

# LANDER UNIVERSITY DUAL ENROLLMENT

## High School Counselor's Guide

### About Dual Enrollment at Lander

- Qualifications
  - High school juniors and seniors
  - Minimum weighted GPA 3.25
- Qualifying students in the state of South Carolina may apply to the Dual Enrollment program and take up to six (6) credit hours per Fall and Spring semesters for \$0 tuition
  - Students may choose to only take one course, there is no clause requiring students to enroll in two courses in order to receive the \$0 tuition
- Students attending districts who sign a Memorandum of Agreement with Lander University may receive a reduced rate of \$100/credit hour for additional hours exceeding the six (6) free hours per semester
- In addition to the six (6) free credit hours, students in partnering schools may participate in the Teacher Cadet Program (EDUC 101 & ECED 222) offered through the Frank Russell Technology Center in Greenwood District 50 at no cost
- Students are responsible for additional course fees (lab fees, etc.) and cost of books/materials unless otherwise designed by the high school/district
- Additional incurred fees must be paid through the Business Office before the payment deadline to avoid the student being dropped from their courses – this statement is only necessary for students who enroll in more than the allotted six (6) free hours or those who incur course or lab fees

### Admissions Checklist

- Apply to Lander as a **non-degree seeking student**
  - Dual Enrollment students are required to submit a new application every academic year that they plan to enroll in Dual Enrollment courses
- Submit an official **high school transcript** to the Lander University Office of Admissions
  - Updated high school transcript must be sent with new application per academic year
- Submit **immunization records**
  - Dual Enrollment students taking courses on Lander's campus must submit a copy of their immunization records
- Submit **Dual Enrollment request form**
  - Dual Enrollment request form must be completed for each semester a student plans to enroll in courses
  - Form must be signed by student, parent/guardian, and high school counselor/administrative official

## Selecting and Registering for Courses

- Admissions process must be completed **before** students are enrolled in Lander coursework
- Students should consider where they would like to attend college and research the programs of study available at that college
- Use resources like [www.sctrac.org](http://www.sctrac.org) to determine how certain classes at Lander will transfer to their desired program of study
- Students should confer with their high school counselor to determine what courses will also meet high school graduation requirements
- School counselors and students can access upcoming course availability by visiting [www.lander.edu](http://www.lander.edu) > **select Academics** > **select Search for Courses**
- Students should meet with their school counselor to **complete and sign** the Dual Enrollment request form
  - Students will only be registered for courses approved on request form
  - Changes to the Dual Enrollment request form will require an amendment on the form with high school counselor's initials as authorization
- Dual Enrollment students are registered by the Office of Dual Enrollment at Lander University
  - Dual Enrollment registration opens on the priority registration date each semester
    - In order to receive priority registration, students should complete the admissions process prior to the priority registration date
    - Course availability is based on seat availability – students can opt to be placed on a waitlist where available
  - Students can be registered and request changes to their Dual Enrollment schedule up to the first week that classes begin for the desired semester

Questions? Contact Brittany Brissey at (864) 388-8802 or email [bbrissey@lander.edu](mailto:bbrissey@lander.edu)

*Revised April 2024*