

# Dual Enrollment

Innovating. Partnering. Advancing



Academic 2021-2022

Office of Academics

[academics@johnson.edu](mailto:academics@johnson.edu)

[www.johnson.edu/registrar/high-school-students/](http://www.johnson.edu/registrar/high-school-students/)

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## Greeting from the Office of Academics

Welcome to Johnson College! The beginning of a new academic year is always exciting. Since Johnson College started serving students a century ago, we have grown and become one of the top technical colleges in the area. We were recently named in Top 10 Technical Colleges by Forbes Magazine. Today, Johnson College is a valuable resource for the changing technological needs of our society.

This year we are pleased to offer local high school juniors and seniors the opportunity to take college level courses. As defined by the Pennsylvania Department of Education, “dual enrollment, referred to as ‘concurrent enrollment’ in the School Code, is an effort by the Commonwealth to encourage a broader range of students to experience postsecondary coursework and its increased academic rigor, while still in the supportive environment of their local high school. The intent is to increase the number of students that go on to postsecondary education and to decrease the need for remedial coursework at postsecondary institutions.”

In addition, another program we are offering to select school districts is Industry Fast Track. Students can take secondary and post-secondary courses at the Johnson College Campus. Industry drives the curriculum at Johnson College and we know our students need to get to work. This program allows students to complete courses in order to graduate sooner. For more information, please go to [www.johnson.edu/registrar/high-school-students/](http://www.johnson.edu/registrar/high-school-students/).

Welcome to Johnson College, WE WORK!

Sincerely,

Kellyn Williams, Ph. D.

Chief Academic Officer

[knolan@johnson.edu](mailto:knolan@johnson.edu)

| <b><u>Resources</u></b>                                 | <b><u>Contact Information</u></b>   | <b><u>Email</u></b>  |
|---|-------------------------------------|--|
| <b>Dual Enrollment</b>                                  | Enrollment Office<br>570-702-8856   | <a href="mailto:enroll@johnson.edu">enroll@johnson.edu</a>         |
| <b>Academic Advising</b>                                | Advisor<br>570-702-8930             | <a href="mailto:advising@johnson.edu">advising@johnson.edu</a>     |
| <b>Tutoring</b>   | Resource Center<br>570-702-8953     | <a href="mailto:tutoring@johnson.edu">tutoring@johnson.edu</a>     |
| <b>Student Business Services</b>                        | 570-702-8923                        | <a href="mailto:bursar@johnson.edu">bursar@johnson.edu</a>         |
| <b>Bookstore</b>  | e-Campus                            | <a href="https://jc.ecampus.com/">https://jc.ecampus.com/</a>      |
| <b>Counselor and Manager of Disability Services</b>     | Melissa Saxon-Price<br>570-702-8956 | <a href="mailto:counseling@johnson.edu">counseling@johnson.edu</a> |
| <b>Chief Academic Officer</b>                           | Kellyn Nolan<br>570-702-8940        | <a href="mailto:knolan@johnson.edu">knolan@johnson.edu</a>         |
| <b>Vice President of Student &amp; Academic Affairs</b> | Bill Burke<br>570-702-8907          | <a href="mailto:bburke@johnson.edu">bburke@johnson.edu</a>         |
|   |                                     |  |

## **Johnson College Mission Statement**

Johnson College provides real-world hands-on learning in a caring environment and prepare graduates to enter into or advance in their careers.

## **Dual Enrollment Options**

Johnson College offers a variety of dual enrollment options which allow eligible high school students to enroll in college classes concurrently with high school classes. Students can experience college level courses and shorten the time required to complete an associate degree. Participation in these programs will all students to gain insight into the college academic experience and explore areas of interest.

### **Courses taken at your high school**

Students at participating area school districts may be eligible to earn credit for courses they are currently taking at their High School. An agreement must be in place between the school district and Johnson College, and registration must take place prior to the end of the second quarter. Cost per credit is \$100.

### **Courses taken at Johnson College**

High School students may participate in our dual enrollment program and take courses at Johnson College or through our distance education program. Approval from high school is required, cost per credit is \$150.

## **Industry Fast Track**

The Industry Fast Track is a joint partnership with area school districts and Johnson College. The Industry Fast Track offers high school students an opportunity to enroll simultaneously in secondary and post-secondary coursework at Johnson College. The course meets state requirements for high school graduation while providing introductory level college courses. Students will remain enrolled full-time at their high school while attending classes at Johnson College. The Industry Fast Track Advisor will supervise the students and monitor academic progress. Student schedules are pre-determined based on program of study. Industry Fast Track will make every effort to schedule courses between 12:00pm and 4:30 pm. Monday through Friday.

### **Qualifications:**

- A. Students who meet all of the following criteria are qualified to participate in the program:
  - a. The student is a high school junior or senior.
  - b. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the School District.
  - c. The student demonstrates readiness for college-level coursework in the intended subject area, as determined by Johnson College. The College will determine readiness based on recommendations from the School District, standardized test scores, and a placement exam if necessary.
- B. Students who reside in the participating School District but who are either being home schooled or attend a private/charter school may be permitted to enroll in the dual credit courses if they receive approval from both the School District and Johnson College.
- C. In order to remain in the program, the student must maintain a secondary school grade point average of 2.5 in the applicable subject area of study. The student must also maintain a minimum grade of 2.0 (72% or above) in each dual enrollment course for transfer eligibility.

### **Objectives:**

- Facilitate a seamless transition between high school and college
- Provide additional opportunities for college bound students to embrace academic challenges
- Offer high school students access to all services provided by the college
- Reduce the cost of post-secondary education
- Reduce the amount of time required to earn a college degree

In an effort to ensure the equivalency of dual enrollment courses, Johnson College will adhere to best practices pertaining to:

- Course equivalency

- Faculty qualifications, evaluations, and development
- Student outcomes assessments

Specifically, our goals are to ensure the following:

- Courses are taught at a collegiate level
- Only qualified high school students enroll
- Same rights, privileges, and support is given to all students

### **Course Selection:**

Transfer courses include those courses that may be used toward the completion of a Johnson College associate degree. These general education or introductory level courses typically transfer to most public and private colleges and universities. However, Johnson College cannot guarantee that all colleges and universities will accept all credits and strongly recommend the student contact an advisor at the institution in which they plan to attend. Students transferring can find our transfer agreements on <https://johnson.edu/transfer-opportunity/>.

Courses offered will be drawn from Johnson College's existing academic inventory of courses offered for credit. Courses numbered 200 level and allied health programs are not eligible for dual enrollment credit. A semester hour of credit is based upon the average number of hours taught weekly.

### **Course Offerings**

Visit our website to see traditional course offerings at Johnson College campus:

<https://johnson.edu/registrar/>

### **Add/drop and withdraw policies:**

We understand students may not be prepared for the commitment and discipline required to be successful in college courses. Students have the opportunity, in consultation with the counselor and instructor, to request to withdraw from the course. It is the students' responsibility to contact their school counselor immediately if they are considering not completing a dual enrollment course.

<https://johnson.edu/registrar/>

Students that register for dual enrollment classes are agreeing to release information between the school district and college. This permits the Johnson College Office of Registrar to send/receive grade reports to/from the school district designee at the end of the academic term.

### **Student Transcripts:**

Official records of the students' college credits and grades are maintained by the Office of the Registrar and Enrollment. Students may request official transcripts of these records by submitting a Transcript Request Form. This form may be found by visiting our website:

<https://johnson.edu/registrar/>

### **Student Payment:**

The costs for all dual enrollment courses will be paid directly to the College by the student at the time of registration. Students are directly responsible for the purchase of the textbook(s) required for each course in which they are enrolled.

Total approved cost for this course:  
\$100 per credit hour taken at High School  
\$150 per credit hour taken at Johnson College  
\$200 per credit hour Industry Fast Track

|          |                     |
|----------|---------------------|
| a. Books | <u>Market Price</u> |
| b. Fees  | <u>\$0</u>          |

\*Tools may be required to participate in labs. A suggested tool list can be provided. It is recommended that all students speak with their instructors before purchasing tool.

Visit our website for payment options: <https://www.johnson.edu/tuition-and-fees/>

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip code: \_\_\_\_\_

Sex: Male \_\_\_ Female \_\_\_

Social Security #: \_\_\_\_\_

Telephone:

Home: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Graduation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Dual Enrollment**

High school \_\_\_\_\_

**Student Responsibility:**

Students transferring credits to another college should check with the receiving institution for transfer policies and procedures.

Registration for the purpose of transfer is contingent upon written documentation that the home institution has approved enrollment and that any prerequisite requirements have been completed.

Guidance Signature \_\_\_\_\_

**SAMPLE**

**Course Registration**

| Course Code | Course Name | Day and Time |
|-------------|-------------|--------------|
|             |             |              |
|             |             |              |
|             |             |              |

**-Dual Enrollment Pricing:**

**\$100.00 per Credit at High School**

**\$150.00 per credit at Johnson College**

**-Payment must be made in full at the time of registration**

**Formation of Selections & Cancellations of Courses:**

The formation and/or continuation of class sections and courses of instruction are subject to adequate enrollment. The college administration reserves the right to cancel a program, course or section, to change the time of meeting, to subdivide a section, or to combine two or more sections as circumstances may require. In the event the program is cancelled a full refund will be issued to the student.

**All students registered for Dual Enrollment Classes are required to attend a brief orientation at Johnson College prior to the start of classes**

I accept registration at Johnson College subject to all rules, regulations and requirements as to conduct, and financial obligations as set forth in this agreement and the Johnson College Catalog (<https://johnson.edu/current-students/past-course-catalog/>)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_