



*Fiscal Year 2012*

**DUAL ENROLLMENT:**

**Student & Parent Handbook**

*Student Centered.  
Career Driven.*

**Dublin • Sandersville • Helena • Louisville • Sparta • Online**  
**A Unit of The Technical College System of Georgia**

As set forth in its student catalog, Ocone Fall Line Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

For more information, contact: ADA/504: (NORTH CAMPUS/JEFFERSON/HANCOCK CENTERS) Johnnie Edge, 478-553-2124, [jedge@OFTC.edu](mailto:jedge@OFTC.edu); (SOUTH CAMPUS/LOIC) Lydia Barfoot, 478-274-7786, [lbarfoot@OFTC.edu](mailto:lbarfoot@OFTC.edu); EEOC/TITLE VI: Sharon Veal, 478-553-2056, [sveal@OFTC.edu](mailto:sveal@OFTC.edu); TITLE IX: (NORTH CAMPUS/JEFFERSON/HANCOCK CENTERS) Dessie Hall, 478-553-2056, [dhall@oftc.edu](mailto:dhall@oftc.edu); (SOUTH CAMPUS/LOIC) Janet Smith, 478-274-7836, [jrsmith@oftc.edu](mailto:jrsmith@oftc.edu); Section ADA/504, Title IX and Equity Coordinator: Erica Harden, Vice President for Academic and Student Affairs, North Campus, Office 107, Ph: 478-553-2068, [eharden@OFTC.edu](mailto:eharden@OFTC.edu); EEOC Officer: Rosemary Selby, Vice President for Administrative Services, North Campus, Office 101, Ph: 478-553-2055, [rselby@OFTC.edu](mailto:rselby@OFTC.edu). Equal Opportunity Institution. A Unit of the Technical College System of Georgia.

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Dear Parents and Student,

We are excited that your child is interested in Oconee Fall Line Technical College!

Most students will enter the workforce unprepared to achieve a high level of success in this age of technology.

When selecting their high school course of study and postsecondary education and training, most high school students need to consider the level of education or training that is required for the occupation they expect to pursue.

Eighty percent of the jobs that exist or will be developed over the next ten years will require less than a four-year college degree but will require education or training beyond high school.

NOW is the time to discuss education options with your child so that the best decisions can be made regarding his/her education. Take time to talk with your son or daughter about the career options he/she is considering.

Oconee Fall Line Technical College strives to connect all students to education beyond high school. By participating in the Dual Enrollment program, students are able to link with further education while still in high school. This opportunity allows students to gain credit towards a technical college certificate, diploma, or degree as well as explore career areas while in high school.

We applaud your student's efforts towards postsecondary education. When students, parents, community members, and educators work together, the only possible outcome is a winning one. Thank you for allowing your student to participate.

If you have any questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Shauna Andrews".

Shauna Andrews  
North Campus High School Coordinator  
Oconee Fall Line Technical College

A handwritten signature in cursive script that reads "Robbie Hobbs".

Robbie Hobbs  
South Campus High School Coordinator  
Oconee Fall Line Technical College

# GENERAL INFORMATION

## Contact Information

For Dual Enrollment inquiries in Glascock, Hancock, Jefferson, Warren, and Washington Counties, please contact:



**Shauna Andrews**  
**North Campus High School Coordinator**  
PHONE — 478.553.2098  
EMAIL — sandrews@OFTC.edu

OFTC North Campus	478.553.2050
Academic Affairs	478.553.2051
Admissions	478.553.2064
Career Services	478.553.2124
Registrar's Office	478.240.5161
Student Affairs	478.553.2124
Hancock County Center	706.444.1253
Jefferson County Center	478.625.1901

For Dual Enrollment inquiries in Bleckley, Dodge, Laurens, Telfair, Wheeler, and Wilkinson Counties, please contact:

**Robbie Hobbs**  
**South Campus High School Coordinator**  
PHONE — 478.274.7765  
EMAIL — rhobbs@OFTC.edu

OFTC South Campus	478.275.6589
Academic Affairs	478.274.7839
Admissions	478.296.6143
Career Services	478.274.7645
Registrar's Office	478.274.7761
Student Affairs	478.274.7879
LOIC	229.868.7834

## Our Guarantee

To demonstrate confidence in and commitment to quality technical education programs which are relevant, current, and responsive to the stated expectations of Georgia's businesses and industries, the State Board of Technical and Adult Education will warrant every graduate from a technical certificate of credit, diploma or associate degree in a state-governed institute according to the following stipulations:

- The warranty guarantees that the graduate has demonstrated the knowledge and skills and can perform each competency as identified in the industry-validated Standard or Program Guide, and any program graduate who is determined to lack such competence shall be retrained at no cost to the employer or graduate for tuition or instructional fees.

- A claim against the warranty may be filed by either an employer in conjunction with the graduate or a graduate if the graduate cannot perform one or more of the competencies contained in the industry-validated Standard or Program Guide, including failure to pass a State of Georgia licensing examination.
- The warranty will remain in effect for two consecutive years following the date of graduation and will be honored by any state-governed technical college which offers the same program.

To inquire or file a claim under this warranty, instructors or employers may contact the Vice President for Educational Services at 478-553-2068.

## Dual Enrollment

### DUAL ENROLLMENT = HIGH SCHOOL AND COLLEGE

Students enroll in an approved Oconee Fall Line Technical College (OFTC) course taught by OFTC faculty either at the college campus or at the high school campus. When the course is successfully completed, the student will receive the appropriate credit at the high school

and OFTC. This option is best for students who are juniors or seniors, who are interested in a career path not offered by the high school, or who wish to extend their pathway courses beyond the high school's offerings.

# Benefits of Dual Enrollment

## UGA STUDY OF DUAL ENROLLMENT IN GEORGIA

The University of Georgia studied<sup>1</sup> the benefits of Dual Enrollment for high school students in Georgia and found compelling evidence of its benefits:

- Compared to 46% of Georgia's high school students who matriculate into a Georgia public college, 54% of the high school dual enrollment students transition into a technical college or University System of Georgia college or university.
- 91% of high school dual enrollment students earn an A, B, or C in their dual enrollment classes.
- After transition to a technical college, 81% of former dual enrollment students maintain an A, B or C average. After transition to a University System of Georgia college or university, 77% of former dual enrollment students earn an A, B, or C in all college-level course-work.
- 75% of the former dual enrollment students did not require any academic assistance to be successful in college-level coursework. This number compares to 42% of all freshmen requiring at least one remedial course.
- 75% of high school administrators said their dual enrollment students were succeeding academically and were prepared for postsecondary education.
- Nearly 75% of high school administrators said that dual enrollment contributed to high school completion for more students
- Dual enrollment students were more prepared than regular high school students in:
  - Career and life awareness
  - Preparation for employment and job skills
  - Attitudes towards further education and the connection between education and careers
  - Preparation for college entry, progress, and success

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<sup>1</sup> "Dual Enrollment in High Schools and Technical Colleges of Georgia," Occupational Research Group, University of Georgia, Athens. September 2006.

## 2011-2012 Program Options

For specific program information regarding programs available for your high school, contact your high school counselor or one of OFTC's High School Coordinators.

## Participant Eligibility & Requirements

All Dual Enrollment programs are operated in partnership with local school systems. Students must first meet the requirements of the local school system to establish eligibility for participation in any Dual Enrollment program with Oconee Fall Line Technical College.

In order to participate, the high school student must:

- Be a high school junior or senior,
- Be at least 16 years old by beginning of school year,
- Make the following minimum scores on any of these tests:
  - Complete and turn in a Dual Enrollment application and GaCollege411 registration form for admission (The application fee is waived for Dual Enrollment students),
  - Apply for HOPE at GaCollege411.org

COMPASS score requirements vary depending on program of study. For Diploma Level Programs:

- » SAT (Critical Reading: 430 and Math: 400)
- » ACT (Reading: 13, English: 12 and Math: 17)

## ADDITIONAL INFORMATION

The purpose of the Dual Enrollment program is to offer additional educational opportunities for secondary students.

- A dual enrolled student is HOPE eligible if the student meets eligibility requirements set by the state agency administering HOPE.
- A technical college instructor will teach all Dual Enrollment courses.
- Some programs depend on the articulation of courses for completion. Students without required grades in program-dependent articulated courses will not receive credit for the completion of the TCC.

# FINANCIAL AID

## Georgia's Hope Grant

Georgia's HOPE Grant (a separate program from the HOPE Scholarship) is available to residents of Georgia who are attending a Georgia public technical college to earn a certificate or diploma regardless of high school graduation date or grade point average. HOPE is a state tuition assistance program funded by the Lottery for Education. HOPE will pay up to 90% of current tuition for eligible students. Full-time enrollment is not required, but a student must be making satisfactory academic progress to maintain eligibility. **A high school student is eligible to apply for the HOPE Grant.**

### GENERAL ELIGIBILITY REQUIREMENTS:

- Must be a legal resident of Georgia for 24 months.
- Must be a U.S. Citizen or Permanent Resident Alien.
- Must be enrolled in an eligible post-secondary institution.
- Must not be in default on a Federal or state student loan and/or owe a refund on a Federal or state aid program.

### FINANCIAL AID

- Financial aid history is begun by the application for the HOPE grant and will be recorded.
- Many costs associated with the Nurse Aide program are not covered by HOPE (Criminal background check, drug screen, malpractice insurance, uniform, vaccinations, NACES State Testing registration fee).
- Nurse Aide and Early Childhood Care students must complete CPR and First Aid training at an additional expense. Training will be incorporated into class time.
- Dual enrolled students are not eligible for additional financial aid.

*In reference to the HOPE Grant, and according to SB492, "attempted hours shall not include hours for courses taken and paid for by a HOPE grant while a student is participating in dual credit enrollment with both an eligible high school and a branch of the Department of Technical and Adult Education or a unit of the University System of Georgia. The Department of Technical and Adult Education or the University System of Georgia, as applicable, shall verify that the student is enrolled in an eligible high school and shall notify the Georgia Student Finance Commission of the student's participation in dual credit enrollment."*

[http://www.legis.ga.gov/legis/2007\\_08/sum/sb492.htm](http://www.legis.ga.gov/legis/2007_08/sum/sb492.htm)

## Questions? Talk with a Financial Aid Specialist

**North Campus @ (478) 553-2131**

**South Campus @ (478) 274-7834**

# WORK ETHICS

## What are work ethics?

OFTC is committed to teaching work ethics and stressing its importance to students. Work ethics are your attitudes and frame of mind. To be successful in your career, you must possess both strong occupational skills and good work habits.

Here's how the program works. During every quarter, one of the ten traits of work ethics is taught each week in class. Instructors give continuous evaluations and counseling to students verbally and issue a formal report of the student's progress mid-quarter and as a final grade. Students are graded by exception.

On the work ethics scale:

- 3 = Exceeds Expectations
- 2 = Meets Expectations
- 1 = Needs Improvement
- 0 = Unacceptable

At mid-term, students who need improvement, are given a set of tasks to complete to raise his or her grade in work ethics.



## WORK ETHICS GRADES

- The Technical College System of Georgia (TCSG) requires that a work ethics component be included in each credit course. **Work ethics will be graded and appear on the student's official transcript.**
- Students should bring all textbooks and equipment to class each day. Failure to bring materials will result in a lowered Work Ethics grade.

## THE 10 WORK ETHICS TRAITS

**A**TTENDANCE : Attends class, arrives and leaves on time, notifies instructor in advance of planned absences, makes up assignments punctually.

**C**HARACTER : Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.

**T**EAMWORK : Respects rights of others, is a team worker, is cooperative, is assertive, displays a customer service attitude, seeks opportunities for continuous learning, and displays mannerly behavior.

**A**PPEARANCE : Displays appropriate dress, grooming, hygiene, and etiquette.

**A**TTITUDE : Demonstrates a positive attitude, appears self-confident, and has realistic expectations.

**P**RODUCTIVITY : Follows safety practices, conserves materials, keeps work area neat and clean, and follows directions and procedures.

**O**RGANIZATION : Manifests skill in personal management, time management, and dealing with change.

**C**OMMUNICATION : Displays appropriate verbal and non-verbal skills and listens.

**C**OOPERATION : Displays leadership skills, handles criticism appropriately, demonstrates problem-solving capability, maintains appropriate relationships with supervisors and peers; and follows

**R**ESPECT : Deals appropriately with cultural and racial diversity and does not engage in harassment of any kind; shows empathy and tolerance.

# IMPORTANT INFORMATION

## Rules & Procedures

The instructors of Oconee Fall Line Technical College (OFTC) will enforce the same rules and procedures enforced by the high school for all dual enrolled students during the regular school day. The OFTC instructor may enforce additional rules\* not listed in this handbook. \*See *OFTC Student Handbook* for additional rules and procedures.

### GRADES

- OFTC will notify the school system of grades earned each grading period.
- Participation in the Dual Enrollment program does not exempt anyone from the Georgia High School Graduation Requirements.
- Grades earned in a Dual Enrollment program are recorded on an official postsecondary transcript.
- Students will receive both high school grades and technical college grades. Technical college grades can be viewed online.
  1. Go to **www.OFTC.edu**
  2. Choose **BANNER Web** and login to the secure area using your ID (SS #) and PIN (numeric six digit date or birth).
  3. Choose **login**, then **Student Services**.
  4. Choose **Student Records**, then **Academic transcript**.
  5. Courses failed/dropped at the Technical College may prohibit high school graduation.

### ACADEMIC HONESTY

- All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline.

### ATTENDANCE & BEHAVIOR

- Students are expected to be in class each day and are responsible for any work missed due to absences.

OFTC follows the high school attendance policy for maximum absences per semester or year. **Students must make up ALL missed class/lab time at Instructor's convenience in order to receive credit/continue in the program.** Concerns regarding attendance are reported to high school and college administration.

- Students who are unable to fulfill all program requirements will be administratively removed from participation.
- Failure to attend class may result in the inability to meet the requirements set forth in the State Standards, or by accrediting or licensure boards (i.e., contact hours, lab hours, or competency levels).
- Any student who is dismissed from class more than 2 times per quarter for disciplinary reasons will be removed from the program.
- Students are to remain in class unless instructor grants permission for student to leave.

### DRESS

- Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness, and modesty in a manner appropriate to a positive learning environment.
- Nurse Aide participants will be required to purchase and wear scrubs and shoes appropriate for a medical environment. In addition, students are not allowed to wear acrylic nails or excessive jewelry. Removal from clinical participation could result in failure in the course.
- Some programs/classes may have additional dress rules that must be followed.

**WEAPONS, TOBACCO, ALCOHOL, and DRUGS** not prescribed by a physician are prohibited.

# Safety & Personal Protection

It is essential that the operator and helpers in the Industrial Trades' programs be properly clothed and protected.

## 1. Clothing

Participants must wear long pants without cuffs that reach the ankles and cannot be baggy. Always avoid clothing with tears, snags, rips, or worn spots as these are easily ignited by sparks. The sleeves and collars should be kept buttoned.

## 2. Shoes

A pair of high top leather shoes, preferably safety shoes, is good protection for the feet. If low shoes are worn the ankles should be protected by fire resistant leggings. Sandals or shoes that show any skin will NOT be permitted.

## 3. Jewelry

Jewelry is not permitted. Necklaces, earrings, or other decorations that are not covered by protective gear must be removed prior to class. Rings that comfortably fit under gloves will be allowed. No exceptions.

You will receive the following safety gear through HOPE Grant funding for welding classes:

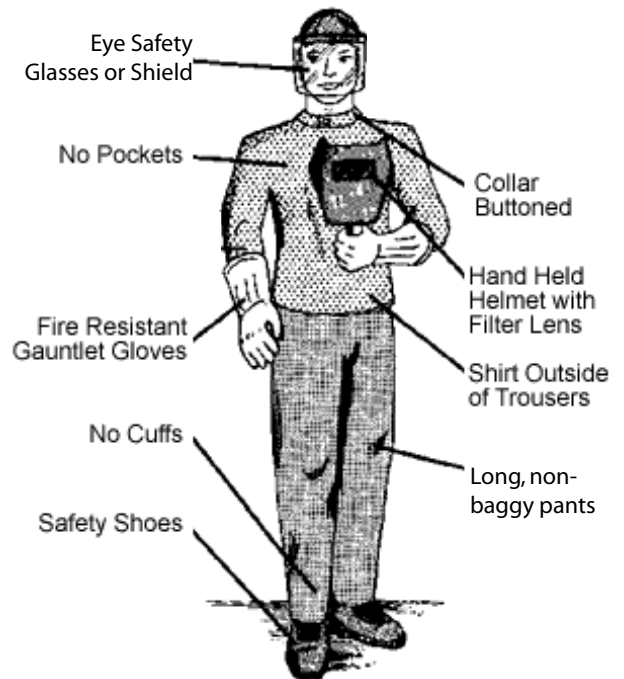
### 1. Leather gauntlet gloves\*

The hands should be protected with leather gauntlet gloves.

### 2. Safety Glasses & Welding Helmet\*

Eyes should be protected by safety glasses if the person wears prescription glasses or not. A welding helmet or hand shield with filter plate and cover plate is mandatory for eye protection from the harmful rays of the arc.

*\*Type of safety gear received will be dependant on Trades & Industrial program enrolled and will be appropriate for that program.*



Should the student lose or damage their safety gear, the student is responsible for paying and replacing those items. Otherwise, the student will not be allowed back in the lab and will receive grades accordingly.