a hold may be placed on student's account and Lake County Schools will send you a bill for the cost.
- Criminal Justice Early College Academy
 - Textbook/materials are provided by Mount Dora High School.
- HSCA Early College Program
 - Textbook/materials are provided by the HSCA staff
- **Sumter County Schools**
 - Textbook/materials are delivered to the respective high schools (South Sumter/Wildwood). The guidance counselor will then distribute materials to students. Upon completion of the course, students will return textbooks to the guidance counselor.
 - Students may contact 352-793-5719 with any questions they may have.
 - If students do not return textbook at the end of the course they will be responsible for the cost of the book.
- Villages High School Early College Program
 - Textbook/materials are provided by instructors
- Engineering Tech Early College Academy
 - Textbook/materials are provided by Sumter County Schools

ACADEMIC EXPECTATIONS OF DUAL ENROLLMENT

Dual Enrollment students are considered college students, even if they are still in high school. This means that Dual Enrollment students are expected to adhere to all college requirements and expectations. To assist students, transition from high school to college expectations, LSSC provides workshops throughout the year:

- **DE Family Information Night** –This event provides an overview and answers questions about Dual Enrollment at LSSC: What is Dual Enrollment? What are the requirements? Parents and students are encouraged to attend a session offered at the North Lake, South Lake or Sumter Campuses. These weekly sessions are from March - May.
- **New Student Advising & Registration** is a required part of the registration process, as this is where the DE Advisor will provide the student with valuable college resources and explain the course registration process. A registration hold will be placed in a DE student's account until they complete the orientation. It is the student's responsibility to register for one of the upcoming orientation sessions at [Orientation - Lake-Sumter State College \(lssc.edu\)](https://lssc.edu/orientation). If the student does not register for any of the sessions, no new sessions will be added and the student will have to wait until next semester to take classes.

A brief summary of these expectations is found below. Students are expected to review and adhere to [LSSC Catalog and Student Handbook \(lssc.edu/catalog\)](https://lssc.edu/catalog) for a full description of LSSC student expectations.

- DE students should meet with their LSSC DE Advisor to ensure their DE schedule meets college graduation requirements.
- DE students should meet with their HS Counselor to ensure their DE schedule meets high school graduation requirements.
- College courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA, viewable by any college a student attends.
- College courses are more rigorous than high school courses. Two to three hours of homework are expected for each hour spent in a classroom setting.
- College assignment deadlines are firm. Students are expected to complete and submit all assignments by the deadlines listed on the course syllabus. Instructors are not required to accept nor grade any late assignment.
- LSSC course content is presented on an adult level and classroom discussions require a mature understanding of different viewpoints and the ability to think critically. Courses will not be modified to accommodate variations in student age and/or maturity.
- Unlike traditional high school or college classes, Dual Enrollment classes require a C or higher to pass. Any grade lower than a C will require a retake per the dual enrollment course policy stated below.

DUAL ENROLLMENT COURSE POLICIES

D, F, or Withdrawal (W) Policy

DE students who receive a “D” or “F” in a class, or withdraw “W” from a class after the add/drop deadline, **will be limited to taking only that class the subsequent semester** provided that they are still eligible for Dual Enrollment based on GPA. Upon demonstration of acceptable academic performance (C or better), the student will once again qualify for regular dual enrollment maximum course loads. Students may only retake the course for grade forgiveness after they graduate from high school and reapply for admission with LSSC.

Students who fall below a 2.0 GPA as a result of the D, F, or W may not continue in the dual enrollment program without an appeal.

The only exception is for first-semester students who fall under the “First-Term Grace Period” rule (see below).

Drop vs. Withdrawal

The consequences of dropping a dual enrollment class depends on when the drop occurs. A student who drops a class before the posted drop deadline (usually a week after classes begin), will not see the course included in the academic transcript. A student who drops a class after the drop deadline by before the withdrawal deadline, will receive a “W” on their transcript in place of a grade. A student will be unable to withdraw from a class after the posted withdrawal deadline.

The decision to withdraw from a course is a serious one and should not be taken lightly. Withdrawals impact the completion rate of courses for financial aid, and limits the number of courses a student may take the next semester as described in the previous section. Students considering withdrawal from a course should meet with their LSSC DE Advisor before submitting an official withdrawal form. Often, students can refocus their efforts and seek out academic assistance or work directly with their instructor as a means of successfully completing the course instead of withdrawing.

Withdrawal forms are found online by logging in to “MyLSSC” and clicking “Workflow”. The Dual Enrollment Withdrawal form will be one of the forms listed.

First-Term Grace Period

In an effort to support student success, a first-term grace period rule was put into effect for all DE students. A student with a D, F, or W in their first DE term may be allowed to retake the failed course even if their GPA drops below a 2.0, without the need for an appeal. The DE staff will work with these students to set them on a path for success on their second course attempt. Failure to pass the course on the second attempt will result in dismissal from the dual enrollment program.

Dual Enrollment Classes at the High School

Some dual enrollment classes are offered at a partner high school, either by an LSSC instructor or a high school instructor credentialed by LSSC as an LSSC instructor. Although the class takes place at a high school campus and taught by an individual with whom a student may recognize as their high school teacher, for the time period of the dual enrollment course, all LSSC policies apply. Dual Enrollment instructors, regardless of class location, will expect dual enrollment students to read, review, and follow the posted class syllabus.

Any questions or concerns relating to a dual enrollment class located at a high school should be communicated to the LSSC Dual Enrollment office at DualEnrollment@lssc.edu.

Maximum Course Loads

Dual Enrollment students may take a maximum of 10 credit hours each fall and spring semester, and a maximum of 7 credit hours each summer semester, as long as they did not have a D, F, or W in the preceding term. Please note that course maximums are different for Early Admission students and Early College Academy students. Please see the sections “Early Admission” and “Early College Academies” for more information.

Multiple Course Attempts

A Dual Enrollment student may only repeat a course one time, for a total of two times. A student **may not** attempt a course a third time under the Dual Enrollment program. A student who fails the same course two times will be dismissed from the dual enrollment program.

Courses Not Eligible for Dual Enrollment

The following courses are not eligible for Dual Enrollment:

- LSSC Independent Study courses
- LSSC developmental education courses
- LSSC physical education skills courses
- LSSC’s Associate in Science in Nursing limited access program
- DE students may not audit any LSSC courses

Student Grade Posting

DE Faculty assigned to teach LSSC courses assign letter grades (A, B, C, D, and F) to all LSSC courses available for dual enrollment. Dual Enrollment students access final grades via the myLSSC student portal. DE Counselors receive a report of DE grades for their assigned students through established grade-reporting procedures between LSSC and the partner school.

All decisions and actions related to final course grades must be consistent with LSSC’s Standards of Academic Progress, rules, and procedures posted in the LSSC Catalog & Student Handbook (lssc.edu/catalog). Once LSSC assigns grades, no grade changes can be made when recording or posting grades to the high school transcript. The school of record records the Dual Enrollment credit and letter grade on the school transcript.

Students wishing to appeal a course grade must follow LSSC’s grade grievance procedures as described in the LSSC Catalog & Student Handbook (lssc.edu/catalog).

STUDENT PRIVACY OF RECORDS

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records. Even though dual enrollment and early college students may be considered “dependent minors”, under FERPA they have rights to privacy in all matters relating to their collegiate educational record. Generally, LSSC, including the faculty members, will not release information relating to protected student information to non-LSSC officials without the student’s written consent. The practice of not releasing information extends to the release of information to parents and guardians. Information may not be released to parents or guardians unless the student has signed the LSSC FERPA waiver form.

FERPA allows for the sharing of a student’s educational records between educational institutions without a FERPA waiver on file. This agreement allows LSSC to share dual enrollment student data with the high school and vice versa. Once the information has been shared with the high school, K-12 FERPA rules apply, and the high school may share the information with a student’s parent or guardian, regardless of whether the student has a FERPA waiver on file. However, LSSC may not share student information with a parent or guardian unless they can verify that there is a FERPA waiver on file.

DE APPEAL PROCESS

A student who wishes to appeal a posted Dual Enrollment policy due to a unique or extenuating circumstance must adhere to the following steps:

- 1) Student discusses appeal request with School Counselor (or parent/guardian for Home Education students).
- 2) If School Counselor approves, they will submit the [Appeal Request Form](#) to the LSSC DE Advisor. The School Counselor may ask questions or ask for additional documentation in the process.
- 3) The DE Advisor reviews the request. The DE Advisor may ask questions or ask for additional documentation in the process. If the DE Advisor agrees with the Appeals Request, they will complete the LSSC Appeals Form with their recommendation. If they do not agree with the Appeals request, the appeal will not move forward to the Appeals Committee.
- 4) The DE Appeals Committee reviews the request and any supporting documentation and makes a decision.
- 5) The decision is relayed to the DE Advisor, School Counselor, and student. All appeal decisions are final.

To submit an appeal, the school counselor must submit the [Appeal Request Form](#). The following QR Code can be scanned to access the form.



THE DUAL ENROLLMENT PORTAL

The DE Portal is LSSC's dual enrollment hub for LSSC DE Advisors and HS Counselors. DE staff can use the portal to look up student information, approve courses, and verify student attributes.

Creating a DE Portal Account

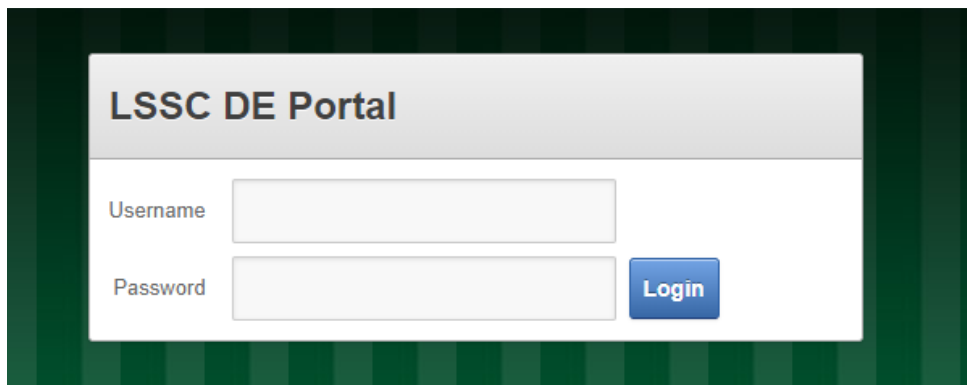
To get access to the DE Portal, an account will need to be created. DE Counselors needing a DE Portal Account should send their name, email, school, and birth date to DualEnrollment@lssc.edu. Our DE team will create an account and send in the login credentials. The DE Counselor is recommended to change their password as soon as they log into their account.

Note for Home Education: Home Education students do not register through the DE Portal, so DE Portal access will not be necessary. Please see the "Home Education Course Registration" section for specific HE student policies.

Navigating the DE Portal

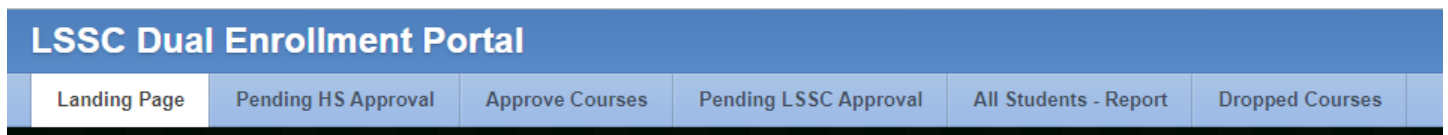
Counselors can access the DE Portal here: <https://banner.lssc.edu/apexPROD/f?p=107>

Counselors can then log into the portal using their assigned LSSC XID and PIN. Please contact the Dual Enrollment office with assistance locating the LSSC XID and PIN.

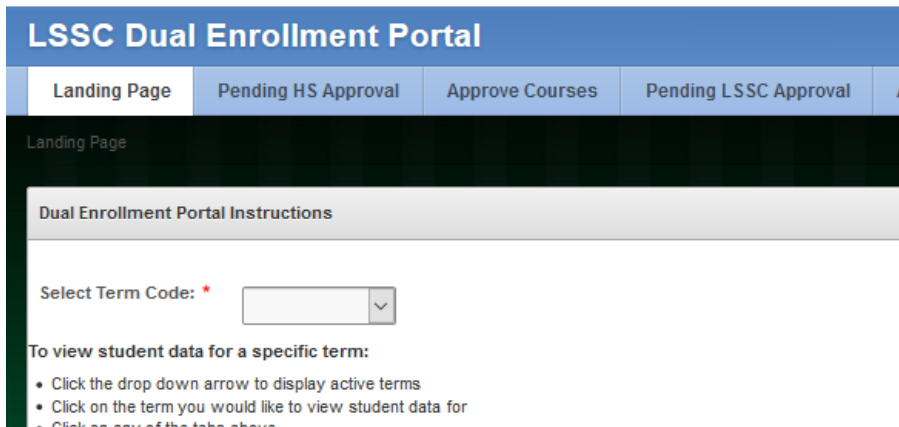


The screenshot shows a login form titled "LSSC DE Portal". It features two input fields: "Username" and "Password". To the right of the "Password" field is a blue "Login" button. The form is set against a dark green background with a subtle pattern.

The DE Portal includes various tabs at the top of the screen that can be used to access various DE student records.



The Landing Page is the first tab you will see after logging in. Select the appropriate term from the dropdown menu, which will populate the correct students in all the other tabs.



Under “Pending HS Approval”, students are listed who are registered for a course, but have not been approved by the counselor.

Under “Approve Courses”, the counselor is able to either approve the course (green checkmark)



or deny the course (red “x”).



Be aware that denying the course will drop the student from the course. If the course is full, the next waitlisted student will be offered the seat in the course, so it is imperative that caution is taken before denying a student’s course.

Once denied, the student will receive a notification by email that their course was dropped.

Additional DE Portal Features

The DE Portal is a fully-featured tool that can be used to look up student records, application status, registration status, pending courses, Early Admission status, and more. This guide provides basic DE Portal functionality to approve DE courses. For a more in-depth training on the DE Portal features and functionality, please contact the Dual Enrollment office at DualEnrollment@lssc.edu.

EARLY ADMISSION

Early admission is a form of dual enrollment that allows eligible students to complete their first full year of college an entire year early, allowing students to gain the full Lakehawk experience and participate in college programs like a traditional student. Early Admission students take a full-time college course load between 12-18 credit hours.

Eligibility Requirements:

Completed at least 9 dual enrollment credits (3 classes) by the Early Admission application deadline

Minimum of 3.0 unweighted high school GPA at the time of application

Minimum of 3.0 college GPA at the time of application

*Completion of a Cambridge AICE Diploma may be used in place of the minimum dual enrollment credit requirement. (Must submit PERT or SAT test scores).

Early Admission Student Expectations:

Maintain a 3.0 unweighted high school GPA

Maintain a 3.0 LSSC cumulative GPA

Take a minimum of 12 credits in the Fall and Spring semester.

All classes taken must be LSSC Dual Enrollment classes unless prior approval has been granted by School Counselor and LSSC Advisor to take an accompanying high school class.

A student who leaves the Early Admission program may continue as a Dual Enrollment student as long as they meet Dual Enrollment eligibility requirements.

Early Admission students will receive assistance from Early Admission staff to keep them engaged outside of the classroom. Programs may include, but not limited to, College Success Summits, Early College Day, Early College Graduation, and invitation to various LSSC functions and events.

EARLY COLLEGE ACADEMIES

LSSC, in partnership with local schools, have implemented Early College Academies through the dual enrollment program to allow students to advance towards an associate's degree in a structured, cohort program. LSSC currently offers four Early College Academies:

Health Sciences Collegiate Academy

The Health Sciences Collegiate Academy is an accelerated academic program offering Lake County Students the opportunity to explore careers in STEM and health sciences through hands-on activities and early exposure to college courses. This Early College Program is the result of a partnership between Lake-Sumter State College, Lake County Schools, Pinecrest Academy, South Lake Hospital, and University of Central Florida. The HSCA program has a four-year program for eligible 9th graders and a two-year program for eligible 11th graders. More information about the HSCA program can be found on the [HSCA website](#).

The Villages Early College Academy

The Villages Early College Academy is an accelerated academic program in a partnership between Lake-Sumter State College and The Villages High School. Students in the program are able to take courses towards an AA degree while engaging in a specialized academy provided by the high school. Students in the Early College Academy may take up to 18 credits per semester. For additional questions about this program, please contact the contact Early College Programs at Earlycollege@lssc.edu.

Criminal Justice Early College Academy

The Criminal Justice Early College Academy is a specialized program at Mount Dora High School that gives students an opportunity to explore careers in Criminal Justice through hands-on activities and early exposure to college courses while still in high school. This is a four-year program and students will take college credit courses towards an AA degree while engaging in various experiential learning activities. For more information, please contact Early College Programs at Earlycollege@lssc.edu.

Engineering Tech Early College Academy

The Engineering Tech Early College Academy is a specialized program offered at Sumter County Schools that provides students an opportunity to explore careers in Engineering Technology through hands-on activities and achieve a College Credit Certificate towards an Associate of Science degree in high school. Students will take college credit courses while engaging in various experiential learning activities. For more information, please contact Early College Programs- Earlycollege@lssc.edu.

NON-CREDIT EARLY COLLEGE PROGRAMS

In addition to the for-credit Early College Programs (Dual Enrollment, Early Admission, Early College Academies), Lake-Sumter State College offers a variety of non-credit college prep and development opportunities for students between grades 1st through 12th. These programs are great on their own or as a supplement to the for-credit programs for additional support. You can see a full listing of programs by visiting our website at lssc.edu/ecp.

Kids' College (1st-9th grade)

Kids' College is a summer youth program that engages participants in a variety of exciting and interactive experiences that build academic skills, social skills, and an early taste of college life. The sessions range from 4 days to 2 weeks and provide classes that include academics, arts, sports, and gaming.

Xploration Classes (1st-12th grade)

Xploration classes are the fall/spring counterpart to Kids' College. Xploration classes are a variety of online and in-person courses held throughout the year that include academic support (i.e. science and math assistance), STEM exploration (i.e. Minecraft programming and robotics), and certifications (i.e. babysitting certificate and CPR/first aid).

LIT Leadership Program (10st-12th grade)

The Leaders-in-Training leadership program is designed for high school students looking to develop their leadership skills while earning service hours through exciting hands-on activities at Kids' College. There is a summer-only program and a year-round program available for enrollment.

Talent Search (6th-12th grade)

Talent Search is a college preparation program that provides academic, career, and financial counseling to low-income and first-generation students. Includes college tours, cultural field trips, and enriching summer programs. Talent Search program is available at select schools only. Please contact the Early College Programs office to find out if your school is served.

Emerging Lakehawks (9-12th grade)

An engaging college prep program for students with an interest in attending Lake-Sumter State College, including college coaching, career exploration, and college credit opportunities. Students get one-on-one guidance in areas such as applying for college and financial aid, and have the opportunity to attend a unique summer bridge experience the summer before college after the completion of the program.

LSSC CATALOG & STUDENT HANDBOOK

The Catalog & Student Handbook is intended to provide students with easy access to the policies, academic programs, degree requirements, and rights and responsibilities in effect for a given academic year.

Highlights Include:

- [Safety & Security](#)
- [Student Rights](#)
- [Student Disciplinary Action](#)
- [Student Sanctions](#)
- [Complaints & Grievances](#)
- [Grade Grievance](#)



Learn more or apply at
LSSC.EDU/ECP

APPENDIX A: DUAL ENROLLMENT CHECKLIST



DUAL ENROLLMENT CHECKLIST

Dual Enrollment Eligibility Requirements:

- Un-weighted 3.0 GPA
- Qualifying Test score
 - **SAT**: Reading 24, Writing 25, Mathematics 24
 - **ACT**: Reading 19, English 17, and Math 19
 - **PERT**: Reading 106, English 103, Math 114
 - **CLT**: Reading 38, English 38, Math 16

Test scores must be less than two years old and may be mixed for eligibility purposes.

- 1. Meet with the School Counselor to discuss interest in program.
- 2. Complete [placement testing](#), meeting the minimum scores listed above.
- 3. Submit the Dual Enrollment Application, providing the following supporting documentation:
 - a. Counselor Approval Form (*Public, Private, and Charter school students*)
 - b. GPA Verification Form (*Public, Private, and Charter school students*)
 - c. Proof of Qualifying Test Scores (*All students*)
 - d. Proof of alternative credit such as AP, AICE, or IB (*All students*)
 - e. Proof of enrollment in Lake or Sumter County (*Home Education students only*)
 - f. DE Home Education Agreement (*Home Education students only*)
- 4. Once accepted, log into your [Lake Hawk account](#) as instructed in the acceptance letter.
- 5. Schedule your [New Student Advising and Registration Appointment](#) on the LSSC website.
- 6. Once Orientation is complete and the student's hold is removed, the student should register for classes. Classes are not finalized until School Counselor and LSSC DE Advisor approve courses.
- 7. Students must send a copy of their class schedule to their school counselor.
- 8. Students should arrange to pick up textbooks and supplies for classes.
 - a. Public School Students Lake County
 - i. Lake County Textbook pick-up location: 509 S. Palm Ave. Howey-in-the-Hills
 - ii. Contact Lake County Schools with any questions at 352-253-6770.
 - b. Public School Students Sumter County
 - i. Textbook/materials are delivered to the respective high schools (South Sumter/Wildwood).
The School Counselor will then distribute materials to students.
 - ii. Students may contact 352-793-5719 with any questions they may have.
 - c. Private School Students
 - i. Textbooks are obtained at the Leesburg Campus and South Lake Campus bookstores.
 - d. Home Education Students
 - i. Textbooks are obtained at the Leesburg Campus and South Lake Campus bookstores.
 - e. Charter School Students
 - i. Please speak to your counselor for textbook pickup instructions as they vary by school.

Learn more at www.LSSC.edu/ECP