



Greenville Technical

Charter High School

Middle College Handbook

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Middle College Program

Greenville Technical Charter High School (GTCHS) cooperates with Greenville Technical College (GTC) in offering [dual-credit courses](#) via the college's Early College Program for our school's qualifying sophomore, junior, and senior grade-level students. This cooperation provides our students with the opportunity to take college classes and high school classes simultaneously.

Additionally, because we are located on GTC's main campus, we provide our students with a Middle College experience. Our students take college courses with traditional college students in the college classrooms rather than a college-level course taught in a high school classroom with high school peers.

The benefits of participating in the GTCHS Middle College Program are as follows:

- Experience on a college campus and in a college classroom
- Experience with the college workload and required technology
- Exploration of career options
- Significant savings in time and money
- Lighter future college course loads or finishing college ahead of schedule

The GTCHS Middle College Program offering is a *privilege* for qualifying students; not a right. Students qualified for and enrolled in GTCHS's Middle College Program do not have the same rights as traditional full-time GTC students (who have *graduated* from high school).

The information provided in this guide applies to all students participating in the GTCHS Middle College Program and outlines the operation of our Middle College Program. This guide will be edited/updated annually as required by Greenville Technical College and GTCHS Administration.

Provisions of the Middle College Program

Communications:

1. Any communications of GTCHS students and parents regarding all aspects of the Middle College Program will be done directly through the GTCHS School Counseling Department.
 - Students and parents are **not** to go directly to **any** GTC department to discuss Middle College Program concerns.
 - Student and parent concerns brought to the GTCHS School Counseling Department will be communicated to the appropriate GTC department through the GTCHS Middle College Liaison or Administration.

Enrollment:

1. GTCHS students must meet the necessary course requirements and apply through the GTCHS School Counseling Department.
 - Please see the [Eligibility Requirements](#) section for complete details.

2. Based upon grade-level, GTCHS students may enroll in a maximum number of courses/semester.
 - Sophomores: a maximum of 2 college courses per semester (4 courses/school year)
 - Juniors: a maximum of 3 college courses per semester (6 courses/school year)
 - Seniors: a maximum of 4 college courses per semester (8 courses/school year)

These course maximums are set by GTC
3. All Middle College courses will be offered according to the GTC Academic Calendar and Course Meeting Times.
4. Students will be considered dually enrolled at GTCHS and GTC and will meet the same entry requirements as full-time college students taking the same college courses.
 - Students and parents will complete all forms required by GTC's Early College department with appropriate signatures and necessary documentation.
5. GTCHS students attending college courses will be treated as college students and will be interacting with full-time college students also attending these courses.
 - Therefore, GTC policies regarding academic honesty/integrity, attendance, discipline, grading, etc. will be followed. However, SC Uniform Grading Policy will be followed regarding course withdrawals.
6. GTCHS students may enroll in GTC college courses at the Barton Campus.
 - A college course may be offered at the GTCHS facility and taught by a qualified GTCHS teacher, if approved by GTC and a minimum of 12 students are enrolled in the course.
7. GTCHS students in the Middle College Program are not eligible to enroll in GTC cohort courses. Specific requirements for online and honors courses must be met for enrollment into those types of courses. Cohort, online, and honors courses are denoted by their Section Numbers.
 - Please refer to the [Academic Advising: Selecting College Classes](#) section below.
 - Online & Honors Exception: see [FAQ's: Overrides/Exceptions](#) section below.
8. GTCHS students are not eligible for summer classes until the summer ***after*** their sophomore year.
9. Homebound teaching services are not offered at the college level; therefore, GTCHS students on homebound from GTCHS may not enroll in or may need to medically withdraw from college courses through the duration of their homebound services.
 - A withdrawal from a college course due to a student being on homebound services will receive *medical* withdrawal on the high school and college transcripts denoted as a WP or WF based upon the course grade at the time of withdrawal.

Academics/Class Operations:

1. College course instructors will follow the entire college curriculum as well as GTC faculty rules, regulations, and procedures. Courses offered will only include those listed by the Commission on Higher Education.
2. For college courses being held on GTCHS premises, students are subject to all rules and regulations of GTCHS and GTC regarding academic honesty/integrity, discipline, attendance, grading, etc.
 - A violation of any of the above will be handled by GTCHS Administration and may result in the withdrawal from and/or loss of the privilege to enroll in college courses.
3. For college courses being held on GTC premises, students are subject to all rules and regulations of GTC regarding academic honesty/integrity, discipline, attendance, grading, etc.
 - A violation of any of the above will be handled jointly between GTC Early College Department and GTCHS Administration and may result in the withdrawal from and/or loss of the privilege to enroll in college courses.
4. GTCHS students are required to access GTC's student email account and Learning Management System, [BlackBoard](#), in order to participate in college classes.
 - Students are responsible for maintaining their account access (username and password) to both technologies.
 - Students should **check both technologies once a day** (at least) for important information.
5. GTCHS students are **required** to include college course grades in their weekly Academic Report emailed to parents on Mondays.
6. GTCHS Middle College students who have a current/valid IEP or 504 and desire accommodations for college courses must schedule an appointment with GTC Student Disability Services and complete the specified process to obtain accommodations in college courses. .
7. Upon successful completion of a Middle College course, students will be awarded appropriate dual-credit for the course.
 - High school credit (one unit; same weighting as an AP-level credit)
 - College credit (3 or 4 credit hours depending on the course)

Fees/Related Expenses:

1. GTC charges a discounted tuition rate based upon high school graduation year. GTCHS is committed to assisting with this cost, but the amount defrayed will be dependent on the annual budget needs. Please refer to the [GTCHS Middle College Course Fee Schedule](#).
 - GTC reduces the tuition cost for Pupils in Poverty to a processing fee. GTCHS will pay approximately 60% of the processing fee. Students will only pay a \$30 processing fee (per semester) regardless of the number of college courses taken in the regular school year.
 - *Course Withdrawals*- If a student withdraws from a course(s), the student must reimburse GTCHS for the full cost of tuition/fees/textbooks/[access codes](#).

2. Students desiring to take college courses in the summer semester are required to pay for all tuition/fees as well as for the required/suggested textbooks and [access codes](#).
 - *Note:* Sometimes required textbooks (not access codes) for summer courses may be in our inventory. To see if your summer textbooks are available to borrow from our inventory, students must contact Mrs. Cash prior to summer break (no later than high school exam week).
3. GTCHS currently provides the required textbooks and [access codes](#) for Fall and Spring semester courses. GTCHS students and parents will be notified in advance of any changes to this coverage due to budget restrictions.
 - *Course Withdrawals:* If a student withdraws from a course(s), the student must reimburse GTCHS for the full cost of tuition/fees/textbooks/[access codes](#).
4. Any course fees accrued by a student outside of tuition/textbooks/[access codes](#) are the responsibility of the student.

Eligibility Requirements

Any GTCHS student interested in the Middle College Program must meet all of the following course requirements:

- Minimum age (16 or 10th grade-level)
- Each semester, have passing grades in all high school and college courses as well as a minimum overall GPA of:
 - 3.0 for Juniors & Seniors
 - 3.5 for Sophomores
- Qualifying placement test scores
 - [ACCUPLACER assessment](#) scores that meet specific course requirements
 - SAT—Scores of 480 and above on Critical Reading and Math
 - ACT—Scores of 19 and above on English and Math
 - Computer Readiness (as needed)—Score of 67 and above
- Course prerequisites/requirements as outlined in:
 - [GTC's Course Catalog](#)
 - [GTC's Early College Program policies](#)
 - *ENG 101*—High school English 3 must be completed with a C or better according to GTC Early College policy.
 - GTCHS Charter dictates that a grade of 80 or higher is passing.
 - GTCHS students must complete English 3 H with an 85 or higher or complete English 3 CP with a 95 or higher to enroll in ENG 101.

- *MAT 120 & MAT 109/110*—High school Algebra 1, Geometry, and Algebra 2 must be completed with a C or better according to GTC Early College Policy before enrolling in a college level math course.
 - *University Transfer Lab Sciences*—Completion of 1 year of the equivalent high school lab science.
 - Ex: high school Biology is required for BIO 101
 - GTCHS Curriculum Prerequisites
 - Please refer to the *GTCHS 2019-2020 Course Guide* for more details.
- No excessive tardies or absences (including owing seat time) in high school or college classes
 - Demonstrate academic maturity and responsibility (i.e. commitment, initiative, determination)
 - No instances of academic dishonesty or other disciplinary issues
 - Teacher and School Counselor Recommendation

Enrollment Process

Enrollment in the GTCHS Middle College Program is coordinated through the GTCHS School Counseling Department two times each academic year. The *approximate* registration dates will be:

Spring Registration
September/October

Summer & Fall Registration***
March

Please refer to the [GTCHS School Counseling website](#) & GTCHS Student email for exact dates each school year.

Please Note:

****Separate Deadlines for Summer & Fall Registration***—sometimes there are *separate deadlines* for “Returning” and “New” participants. “Returning” participants are those who have taken a college course in a prior semester. “New” participants are those who have never taken a college course before. Please read registration information carefully to note if there are separate deadlines.

*****Summer Fees***—Students are financially responsible for the tuition/fees and required textbooks/[access codes](#) for summer courses. Tuition payment must be submitted to the GTCHS School Counseling Department by the advertised deadline. For more information about Summer Courses, please see the [FAQ's: Summer Classes](#) section.

Registration deadlines will be advertised 2-3 weeks in advance via:

- *Weekly Warrior*
- GTCHS & School Counseling websites
- Morning announcements
- College Seminar & Advisory
- GTCHS Student email
- Remind101
- GTCHS Facebook & Twitter account

ACCUPLACER Testing:

The ACCUPLACER test is the entrance exam for admission into the Middle College Program. All students applying for Middle College Program participation must take this test and meet the minimum qualifying scores required for desired courses in Writing, Reading, Arithmetic, Quantitative Reasoning/Algebra/Statistics, and Advanced Algebra & Functions. For preparation resources, please visit <https://accuplacer.collegeboard.org/> and the [GTC Placement Testing](#) site under the Extra Help Resources.

ACCUPLACER is administered to all 9th graders during the late fall or early spring semesters prior to college registration. If a student (9th grade-12th grade) needs to retake the ACCUPLACER or a section of the ACCUPLACER to achieve qualifying scores, they may do so in two ways:

- At GTCHS with School Counselors during *designated testing dates*.
- At GTC Testing Center (McAlister Square)—Students **MUST** get an admission slip from GTCHS School Counselor for admission into the Testing Center.

ACCUPLACER may be taken twice. If qualifying scores are not achieved, then the student must wait 6 months before retaking it again.

GTCHS School Counseling Department sets ACCUPLACER Retake deadlines each semester for each college registration period. **The ACCUPLACER must be taken by the deadline**; there will be **no exceptions** so that students are prepared to meet the deadline for college registration.

Computer Readiness Testing:

The Computer Readiness Test is required for students intending to take CPT 170 and higher level Computer Technology courses. A score of a 67 and above qualifies students to take Computer Technology courses. Students not meeting the minimum qualifying score (67) may retake the test

once only for a \$10 fee. (Students scoring a 67 or higher on the first attempt are *not permitted to retake the test.*)

GTCHS School Counseling Department sets Computer Readiness Retake deadlines each semester for each college registration period. **The test must be taken by the deadline**; there will be **no exceptions** so that students are prepared to meet the deadline for college registration. (The deadline for Computer Readiness Test will be the same as for ACCUPLACER).

Required Enrollment Documents:

For New Participants (*Students who have never taken a college class before*)

1. GTC Early College Application (online)
2. GTC Early College Course Request Form (online)
3. GTC FERPA Form & GTCHS Middle College Participant Agreement (paper)
4. [ACCUPLACER](#) or ACT/SAT scores

For Returning Participants (*Students who have taken a college class in a prior semester*)

1. GTC Early College Course Request Form (online)
2. GTC FERPA Form & GTCHS Middle College Participant Agreement (paper)
3. [ACCUPLACER](#) or ACT/SAT scores (only if updated score are needed)

Online Course Request Form & Deadlines:

GTC course requests and enrollments are completed via an online course request form. The required online enrollment form and ACCUPLACER test scores are **due by the deadlines** set by the GTCHS School Counseling Department. There will be **no exceptions** so that all course requests can be processed in a timely manner to ensure that GTCHS students have the best chance for enrollment in requested college courses. Incomplete/inaccurate online forms will be sent back to the student and will be processed in the order that it is received after completion/correction.

Online Course Request Form Access:

The online enrollment form and detailed instructions for completing these forms will be emailed to student GTCHS email accounts only. Students are responsible for checking their email to access, complete, and submit the online enrollment form by the advertised deadline.

All submitted forms must include:

- Accurate Social Security Number
- All required college course information (Course Prefix, Number, Section Number)

GTC FERPA Form & GTCHS Middle College Agreement:

The GTC FERPA Form (online) and the GTCHS Middle College Agreement will be emailed to student GTCHS email accounts only. These forms are required to finalize registration. Students are responsible for checking their email to complete the online GTC FERPA Form and print, sign, and submit the GTCHS Middle College Agreement to the GTCHS School Counseling Department by the advertised deadline. Completed forms must include:

- *GTC FERPA Form*: **Electronic** signatures of Student AND Parent
- *GTCHS Middle College Agreement*: **Paper** signatures of Student AND Parent

Middle College Program Guidelines

All GTCHS students enrolled in the Middle College Program will abide by the guidelines listed below in addition to the program's provisions (outlined above in the [Provisions of the Middle College Program](#)), which are an agreement between GTCHS and GTC.

Enrollment & Withdrawal

- Failure to submit all required enrollment documents by the advertised deadline(s) may result in the student not being enrolled in the program or in the requested courses for the upcoming semester.
- College courses and the specified sections on the online enrollment form are requests. Courses and sections listed on the online enrollment form are not guaranteed.
 - If a requested course section is full, students will be placed into an open section of the requested course that complements the student's schedule.
- College Course Request Changes:
 - Will not be made based upon the GTC professor
 - Will be due to course availability issues (i.e. course section being full or not offered)
- College course selection policy guidelines are as follows:
 - College courses must fit the high school schedule both semesters.
 - Full year HS courses cannot be split into a semester course and replaced with a college course.
 - College courses may not conflict with Advisory period if course sections are available at other times of the day.
 - If a college course is available on the Barton Campus, it must be taken on the Barton campus. If a desired course is on a different campus, special permission may be sought from GTCHS Administration.
 - After-school/evening courses may be selected based upon approval.

- o Students may not enroll in [cohort](#) courses. Specific requirements for [online](#) and [honors](#) courses must be met for enrollment into those types of courses.
 - Online & Honors Exception: see [FAQ's: Overrides/Exceptions](#) section below.
- o Students may not enroll in Friday/Saturday (1 day per week) courses or 7 week courses due to the conflict with the high school class and extra-curricular schedule.
- [Drop/Add Window](#)
 - o **Adding a Course**—GTC policy dictates that a course cannot be added to a student's schedule after the course has its first meeting time.
 - Students needing to **add a class** must see the GTCHS Middle College Liaison for an Add/Drop Form and submit the completed form **by the deadline specified by GTCHS School Counseling Department.**
 - o **Dropping a Course**—Students needing to **drop a class** must see the GTCHS Middle College Liaison for an Add/Drop Form and submit the completed form **BY 3 pm on the THURSDAY of the 1st week of GTC courses that semester.** Students must also:
 - Return checked out college textbook(s) and the [access code](#) for the course.
 - If a student used the [access code](#) before dropping the course, the student will need to pay for the [access code](#).
 - If the textbook and [access code](#) cannot be returned, the student will need to pay for those items.
 - o **Withdrawal from a Course**—Dropping a course after the Thursday of the 1st week of the semester is a course withdrawal. Withdrawal from a college course requires:
 - Consideration and approval from GTCHS Administration.
 - Reimbursement to GTCHS for tuition/fees/textbook/[access code](#) costs associated with the course.
 - Denotation of the withdrawal on their high school and college transcripts
 - WP if passing at the time of withdrawal
 - WF if failing at the time of withdrawal
 - If the student wants to take a course in the same subject area, they must first retake a withdrawn course and pass the course with a C or higher.
 - Note: Both attempts will remain on the student's high school and college transcripts.

Note: The withdrawn course must be passed before the student may enroll in any other college courses of the same subject area.

- For University Transfer courses, students must have an 80 or above in all high school classes, a C and above in all college classes, and an overall GPA of 3.0 (3.5 for sophomores) to enroll in college courses.
 - o If a student receives a final grade below passing, [Procedures for Below Passing Grades](#) will be followed.
- For Career Pathway courses, students' overall academic records will be reviewed and approval granted by GTCHS Administration on an individual basis.
 - o However, GTC ACCUPLACER score requirements and course prerequisites must be met by the student.

- GTCHS Administration may withdraw a student from a college course at any time due to discipline, attendance, academic dishonesty, or other issues.
 - Students withdrawn for any of these reasons must sit out for an **academic year** (combination of fall and spring semesters).
 - Students may not enroll in a summer course if a summer separates the spring and fall semesters.
 - Students withdrawn for any of the above reasons will:
 - Reimburse GTCHS for tuition/fees/textbook/[access code](#) costs associated with the course.
 - Receive a withdrawal on their high school and college transcripts
 - WP if passing at the time of withdrawal
 - WF if failing at the time of withdrawal
 - If the student wants to take a course in the same subject area, they must first retake a withdrawn course and pass the course with a C or higher.
 - Note: Both attempts will remain on the student's high school and college transcripts.

Note: The withdrawn course must be passed before the student may enroll in any other college courses of the same subject area. Summer semesters and [Mini-mesters](#) do not count towards the academic year that a student must sit out.

Textbooks & Supplies

The intent of the GTCHS Board of Directors is to subsidize the tuition and textbook costs to make college more affordable and accessible for all of students; the amount subsidized is subject to change based upon annual funding. GTCHS students and parents will be notified in advance of any changes to this coverage.

- College textbooks and [access codes](#) are provided by GTCHS to current GTCHS sophomores, juniors, and seniors for fall and spring semester courses; however, students will need to pay for these items in the following situations:
 - Failure to return items
 - Lost or stolen items
 - Failing a course (see [Procedures for Below Passing Grades](#))
 - Taking summer classes
 - Failure to check out items by the advertised deadline
 - Withdrawal from a course
(Prices for these items will be assessed based upon the GTCHS purchase price)
- [Access codes](#) are a one-time use resource and cannot be utilized by multiple students. GTCHS **requires** that both used and unused access code cards be returned with textbooks at the end of each semester.
 - A \$20 fee is assessed for each code used or unused that is not returned.
 - If a student loses the code, the student is responsible for purchasing a replacement.

- o Some courses use the same code over multiple semesters (MAT 110/111; SPA 101/102; HIS 101/102; HIS 201/202; ECO 210/211, BIO 101/102; CHM 110/111, etc.).
 - New codes will not be provided to those students who still have a valid code from the complementary course in a prior semester.
 - For the second semester of the course sequence, GTC professors provide a class code to students via BlackBoard that connects the access code to the second semester course.
- When checking textbooks and [access codes](#) out from the textbook room, students will need to complete the College [Textbook Checkout Agreement form](#).
- Each semester, college textbooks and [access codes](#) will be checked in and out referencing the student's access to [BlackBoard](#) to view the course syllabus to confirm that the correct items are being provided and returned for each college course.
 - o Student failure to check out items by the advertised deadline will result in the student needing to pay for all of the required textbooks and [access code](#) for the college courses.
 - o Students taking "flex start" courses must check out their textbooks at the beginning of the semester with "regular start" courses.
 - Failure to do so will result in the student needing to pay for all of the required textbooks and [access code](#) for the "late start" course.
- College textbooks and [access codes](#) must be returned after the student completes the course exam.
 - o Next semester textbooks and [access codes](#) will not be checked out to a student if ALL prior semester items are not returned by that student.
- Lab Courses (BIO, CHM, PHY, etc.) require a lab book that is a non-reusable supply. GTCHS **requires** that both *used and unused* lab books be returned with textbooks at the end of each semester.
 - o A \$10 fee is assessed for each lab book used or unused that is not returned.
- Students are responsible for all course supplies (i.e. scantrons, blue books, DVD-R, etc.) required for their courses (except for textbooks and [access codes](#)).
- 13th Year students are official graduates of GTCHS, and are full-time college students at GTC; therefore, 13th Year students are responsible for the purchase and acquisition of all required textbooks, [access codes](#), and supplies.

Academics/Class Operations

- When attending college courses, students are required to follow GTCHS school dress code as outlined in the GTCHS Student Handbook.
 - o Failure to do so may result in the loss of the privilege to take college courses.

- o If a course assignment requests a student to be out of dress code, this request must be brought to the GTCHS Assistant Principal of Student Services for confirmation and approval no later than 1 week in advance of the assignment due date.
- Middle College students will access [BlackBoard](#) (GTC's learning management system):
 - o As required by the GTC instructor for class purposes
 - o To inform parents and advisors of grades weekly for Advisory Academic Advising
 - o To inform the College Seminar teacher of grades as requested for progress monitoring
 - o To inform GTCHS Administration of academic progress when requested
 - o To reference the correct college course textbooks/[access codes](#) for check in/out
- Middle College students will check their GTC email accounts once daily to ensure that they receive important messages from GTC instructors and GTC.
- Students who have successfully completed several college courses and desire to take an online college course must enroll in COL 111 prior to or simultaneously with the online college course. COL 111, E-Learning Success, is a 4-week transition course which prepares students for an online college course learning environment.
 - o COL 111 is a GTC requirement that cannot be waived.
 - o COL 111 does not count toward course maximums.
 - o The cost for COL 111 is \$25 total.
 - o All online GTC courses will be scheduled into a specific period in the student's schedule. Students are expected to attend that course as scheduled and complete the online coursework during that period.
- Certain college-level Math, English, Science, and Social Science/Humanities courses, which are approved for dual-credit, fulfill GTCHS's requirement that students take all four core courses annually.
 - o GTCHS School Counselors will provide guidance as to which courses fulfill this requirement.
- **HIS 201/202**— South Carolina high school students are required to take an End of Course Examination in US History. A student choosing to take the dual-credit option for US History (HIS 201 and 202), are required to take the SC End of Course Examination in US History at the conclusion of HIS 202.
 - o The End of Course Examination will count for 20% of the student's final grade in HIS 202 on the high school transcript.
- Middle College students are eligible to enroll in one College Seminar class at GTCHS. Please reference [FAQ: College Seminar Attendance Policy](#) for attendance procedures.
 - o Upperclassmen whose college and high school classes do not permit a College Seminar class in their schedule Monday-Thursday, will have a College Seminar class on Friday(s) when they would normally have a college course.
 - o All Sophomores taking a college class for the first time must be enrolled in a College Seminar period. The College Seminar period will be built into the schedule where it is one of the eight total classes. If a sophomore would like to exempt this requirement, administrative approval may be sought by submitting the request in writing to the school counselor.

- Course Prerequisites—
 - *ENG 101*—Completion of high school English 3 H with an 85 or higher or English 3 CP with a 95 or higher.
 - *University Transfer Lab Sciences*—Completion of 1 year of the high school equivalent lab science.
 - Ex: high school Biology is required for BIO 101
 - *MAT 120/109/110*—High school Algebra 2H or Pre-Calculus CP/H must be completed before enrollment in MAT 120, 109/110, 111, 140, or higher.

Grade Conversion:

GTC sends final college grades as letter grades. The SC Uniform Grading Policy specifies that letter grades be converted to numerical grades on the high school transcript as follows:

College Course Grade	High School Transcript Grade
A	95
B	85
C	75
D	65
F	51

Procedures for Passing Grades:

- A C (75) or above in a college class is passing and permits the student to continue taking college courses.

Procedures for Below Passing Grades:

- A D or an F in a college course means the student must do the following:
 - Return all checked out textbooks and used/unused [access codes](#) for the failed course.
 - Reimburse GTCHS for tuition/fees/textbook/[access code](#) costs associated with the course.
 - Sit out from college courses in the same subject area for **one** semester.
 - Receive remediation--student will attempt to gain any skills lacking that caused the student to be unsuccessful in the course; the Assistant Principal of Instruction will assist with this process as needed. Enrollment in Freshman Seminar (COL 105) is recommended (and will be permitted if requested).
 - If the student wants to take a course in the same subject area, they must first retake the failed course and pass the course with a C or higher.
 - Note: Both attempts will remain on the student’s high school and college transcripts.

Note: The “failed” course must be passed before the student may enroll in any other college courses in the same subject area. Summer semesters and [Mini-mesters](#) do not count towards the semesters that a student must sit out.

Academic Advising

Academic Advising is the selection of college courses for enrollment, and is the most important step in the process of Middle College Program participation (after meeting eligibility requirements).

Why is Academic Advising so important? Because it ensures the:

- Fulfillment of SC graduation requirements
- Fulfillment of GTC course requirements/prerequisites (including test scores)
- Consultation of the [Individual Graduation Plan](#) (IGP)
- Enrollment in courses that:
 - Start satisfying higher education and career goals
 - Provide career exploration
 - Are potentially transferable
 - Eligible for Middle College students

Academic Advising at GTCHS is conducted by the School Counseling Department during the Individual Graduation Plan (IGP) process. GTCHS School Counselors and Middle College Liaison advise students of appropriate course requests based upon:

- Graduation progress
- Teacher and School Counselor recommendation
- Higher education goals of the student (including the potential transferability of courses)
- Meeting GTC course requirements/prerequisites (including test scores)
- Enrollment eligibility for a GTCHS Middle College student
 - Ex: Students may not enroll in [cohort](#) courses
- High school schedule, including the Advisory period
 - College courses that conflict with Advisory are not permitted if course sections are available at other times of the day.
 - Friday/Saturday (1 day) courses and 7 week courses are not permitted.
- GTC Degree Planning Worksheet (when applicable)

In addition to the IGP, counselors will provide academic advising times which will be advertised 2-3 weeks prior to the registration deadline via:

- GTCHS & School Counseling websites
- Morning announcements
- *Weekly Warrior*
- College Seminar & Advisory
- GTCHS Student email
- Remind101
- GTCHS Facebook & Twitter accounts

Selecting College Courses

After Academic Advising and/or IGP Conferences, students complete all of the required enrollment steps in their entirety at home with their parents (please reference the [Enrollment Process: Online](#)

[Course Request Form & Deadline](#) section for the complete list of requirements). Students must submit items by the specified deadline; no exceptions.

Students indicate their college course requests on the Online Course Request Form. The GTC Course Schedule will need to be referenced to accurately request college courses.

Please follow these steps to complete the course request section of the online course request form:

1. Access the **GTC Course Schedule**
 - a. Go to <http://www.gvltec.edu/course-schedules/>
 - b. Click on **Academics** (left-hand side)
 - c. Click on **Course Schedules** (in the side box that appears)
 - d. Find the *appropriate semester and year* (i.e. Fall 2019)
 - e. Click on **All Courses** (link)
 - f. On the new page, click on **Barton Campus** (at the top)
 - i. Ensure that you are looking at Barton campus courses only

2. Using the GTC Course Schedule:
 - a. In the “Section” column
 - i. Find the course **Prefix** (ex. PSY=Psychology)
 - ii. Find the course **Number** (ex. 201)
 - iii. Find the Course **Section** Number (ex. 001)
 1. Do not select a course with a section number of Wxx, 3xx/8xx or Hxx
 - a. These are [online](#), [cohort](#), and [honors](#) classes, respectively, in which GTCHS students may not enroll.
 - b. Online & Honors Exception: see [FAQ's: Overrides/Exceptions](#) below.

3. On the GTC Online Course Request Form, fill in Course Prefix, Course Number, and Section Number in the appropriate text fields.

Note: Detailed instructions are emailed to student GTCHS email accounts only.

FAQ's

Overrides/Exceptions

There are **no** overrides or exceptions granted either by GTC or GTCHS regarding:

- Course maximums per semester
- [Cohort](#) course enrollment (section numbers 3xx or 8xx)
- Summer courses before the completion of the 10th grade year

- [Eligibility requirements](#) of the program

Online & Honors Course Exception:

- Students who have successfully completed college courses in prior semesters can request approval to enroll in online college courses, which have a section number of Wxx.
 - The first semester that a student enrolls in an online course, the student must also enroll in E-Learning Success (COL 111), a four-week online course designed to introduce and prepare students for the online learning environment.
 - COL 111 is a GTC requirement and will not be waived.
 - The total cost for COL 111 is \$25.
 - All online GTC courses will be scheduled into a specific period in the student's schedule. Students are expected to attend that course as scheduled and complete the online coursework during that period.
- Students who have been *invited* to, have *applied*, and have been *accepted* into GTC's Honors Program may enroll in honors courses, which have a section number of Hxx.

College Seminar Attendance Policy (Updated 8/2016)

The GTCHS College Seminar class provides students with the valuable opportunity to work on college coursework, collaborate with peers, and meet the College Seminar teacher, College Liaison, or a School Counselor regarding college academic progress and registration information.

The following procedures regarding attendance will be followed by all Middle College students:

- Students must attend each College Seminar period as listed in their schedules. Failure to attend a given College Seminar period as listed will result in an absence where the student is referred to GTCHS Administration for cutting class.
- Students are required to report to College Seminar when a college course is cancelled, dismissed early, or starts late. Students must sign in and out with Attendance as appropriate. Failure to report to College Seminar will result in appropriate disciplinary action with GTCHS Administration.
- During the week(s) before college courses begin, students are expected to report to College Seminar during the period(s) where college courses are scheduled. If Junior and Senior students have back-to-back periods of College Seminar and have transportation, students can elect to attend only 1 College Seminar period each day provided they attend any scheduled high school courses and Advisory.

Excuse from College Seminar

Junior and *Senior* students can apply for an excuse from College Seminar. The *Excuse from College Seminar Form* is located on the GTCHS website, and can be obtained from the College Seminar teacher.

Eligibility & Maintenance—

- Students must maintain a 3.0 or higher GPA in all college courses AND high school classes.
- Include college course grades in their weekly Academic Report emailed to parents on Mondays.
- College and high school grades will be checked every 2 weeks using [BlackBoard](#), progress reports, and report cards.
 - Students who will be **excused from every session of College Seminar** in their schedules (including Fridays), **MUST ADD the College Seminar Teacher to their Academic Report emails every Monday**.
- If grades in any course fall below passing, the excuse becomes void and students must resume attending all scheduled College Seminar periods.
- Failure to attend the scheduled College Seminar periods when grade(s) are below passing will result in an absence where the student is referred to GTCHS Administration for cutting class.

Excuse Guidelines—

Monday-Thursday:

- 1st and 4th periods are eligible to be excused.
- In general, student travel midday off and back onto campus is discouraged due to safety and liability concerns. If you have a special circumstance that would involve missing midday College Seminar classes, please see GTCHS Middle College Liaison.
- If a College Seminar Excuse Form has been approved, students are not permitted on campus during this time.
- All high school courses must be attended. The attendance and tardy policies for classes are still in effect.
- Advisory must be attended (unless there is a college course that overlaps).

Fridays:

We recognize that college courses do not meet on Fridays, and that those college course periods become College Seminar classes. For this reason, students can apply for a College Seminar Excuse for those classes.

- All excuses requested for the start and end of the day will be granted.
- In general, student travel midday off and back onto campus is discouraged due to safety and liability concerns. If you have a special circumstance that would involve missing midday College Seminar classes, please see the GTCHS College Liaison.
- All high school courses must be attended. The attendance and tardy policies for classes are still in effect.

Summer Courses

GTCHS students may enroll in a maximum of 2 summer courses annually, including [Mini-mester](#) courses. These students must have completed their 10th grade year and meet all of the requirements outlined in the [Eligibility Requirements](#) section. As stated in the [Provisions of the Middle College Program](#), students may enroll in courses at the Barton Campus and may not enroll in [online](#), [cohort](#), or [honors](#) courses (Please see [FAQ's: Overrides/Exceptions](#) above).

The [Middle College Program Guidelines](#) apply to summer courses (except for those regarding textbooks and College Seminar). Therefore, the following student actions will result in a student's withdrawal from fall semester courses:

- Withdrawal after the [Drop/Add Window](#) ([Withdrawal Procedures](#) will be followed)
- Receiving below Passing Grades ([Procedures for Below Passing Grades](#) will be followed)

Enrollment for summer courses (including Mini-mester courses) is conducted through the GTCHS School Counseling Department. Students are financially responsible for any summer courses taken:

- Tuition (Please refer to the [GTCHS Middle College Course Fee Schedule](#))
- Any associated course fees
- Textbook and [access code](#) purchase
 - *Note:* Sometimes required textbooks (not access codes) for summer courses may be in our inventory. To see if required summer textbooks are available to borrow from our inventory, students must contact Mrs. Cash prior to summer break (no later than high school exam week).

Tuition Payment must be submitted to the GTCHS School Counseling Department by the advertised deadline. Textbooks and [access codes](#) may be acquired by the student at the GTC Bookstore (McAlister Square), Textbook Broker (on S. Pleasantburg Drive), or another vendor deemed appropriate by the student and parents.

Summer and Mini-mester courses do not count towards semesters that students must sit out due to failing grades or withdrawal after the [Drop/Add Window](#). Therefore, a student may not enroll in summer or mini-mester course if the sitting out period for failure or withdrawal has not been completed.

Mini-mester (formerly Maymester):

- In general, GTCHS students may not enroll in *May* Mini-mester courses because the courses conflict with the high school class and exam schedules.
- The GTCHS School Counseling Department and Administration advises that June and July Mini-mester courses have increased meeting times and faster/accelerated curriculum pace. Therefore, the following guidelines will be adhered to regarding June and July Mini-mester course enrollment:
 - Student/Parent understanding of increased meeting time and accelerated pace
 - Online course request form must be submitted by the advertised deadline
 - Will count towards the two summer course maximum
 - 1 mini-mester course = 1 of 2 allowed summer courses

- 2 mini-mester courses = 2 of 2 allowed summer courses
- Summer course tuition/fee and textbook/code fees apply (as described above)

Other Campuses

GTCHS students should first seek to take all college courses, including summer and Mini-mester courses, at the Barton campus where GTCHS is located. If a course is not available at the Barton campus, students may seek special approval from GTCHS Administration. The exception being sought must be done so with approval by the parent/guardian and must not create an attendance conflict for other classes (high school or college) due to travel time. ***Without GTCHS administrative approval, students may not enroll in courses not offered on the Barton campus.***

After-School & Evening Courses

GTCHS students may take an after-school or evening course if that course is only offered after-school hours or the alternative class time conflicts with another college course that the student needs to take that particular semester.

Please note: Students must have a full schedule during school hours—meaning that students will be assigned a high school class if a “gap” in their schedule is created by taking an after-school or evening course. A college course may be used to fill the “gap” IF the student meets all eligibility requirements and the course will not exceed the maximum number of courses permitted.

This type of exception must be:

- Approved by GTCHS Administration and in some cases the Dean of Early College and the GTC Department Head
- Approved by the student’s parent/guardian
- Course will count towards the maximum number of courses permitted per semester

Senior Project & Personal Finance

GTCHS Seniors are required to complete Senior Project, which is a year-long course with a 0.5 credit at GTCHS. This “capstone course” is considered one of the cornerstones of our Charter.

In addition, all seniors must have a half unit of Personal Finance prior to graduation. GTCHS Middle College Juniors and Seniors may enroll in the GTC level of Personal Finance (BAF 101) and receive dual-credit. Due to the nature of the course, sophomores are not eligible to take BAF 101 or Personal Finance at the high school.

Note: BAF 101 is not a generally transferable course and may not transfer to other institutions of higher education, but it does receive dual-credit GPA weighting.

Advisory Period

GTCHS students may not take a college course that conflicts with their Advisory period. The only exceptions granted are when courses do not have sections offered at other times; Seniors need a specific class for the completion of an Associate's degree and only one section of that specific class is being offered at that particular time; and if a course's lab time runs into Advisory period (i.e. language and science courses).

This type of exception will apply for only that given semester and must be approved by GTCHS Administration.

13th Year

GTCHS Middle College students are eligible to apply to GTC's 13th Year Scholarship Program (based upon the Middle College National Consortium [13th year Associate's Degree Agreement](#)).

The Dean of Early College & Special Programs will conduct a mandatory 13th Year meeting in February or March annually. The meeting will provide Senior students and parents with information about the program, application process, deadlines, and enrollment. *Attendance by both the Senior students and parents at this meeting is mandatory for the program application.*

Students accepted into the 13th Year program are official graduates of GTCHS, and are full-time college students at GTC the following academic year. Therefore, 13th Year students are responsible for the purchase and acquisition of all required textbooks, [access codes](#), and supplies.

List of General Education College Courses

**Course appears on the Commission of Higher Education's Statewide Articulation List of University Transferable Courses from all technical colleges.*

It is the responsibility of the Middle College student to contact any colleges where they are considering enrollment to confirm that GTC course credit will be accepted. A recommended resource to track transfer equivalencies is sctrac.org.

Accounting

ACC 101* Accounting Principles 1
ACC 102* Accounting Principles 2

English Communications—Written

ENG 101* English Composition 1
ENG 102* English Composition 2

Engineering

EGT 110 Engineering Graphics 1

English Communication—Oral

SPC 200 Introduction to Speech
Communication
SPC 205* Public Speaking
SPC 208 Intercultural Communication
SPC 209 Interpersonal Communication

Humanities

ART 101* Art History & Appreciation
ART 105* Film as Art

ENG 201* American Literature 1
ENG 202* American Literature 2
ENG 205* English Literature 1
ENG 206* English Literature 2
ENG 208* World Literature 1
ENG 209* World Literature 2
ENG 213 Short Fiction
ENG 228 Studies in Film Genre
ENG 230* Women in Literature
ENG 231 Middle Eastern Literature
ENG 234 Survey in Minority Literature
ENG 238 Creative Writing

FRE 101* Elementary French 1
FRE 102* Elementary French 2
FRE 201* Intermediate French 1
FRE 202* Intermediate French 2

GER 10* Elementary German 1
GER 102* Elementary German 2
GER 201 Intermediate German 1
GER 202 Intermediate German 2

HIS 101* Western Civilization to 1689
HIS 102* Western Civilization Post 1689
HIS 104 World History 1
HIS 105 World History 2
HIS 106 Introduction to African History
HIS 107 Introduction to the Middle East
HIS 108 Introduction to East Asian Civilization
HIS 109 Introduction to Latin American Civilization
HIS 115 African-American History
HIS 122 History, Technology, and Society
HIS 201* Am. Hist.: Discovery to 1877
HIS 202* Am. Hist.: 1877 to Present
HIS 220 American Studies
HIS 222 Global Women's History
HIS 228 History & Meaning of the US Const.

MUS 105* Music Appreciation
MUS 110 Music Fundamentals

PHI 101* Introduction to Philosophy
PHI 105* Introduction to Logic
PHI 110* Ethics

REL 101 Introduction to Religion
REL 201 Religions of the World

SPA 101*	Elementary Spanish 1	BIO 240	Nutrition
SPA 102*	Elementary Spanish 2	BIO 241	Clinical Nutrition
SPA 201*	Intermediate Spanish 1	CHM 110*	College Chemistry 1
SPA 202*	Intermediate Spanish 2	CHM 111*	College Chemistry 2
THE 101*	Introduction to Theatre	CHM 211*	Organic Chemistry 1
THE 105	Fundamentals of Acting	CHM 212*	Organic Chemistry 2
Mathematics		PHS 101	Physical Science 1
MAT 109*	College Algebra with Modeling	PHS 102	Physical Science 2
MAT 110*	College Algebra	PHY 201*	Physics 1
MAT 111*	College Trigonometry	PHY 202*	Physics 2
MAT 120*	Probability & Statistics	PHY 221*	University Physics 1
MAT 130*	Elementary Calculus	PHY 222*	University Physics 2
MAT 140*	Analytical Geometry & Calculus 1	Social Sciences	
MAT 141*	Analytical Geometry & Calculus 2	ANT 101*	General Anthropology
MAT 220	Advanced Statistics	ANT 202	Cultural Anthropology
MAT 230	Basic Multivariable Calculus	ANT 203	Physical Anthropology and Archeology
MAT 240*	Analytical Geometry & Calculus 3	ECO 210*	Macroeconomics
MAT 242*	Differential Equations	ECO 211*	Microeconomics
Sciences—Biological & Physical		GEO 101*	Introduction to Geography
AST 101*	Solar System Astronomy	GEO 102*	World Geography
AST 102*	Stellar Astronomy	PSC 201*	American Government
BIO 101*	Biological Science 1	PSC 205	Politics & Government
BIO 102*	Biological Science 2	PSC 206	Politics of the Middle East
BIO 105	Principles of Biology	PSC 215*	State & Local Government
BIO 201	Zoology	PSC 220	Introduction to International Relations
BIO 202	Botany	PSY 201*	General Psychology
BIO 203	General Genetics	PSY 203*	Human Growth & Development
BIO 205	Ecology	PSY 212*	Abnormal Psychology
BIO 206	Ecology Lab	PSY 225	Social Psychology
BIO 209	Principles of Environmental Science	SOC 101*	Introduction to Sociology
BIO 210*	Anatomy & Physiology 1	SOC 205*	Social Problems
BIO 211*	Anatomy & Physiology 2	SOC 215	Ethnicity & Minority Issues
BIO 215	Anatomy		
BIO 216	Physiology		
BIO 225*	Microbiology		

College Courses Unavailable to GTCHS Students

In addition to [cohort](#) courses, there are certain courses that GTCHS students are ineligible to take at GTC. While we are working with GTC to develop additional career pathways, there are still some restrictions due to age requirements or limitations imposed by the college departments. Overall, GTCHS students are not permitted to take any course that GTC considers a [developmental course](#). Please consult GTCHS Middle College Liaison and School Counselors if you are unsure if a course is developmental.

Glossary

13th Year Program—Scholarship program for Charter HS *graduates* that provides financial assistance for tuition, technology, lab, and student fees at GTC for the academic year after graduation from GTCHS.

- The GTC Satisfactory Academic Progress policy must be maintained to retain the scholarship.
- Complete information regarding this program will be disseminated by the Dean of Early College at a *mandatory* meeting during the spring semester each academic year.

Access Codes—Password used to access course content online and may be a required material for a given college course.

BlackBoard—Online learning management system used by GTC and GTC faculty in the facilitation of college courses. GTCHS students are required to use and manage their coursework and grades using this system as required by GTC and GTC faculty.

- Students are responsible for maintaining their account access (username and password).

Cohort Courses—College courses completed concurrently and in a specific sequence by a designated group of college students completing a particular degree program. GTCHS students are not eligible to enroll in cohort courses.

- Cohort courses are denoted by a Section Number beginning with a “3” or an “8” (i.e. CRJ-101-300; HIS 102-800).

ACCUPLACER Assessment—The entrance exam utilized by GTC to determine course placement based upon academic readiness for incoming students, including GTCHS students.

Developmental Course— Pre-college level course that prepares students for college-level courses. GTCHS students may not enroll in these courses.

Drop/Add Window—The period of time at the beginning of each semester where schedules can be adjusted without penalty.

- Students who wish to “drop” a course after this window closes, must officially withdraw from the course, receiving a WP or WF on their college and high school transcripts based upon their current grade at the time of withdrawal.
- The GTCHS School Counseling Department will advertise the dates of the Drop/Add Window each semester.

Dual-Credit Courses—College courses taken by a high school student for which the student receives both high school credit (one unit AP-level credit) and college credit (3 or 4 credit hours) denoted on both the high school and college transcripts.

Middle College Program—A Middle College Program is one where students attend courses on a college campus with other college students (this differs from an Early College program where teachers come to a high school campus to teach a cohort of high school students).

Honors Courses—College course sections that are reserved for those GTC students who are admitted into their Honors Program. GTCHS students are not eligible to enroll in these courses **UNLESS** they have been invited, have applied, and have been accepted into GTC’s Honors Program.

- Honors courses are denoted by a Section Number beginning with an “H” (i.e. ART-101-H10).

Individual Graduation Plan (IGP)—A career planning document where students express their current interest in one of the 16 Federal Career Clusters and map out related high school courses and extracurricular experiences. Students update this document annually from 8th grade through 12th grade.

Mini-mester—Condensed summer courses that teach the curriculum at an accelerated pace, meeting for longer class times. Formerly known as Maymester courses.

Online Courses—College courses taught online (not live in a classroom). GTCHS students are not eligible to enroll in online courses unless they are a Senior and have administrative approval.

- Online courses are denoted by a Section Number beginning with a “W” (i.e. ACC-101-W01).
- The first semester that a student enrolls in an online course, they must also enroll in E-Learning Success (COL 111), a four-week online course designed to introduce and prepare students for the online learning environment.
 - COL 111 is a GTC requirement and cannot be excused.
 - The total cost for COL 111 is \$25.
 - All online GTC courses will be scheduled into a specific period in the student’s schedule. Students are expected to attend that course as scheduled and complete the online coursework during that period.

Terminal Degree—The highest academic degree awarded in a given field of study.

GTCHS Middle College Course Fee Schedule

GTCHS is committed to subsidizing college course costs for our parents and students. With that in mind, the board has made the "College Course Commitment" to paying approximately 60% of the cost of our student college tuition and fees and 100% of the cost of textbooks/textbook access codes.

Class of 2020			
	GTC Tuition Rate	Parents Pay	GTCHS Pays
1 college course	\$120	\$50	\$70
2 college courses	\$240	\$100	\$140
3 college courses	\$360	\$150	\$210
4 college courses	\$480	\$200	\$280
Additional credit hour fee	\$40	\$20	\$20
College Textbooks	Varies	\$0	Full cost

Class of 2021			
	GTC Tuition Rate	Parents Pay	GTCHS Pays
1 college course	\$180	\$75	\$105
2 college courses	\$360	\$150	\$210
3 college courses	\$540	\$225	\$315
4 college courses	\$720	\$300	\$420
Additional credit hour fee	\$60	\$30	\$30
College Textbooks	Varies	\$0	Full cost

Class of 2022			
	GTC Tuition Rate	Parents Pay	GTCHS Pays
1 college course	\$270	\$100	\$170
2 college courses	\$420	\$175	\$245
3 college courses	\$630	\$250	\$380
4 college courses	\$840	\$335	\$505
Additional credit hour fee	\$90	\$45	\$45
College Textbooks	Varies	\$0	Full cost

Class of 2023			
	GTC Tuition Rate	Parents Pay	GTCHS Pays
1 college course	\$360	\$145	\$215
2 college courses	\$540	\$215	\$325
3 college courses	\$810	\$325	\$485
4 college courses	\$1,080	\$420	\$660
Additional credit hour fee	\$120	\$60	\$60
College Textbooks	Varies	\$0	Full cost

Class of 2024			
	GTC Tuition Rate	Parents Pay	GTCHS Pays
1 college course	\$390	\$155	\$235
2 college courses	\$540	\$215	\$325
3 college courses	\$810	\$325	\$485
4 college courses	\$1,080	\$420	\$660
Additional credit hour fee	\$130	\$65	\$65
College Textbooks	Varies	\$0	Full cost

GTCHS will pay approximately 60% of the processing fee for free/reduced lunch students. Students will only pay a \$30 processing fee (per semester) regardless of the number of college courses taken in the regular school year.

Students will continue to pay all tuition/fee/textbook charges for classes they choose to take during summer semesters.

College Textbook Checkout Agreement

Textbooks and Lab Books

College textbooks are very expensive. Please take good care of your college textbook and return it in the same condition it was in when you checked it out. Failing to do so may result in charges. Keep in mind that water ruins a book completely and a fee will be applied to damaged books. If there is extensive damage of any kind and/or if the book is no longer usable, you will be responsible for the full price of the book. In the event you lose your college textbook, you will need to pay for the book. Prices for these items will be assessed based upon the GTCHS purchase price. We do not accept books purchased elsewhere.

Lab Courses (BIO, CHM, PHY, etc.) require a lab book that is a non-reusable supply. GTCHS requires that both used and unused lab books be returned with textbooks at the end of each semester. A \$10 fee is assessed for each lab book, used or unused, that is not returned.

Access Codes

[Access codes](#) are a one-time use resource and cannot be utilized by multiple students. GTCHS **requires** that both used and unused access code cards be returned with textbooks at the end of each semester. The codes are just as expensive if not more than the textbooks, so it is important that you keep track of them and return them even if you used the code. Failing to return your code (used or unused) will result in a \$20 fee.

Problems

If you have a problem with a code or textbook, it is important you notify us right away to let us know the issue so we can resolve it. For instance, if the textbook is damaged or if pages are missing from your textbook but you don't let us know, you could be charged for the damage.

Returning Textbooks and Codes

It is important that college textbooks and codes are returned in a timely manner so we can be sure our inventory is sufficient for next semester students. Failing to return books/codes on time could result in late fines and possibly a replacement fee.

I have read and understand the policies and procedures as stated above. I also have read and understand the policies and procedures outlined in the Middle College Handbook and have made my parents aware of these policies.

Student Name _____

Grade _____

Student Signature _____