

# HIGH SCHOOL CAREER DUAL ENROLLMENT

## ADMISSIONS PACKET 2017-18



### Available High School Career Dual Enrollment Programs

#### Main Campus (State Road 70 East)

- Accounting Operations
- Administrative Office Specialist
- Air Conditioning (August entry and full-time everyday only)
- Automation and Production
- Automotive Collision Repair and Refinishing
- Automotive Service Technology
- Baking & Pastry Arts (August entry only)
- Building Trades & Construction
- Carpentry
- Computer Systems & Information Technology
- Commercial Foods/Culinary Arts
- Digital Design
- Digital Photography
- Digital Video Production
- Drafting
- Electrician (full-time everyday only)
- Electronic Technology
- Machining
- Major Appliance Repair
- Marketing Management and Entrepreneurial Principles
- Network Support Services
- Plumbing
- Web Development

#### East Campus (Lakewood Ranch Blvd.)

All East Campus programs listed below require additional application documents.

- Emergency Medical Technician (EMT) (seniors & January entry only)
- Fire Science (seniors & August entry)
- Patient Care Technician (PCT) (seniors, August & January full-time entry)
- Optometric Assisting (seniors, August, & full-time entry)



**MTC**  
MANATEE  
TECHNICAL  
COLLEGE

[ManateeTech.edu](http://ManateeTech.edu)

# MANATEE TECHNICAL COLLEGE HIGH SCHOOL

## CAREER DUAL ENROLLMENT ADMISSIONS PROCESS - FAQ'S

### **What is High School Career Dual Enrollment?**

High School Career Dual Enrollment is an option for high school students to enroll in MTC postsecondary courses creditable toward both high school graduation and a career and technical program certificate.

### **Where are Dual Enrollment programs offered?**

Both the MTC East and Main campuses offer High School Career Dual Enrollment programs at their sites.

### **What is the list of programs on the front cover?**

All of the available high school career dual enrollment programs for high school students are listed on the cover. Students aged 16 and older may apply and must have a cumulative 2.0 grade point average and have the approval of their high school counselors. High school students will earn high school elective credits for attending career and technical programs at MTC.

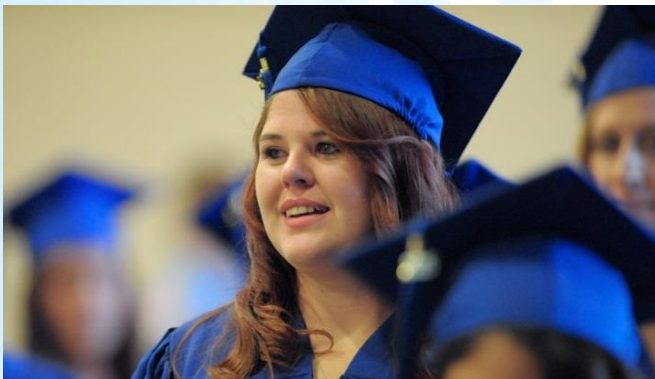
### **When can a student begin the High School Career Dual Enrollment Process?**

Students aged 16 or over may enroll. Some technical programs may be completed as a high school student; others may require a student to complete after graduation as an adult student.

### **How do students get started?**

All prospective High School Dual Enrolled students must:

- Complete the attached Manatee Technical College High School Career Dual Enrollment Application.
- Obtain appropriate signatures, and submit the application to the current high school counselor.
- For MTC Main Campus programs call 751-7900 ex. 1013 to schedule to take the Test of Adult Basic Education (TABE). For East Campus programs call 752-8100 ex. 2100 to schedule to take the TABE.
- Follow-up with a MTC Career Counselor to ensure you are enrolled in the correct program.



### **What are the entry requirements to be High School Career Dual Enrolled?**

High School Career Dual Enrollment entry requirements are met when:

- A student has completed a minimum of 11 high school credits.
- A student has met the minimum 2.0 unweighted grade point average (GPA).
- A student has taken the required level TABE and scored within two grade levels of the mandated exit scores.
- Some programs have additional program specific requirements; see an MTC Career Counselor for more information.

### **What are the expectations to maintain High School Career Dual Enrollment?**

- A student maintains a minimum 2.0 unweighted grade point average at the current high school as well as a 2.0 unweighted GPA in their technical program.
- A student complies with the Attendance Policy, the Student Code of Conduct Handbook, and specific program requirements while enrolled in an MTC technical program.
- Some MTC programs require a 3.0 GPA be maintained in order to stay enrolled in the MTC program area.

### **What are Technical Program completion requirements for High School Career Dual Enrollment?**

Technical Program completion requirements are met to receive a program technical certificate when:

- A student has passed all coursework within the MTC technical program with a C or better (some health programs require a B or better).
- A student has met the State of Florida Department of Education mandated TABE exit scores or if applicable, the appropriate industry certificate or state licensure is passed.

### **Do High School Career Dual Enrolled students earn high school credit?**

Yes. Students have the opportunity to earn (4) credits per year/part time or (8) credits per year/full time. These credits apply toward graduation requirements.

### **Are there any fees for High School Career Dual Enrolled students?**

Students are required to follow MTC's dress code policy which is program specific and will require the purchase of a uniform and ID. Manatee County Public School high school students are provided tuition and text books free of charge. Some programs may require tools or supplies not covered by the School District. Please see your MTC Career Counselor for more information about your specific program of interest.

### **Can students earn college credit?**

Some programs allow the student to articulate college credit at State College of Florida (SCF) and other colleges. For more information, see a MTC Career Counselor.

### **Are uniforms required in all programs?**

Yes. Students are required to wear a uniform particular to their individual program. Uniforms are available for purchase in the bookstore at the Main Campus.

### **Are ID's required in all programs?**

Yes. The student ID must be displayed at all times.

### **Is transportation available?**

Yes. Limited school bus transportation is provided and must be identified on the application. Charter, home and/or private school students must provide their own transportation. Manatee County Area Transit (MCAT) also stops at the MTC East and Main campus locations; students may also drive their own vehicles. Students in select health programs are required to provide their own transportation to clinical sites.

### **Is there an attendance policy?**

In accordance with Florida Statute 1003.24, a child's attendance in school is the responsibility of the parent or legal guardian. Absences cause students to miss significant instruction and learning opportunities. Non-attendance places the student in jeopardy of consequences per the Student Code of Conduct. Failure to comply may result in dismissal from the program.

### **What certificates do students receive?**

Technical Program Certificates are awarded to students who have successfully completed all of the requirements of the program in which they have enrolled, which include meeting state mandated TABE exit scores. In addition, Manatee County Public Schools provide an opportunity for state licensure or industry certification. Please see a MTC Career Counselor for specific program information.

### **What happens if the Technical Program is not completed prior to high school graduation?**

A student who does not complete his/her program during high school may return as an adult student and complete the program. Once enrolled as an adult, all enrollment/financial criteria will apply.

**For more information, visit the Manatee Technical College website at <http://www.ManateeTech.edu>**

### **What is the TABE?**

TABE stands for Test of Adult Basic Education. It is a state-regulated assessment of basic skills in Math, Reading and Language. High School students may take the TABE at any Manatee Technical College campus, free of charge. All students entering a program of study must sit for the required level TABE. Prior to testing, students with an active 504 Plan or IEP should disclose this information to the Technical College's Counselor in order to request special accommodations if needed. Contact your current high school ESE Specialist for further assistance or a MTC Career Counselor.

### **How are TABE scores used?**

TABE scores are one of the assessments used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in his/her technical program. Students scoring within two grade levels of state mandated exit scores have a better opportunity to successfully meet the rigors of an MTC technical program. Students scoring within two grade levels of their mandated exit scores will be counseled and appropriate options for assistance will be determined. Scores are reviewed with the student to determine what type of academic intervention will be required so that the student is ready to meet the demands of their technical program of study as well as meeting the state mandated exit scores.

### **Does the college provide basic skills remediation to prepare students to meet the TABE exit scores for their program of study?**

Yes – Students will have the opportunity to register for instructional support to prepare them to retest to meet the TABE program exit scores. This instructional support will be required and will be monitored by both the counselor and instructor. Teacher access, lab facilities and online options will be available, including extended, evening and summer hours. Students only need to retest in the area or areas they did not meet (Math, Reading and/or Language) and the required remediation will be focused to support their success.



*No employee, student, applicant for admission or applicant for employment, volunteer, vendor, or member of the public, shall, on the basis of race, color, national origin, sex, gender orientation, disability, marital status, age, religion, or any other basis prohibited by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any educational programs, activities, services, or in any employment conditions, policies or practices conducted by the School District of Manatee County.*

# MANATEE TECHNICAL COLLEGE HIGH SCHOOL CAREER DUAL ENROLLMENT APPLICATION

(Please Print)

Requested Admission Date:  August, 20\_\_\_\_  January, 20\_\_\_\_ Birth Date: \_\_\_\_\_ SSN#: \_\_\_\_\_

Student Name: \_\_\_\_\_ Name of Current High School: \_\_\_\_\_  
(First Name) (Last Name)

Address: \_\_\_\_\_ Student Cell: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Parent Cell: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Grade level at time of entry at MTC: (check one)  11 or  12 Application Date: \_\_\_\_\_

Do you need bus transportation to and from MTC?:  Yes  No Do you qualify for free or reduced lunch?:  Yes  No

**Note:** For acceptance, students must complete the required level T.A.B.E. (Test of Adult Basic Education). If the TABE exam is not offered at your high school, please first submit this application then contact MTC to schedule a test date and time.

**Note:** Some programs may require additional information and documents to enroll.

## MTC PROGRAM CHOICE

First Program Choice: \_\_\_\_\_  Part Time  Full time

Second Program Choice: \_\_\_\_\_  Part Time  Full time

What are your career goals? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## TO BE COMPLETED BY HIGH SCHOOL COUNSELOR

Student Alias ID \_\_\_\_\_ FLEID \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Required data for DOE reports. MTC is using a separate database system).

Student is classified: Regular Classes \_\_\_\_\_ Exceptional Student (E.S.E.) \_\_\_\_\_ (Include IEP)

What is the preferred scheduled time: Odd Day \_\_\_\_\_ Even Day \_\_\_\_\_ Full-time \_\_\_\_\_

I verify that the student has at least a 2.0 GPA as required for dual enrollment at MTC.

High School Counselor Approval \_\_\_\_\_ Date \_\_\_\_\_  
(Printed Name) (Signature)

MANATEE TECHNICAL COLLEGE USE ONLY

MTC HS CAREER DUAL ENROLLMENT APPLICATION Rev. 1/27/2017

T.A.B.E. results: Reading \_\_\_\_\_ Math \_\_\_\_\_ Language \_\_\_\_\_ Date \_\_\_\_\_

Accepted for program \_\_\_\_\_ Time: Odd \_\_\_\_\_ Even \_\_\_\_\_ Day \_\_\_\_\_

Notes \_\_\_\_\_

