

Dual Enrollment

Innovating. Partnering. Advancing



2025-2026 Handbook



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 over a century ago, we have become one of the top career and 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.”

We also offer an early college program that allows students to enroll in courses alongside Johnson College students while completing high school graduation requirements. Our Industry Fast Track program offers coursework in all of our 1- and 2-year programs.

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/.

Welcome to Johnson College, WE WORK!

Sincerely,

Jeanine Engelmann, EdD
Chief Academic Officer
jengelmann@johnson.edu

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Johnson College Mission Statement

Johnson College provides industry focused, hands-on learning in a supportive environment and prepares graduates to enter into and 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's degree. Participation in these programs allow 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 Johnson College credit for high school coursework. Courses must be pre-approved and an articulation agreement must be in place between the school district and Johnson College. Registration must take place prior to the end of the second quarter. **Cost per credit is \$100 per credit.**

Courses taken through Johnson College

Students in rural counties can take Johnson College courses via synchronous distance education. Enrolled students will have interactive, two-way access to Johnson College faculty and will participate in remote education, discussions, testing, and skill demonstrations via high-tech telecommunications equipment. Approval from the high school is required. Course offerings and locations are selected by Johnson College and vary between semesters. **Cost is \$250 per credit.**

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

Early College Program

The Industry Fast Track is a joint partnership with area school districts and Johnson College. The Industry Fast Track program offers high school students an opportunity to enroll simultaneously in secondary and postsecondary coursework at Johnson College. The courses meet state requirements for high school graduation while providing introductory college-level courses. Students remain enrolled full-time at their high school while attending classes at Johnson College. The Associate Director of Enrollment will supervise the students and monitor academic progress. Student schedules are pre-determined based on program of study. Every effort will be made to schedule courses between 12:00pm and 4:30 pm, Monday through Friday, but cannot be guaranteed. We cannot guarantee internship placements to participating Industry Fast Track students, especially if they are under the age of 18.

Academic Progression in Industry Fast Track

The number of Johnson College credits an IFT student can enroll in each academic term is dependent on course availability and the student's term and cumulative GPA at Johnson College.

- At least 2 program (non-general education/core career) courses will be available to IFT students each semester (either online or in-person).
- When a student's term and cumulative GPA is 3.0 or better they can register for any number of credits per academic term.
- When a student's term or cumulative GPA is between 2.0 and 2.99, they can register for up to 12 credits the following academic term.
- When a student's term or cumulative GPA is below a 2.0, they are placed on academic probation, can register for up to 6 credits the following academic term, and must earn at least a 3.0 GPA the following academic term to stay in the program.

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.

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 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. If you are attending Johnson College and come from a district that pays for its students' tuition, then all bills and payments will be between Johnson College and that participating district. Students are directly responsible for the purchase of the textbook(s) required for each course in which they are enrolled, unless attending a district that covers the cost of its students' tuition/books.

Total approved cost for this course:

\$100 per credit hour taken at High School \$250 per credit hour taken at Johnson College \$250 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 tools. Students are responsible for purchasing required tools.

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

Dual Enrollment Registration

Name: _____

Address: _____

City: _____ State: _____

Zip code: _____

Sex: Male ____ Female ____

Social Security #: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Date of Birth: _____

High School: _____

High School Graduation Date: _____ / _____

Federal law requires that institutions of higher education gather the following information regarding the ethnicity and race of its students and employees. Your individual information will be kept strictly confidential. The law only requires institutions to report aggregate totals for each category.

Are you Hispanic or Latino? _____

Select one or more of the following races:

- ☐ American Indian or Alaska Native
- ☐ Black or African American
- ☐ White
- ☐ Asian
- ☐ Native Hawaiian or Other Pacific Islander

Dual Enrollment Selection and Pricing

\$100.00 per Credit at High School _____
(Dual Enrollment Agreement with High School needed)

\$250.00 per credit at Johnson College _____

Payment due at time of registration

Upcoming Course Offering

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

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.

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

Course Registration

Course Code	Course Name	Day and Time	Credits

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: _____