



Dual Enrollment Family Guide

Dual Enrollment Information

New Garden Friends School offers students the opportunity to take college courses in their junior and senior years. These options are provided so that a student may pursue advanced courses in a specific area of interest. As exciting as this may sound, dual enrollment is not for everyone. Before you request a dual enrollment course, please be sure you fully understand the requirements of attendance and of the academic responsibilities so you can decide if this experience is right for you. If you have additional questions, please reach out to Allie Blosser, Academic Dean and College Counselor.

Fundamentals of a Dual Enrollment Course

Expectations

Students taking a college course are expected to attend each class and to participate as fully as they participate in a traditional high school course. All assigned work must be completed by the due date, and students must actively participate in course discussions with teachers and other classmates.

Classwork and Homework

Class work may consist of discussions, written assignments, group work, projects, and more, depending on the way your professor has constructed their class. The amount of homework assigned in a college course is very different from the amount of homework assigned in a traditional high school course.

Course Schedule

Classes will continue during our school vacation days and school trips.

Course Grades

Final course grades will be posted to the NGFS transcript but will not appear on the report card. Final grades will not be used in GPA calculations, but the course name and grade does appear on the high school transcript as part of the high school academic record. Should you withdraw from a class, be aware that "W" will appear on your NGFS transcript. The grade earned is also part of your college academic record. Should you want the class(es) to satisfy general education requirements for college, an official transcript must be requested and sent to the college you will attend.

Cost of Courses

- Up to two courses per semester may be paid by NGFS as part of tuition. If a student intends to take a college course that is also offered by NGFS, families will be responsible

for the cost of the course. If a student requests more than two courses, families will be responsible for the cost of the course. **If a student withdraws from a course, the family is responsible for reimbursing NGFS for the cost of the course. If the student earns a D or F in the course, the family is responsible for reimbursing NGFS for the cost of the course.**

- Families are initially required to pay for courses at GTCC and UNCG, but will be reimbursed by the Finance Office upon submission of receipt.

Characteristics of a Dual Enrollment Course Student

- You should be a self-motivated, self-disciplined learner. Because of the flexibility in college classes, it can be easy to fall behind with work. It is your responsibility to know and follow assignment due dates, set your own pace to complete all assignments, and submit work on time. Assignments in college classes vary from class to class and may include quizzes and tests, reading and writing assignments, special group projects, and class discussions. One of the biggest mistakes new dual enrollment students make is not giving themselves enough time to complete their work.
- You should be willing to ask for help when needed -- from the professor, NGFS Advisor, NGFS College Counselor, and/or others as necessary for success.
- Strong problem-solving, reading, and writing skills are imperative for success.

If you are interested in requesting a dual enrollment course, please print and return the correct Dual Enrollment Form (links below) to the College Counselor, Allie Blosser, or the Registrar, Lisa Bates-Glass.

Dual Enrollment Options

- Guilford College
 - Minimum GPA: 3.0
 - For details about specific courses, please refer to the [Guilford College Catalog](#).
 - To see the current Guilford College course schedule, please click [here](#).
- GTCC
 - Click here to learn more about the [Career and College Promise Initiative](#).
 - Minimum GPA: 2.8 or [test scores](#)
 - Please follow [this link](#) to the GTCC course schedule.
- UNCG
 - Available only to seniors with superior academic credentials
 - [Visiting Student Information](#)

Dual Enrollment Process

EVERYONE COMPLETES STEP 1:

Step 1: Fill out the NGFS Application ([Initial](#), [Continuing](#)) and return it to Allie or Lisa once it is complete. Once your NGFS application has been processed by the school, we will let you know if you have been approved to take a dual enrollment course, and if not, next steps.

The processes at GTCC and UNCG are multistep, and while we can't complete it for you, we are here to assist you.

After you are registered for classes at any university, don't forget to obtain a parking pass and get your textbooks. NGFS does not purchase these items.

Guilford College

Step 2: To request a course at Guilford College, please email Becky, Lisa, and Allie.

GTCC

Step 2: Decide which pathway is best for you. Please see Allie or Lisa for assistance with this. You can find more information about the pathways [here](#).

Step 3: Complete the GTCC online form found [here](#). It links to CFNC. If you do not already have a CFNC account, please create one.

Step 4: Complete the GTCC form [found here](#) and it to ccpadmissions@gtcc.edu, Allie, and Lisa. Once we see that you have sent the forms, the NGFS Registrar's Office will send GTCC your current transcript.

Step 5: When GTCC has received the required forms, a GTCC email account will be created and login information will be sent to your NGFS school email address.

Step 6: Email ccp@gtcc.edu to request the course. Use the GTCC email to request classes.

Step 7: The family must pay tuition and submit the receipt for reimbursement.

UNCG

Step 2: Please read all the information on [this UNCG webpage](#) for more information. If you are still interested in taking a course at UNCG, please fill out [this form](#) and have it signed by the appropriate individuals.

Step 3: When you have the form above signed, go to [this webpage](#) and complete the form. You will be asked to pay \$65 fee and upload the form from Step 2.