



# TUNKHANNOCK AREA SCHOOL DISTRICT

**Todd Bosscher**  
Principal  
High School

## Dual Enrollment 2018-19

September, 2018

Dear Parents, Guardians and Students,

The **Tunkhannock Area School District** is pleased to offer **Dual Enrollment**. Dual Enrollment allows qualified students an opportunity to earn college credits at a dramatically reduced rate while completing their high school requirements. Attached is an outline of the schools with which TASD has dual enrollment agreements, their tuition rates, and course registration information.

Students are able to take certain courses within our building and with our TAHS teachers to earn college credits through Lackawanna College, Keystone College and Johnson College. The advantage of this program is that these college credits can be transferred to other colleges. These courses/credits are reflected on the student's TAHS transcript.

The University of Scranton, Penn State University Wilkes Barre, California University of PA (on-line) and Lackawanna College also offer dual enrollment courses at a reduced rate. While these courses are often transferrable to colleges they cannot be applied towards TAHS graduation requirements and would not be reflected on the student's TAHS transcript.

The college credits earned through any dual enrollment agreement will likely be **transferrable** to the college or university of your choice upon graduation. Students and parents are encouraged to contact any college to which the student will be applying to determine credit transferability. Students and parents should ask if specific courses taken with any of our dual enrollment partners will be accepted, not only at the institution but also within the desired academic program or major.

At TASD we strive to expand our students' education within and beyond our high school walls. If you have any questions about this unique opportunity or need more details, please call Mrs. Susan Elias in the school counseling office (570-836-8271).

Sincerely,

Todd Bosscher  
TAHS Principal

LETTERS

# *Lackawanna College*

*Dual Enrollment Course Offerings for Tunkhannock High School for the 2018-19 school year. These courses will be taught by certified adjunct faculty only at Tunkhannock High School.*

***College Algebra (MAT 120) – 3 credits***  
TAHS – Honors Algebra II

***Introduction to Psychology (PSY 105) - 3 credits***  
TAHS – Psychology

***Introduction to Computer Applications (CIS 105) - 3 credits***  
TAHS – Microsoft Computer Skills II

***Pre-Calculus (MAT 220) - 4 credits***  
TAHS – Honor Pre-Calculus/ Honors Calculus

***Introduction to Literature (ENG 110) - 3 credits***  
TAHS – Honors English 4

***General Chemistry I (CHM 120) - 3 credits***  
TAHS – Honors Chemistry

***General Chemistry I Lab (CHM 121) - 1 credit***  
TAHS – Honors Chemistry Lab

***General Physics I (PHY 120) - 3 credits***  
TAHS – AP Physics I

***General Physics I Lab (PHY 121) - 1 credit***  
TAHS – AP Physics I Lab

***Principles of Accounting (ACC 105) - 3 credits***  
TAHS – Accounting 2 or 3

*Dual Enrollment Course Offerings for Tunkhannock High School for the 2018-19 school year. Students will enroll in already existing courses at Lackawanna College.*

***College Writing (ENG105)***  
***Introduction to Statistics and Data Analysis (MAT 135)***  
***Effective Speaking (COM125)***  
***Introduction to Sociology (SSC105)***

- Must receive a 2.0 (73%) in the dual enrollment course to get LC credit.
- Students are required to pay tuition, \$100 a credit, at the time of registration (October 4, 2018).
- There is no registration fee.
- Lackawanna College will keep a comprehensive record of courses taken through dual enrollment in the registrar's office.



# DUAL ENROLLMENT Course Registration

Semester & Year \_\_\_\_\_

ID # \_\_\_\_\_

Issued By \_\_\_\_\_ Center

Please Print

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

Name \_\_\_\_\_  
last first middle initial

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

Address \_\_\_\_\_

\_\_\_\_\_ city state/zip county

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

Mobile \_\_\_\_\_

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

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

High School Attended \_\_\_\_\_

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

### Have you previously participated in Dual Enrollment at Lackawanna College:

\_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Please check if address has changed

Please check total credits hours earned to date  
at Lackawanna

\_\_\_ 0-15 \_\_\_ 16-30

American Citizen: \_\_\_ Yes \_\_\_ No

Permanent Resident: \_\_\_ Yes \_\_\_ No

Visa Type \_\_\_\_\_

### Check appropriate ethnicity:

- \_\_\_ White/Non Hispanic      \_\_\_ Asian/Pacific Islander
- \_\_\_ American Indian/Alaskan      \_\_\_ African American/Non Hispanic
- \_\_\_ Hispanic      \_\_\_ Non- Resident Alien

### CHECK APPROPRIATE CATEGORY:

Dual Enrollment

\_\_\_\_\_ High School Attending

\_\_\_\_\_ Advisor Approval

### Student Responsibilities

Students transferring credit to another college should check with the receiving institution for transfer procedures. Students should refer to the college catalog for all college policies and course pre-requisites before registering for classes.

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

### Courses To Be Taken

Course Code	Title Of Courses	Check If Repeated Course

Business Office \_\_\_\_\_

I accept registration in Lackawanna College subject to all rules, regulations and requirements as to conduct, and financial obligations as set forth in the catalog. I am aware of Lackawanna College's refund policy.

WHITE - Registrar  
YELLOW - Business Office  
PINK - Student

Date \_\_\_\_\_ Signature \_\_\_\_\_



# Tunkhannock High School Dual Enrollment Registration

This completed form should be submitted to the Guidance Office no later than October 30, 2018 to register for dual enrollment courses with Keystone College. Late Registrations will not be accepted.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
First Name M.I. Last name

Male  Female Date of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_ Anticipated HS Graduation Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Email: \_\_\_\_\_

Are you interested in pursuing a degree at Keystone College?  Yes  No Intended Major: \_\_\_\_\_

Please indicate below your choice of course(s) below:

<input type="checkbox"/> ACCT 1155: Financial Accounting – 4 credits <i>Tunkhannock: Accounting II</i>	<input type="checkbox"/> BUSN 1110: General Business – 3 credits <i>Tunkhannock: Entrepreneurship</i>
<input type="checkbox"/> BIOL 1110: Human Anatomy and Physiology I – 4 credits <i>Tunkhannock: HS Anatomy &amp; Physiology 2</i>	(must take both TAHS A&P 1 and A&P 2)
<input type="checkbox"/> BIOL 1125: General Biology I – 4 credits <i>Tunkhannock: AP Biology</i>	
<input type="checkbox"/> CHEM 1120: General Chemistry I – 4 credits <i>Tunkhannock: AP Chemistry</i>	
<input type="checkbox"/> COMM 1125: Speech Communications – 3 credits <i>Tunkhannock: Speech and Debate</i>	
<input type="checkbox"/> ENGL 1125: College Writing II: 3 credits <i>Tunkhannock: AP English</i>	
<input type="checkbox"/> HIST 1110: The making of the Modern World – 3 cr. <i>Tunkhannock: AP World History</i>	
<input type="checkbox"/> HIST 1130: US History I - 3 credits <i>Tunkhannock: AP US History (1<sup>st</sup> semester)</i>	
<input type="checkbox"/> MATH 2115: Statistics – 3 credits <i>Tunkhannock: Probability and Statistics</i>	
<input type="checkbox"/> MATH 2150: Calculus I – 4 credits <i>Tunkhannock: AP Calculus</i>	
<input type="checkbox"/> PHYS 2110: General Physics I - 4 credits <i>Tunkhannock: AP Physics 1</i>	<input type="checkbox"/> PHYS 2125: General Physics II - 4 credits <i>Tunkhannock: AP Physics 2</i>
<input type="checkbox"/> PSYC 1110: General Psychology - 3 credits <i>Tunkhannock: General Psychology</i>	
<input type="checkbox"/> SOCI 1110: Sociology – 3 credits <i>Tunkhannock: Sociology</i>	
<input type="checkbox"/> SPAN 1110: Elementary Spanish I – 3 credits <i>Tunkhannock: Honors Spanish III</i>	<input type="checkbox"/> SPAN 1115: Elementary Spanish II – 3 credits <i>Tunkhannock: Honors Spanish IV</i>
Total Credits: _____ X \$100 = \$ _____ Tuition	

I understand that transfer of credit cannot be guaranteed by TAHS or Keystone College. I understand that I am solely responsible for all charges and fees resulting from registration for the course(s) above regardless of the grade I earn or the course's transferability to another institution.

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

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

Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8223 ■ [registrar@keystone.edu](mailto:registrar@keystone.edu)

Keystone College is committed to providing equal educational and employment opportunities without regard to an individual's sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a veteran. Keystone College's commitment is to provide an environment where all students and employees can work and study free from discrimination including sexual harassment, sexual violence and sexual assault. The College policy is in accordance with state and federal laws and executive orders including but not limited to: Title VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Visit [www.keystone.edu/title-ix](http://www.keystone.edu/title-ix) for additional information.  
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**DO NOT INCLUDE PAYMENT WITH THIS REGISTRATION.**  
**Keystone College will send a bill to the student's mailing address.**



**KEYSTONE COLLEGE  
DUAL ENROLLMENT AGREEMENT  
2018-2019**

Thank you for working together with us to promote student learning and success. This Agreement is entered into by and between **TUNKHANNOCK SCHOOL DISTRICT** (hereinafter referred to as the "School District") and **Keystone College** (hereinafter referred to as the "College"). This agreement sets out the terms and conditions of the dual enrollment program offered by these two institutions in accordance with Article XCI of the Public School Code (hereinafter "Program"). The terms of this agreement are for the 2018-2019 school year or September 1, 2018 through June 30, 2019.

**Student Eligibility**

Students who meet all of the following criteria are qualified to participate in the program.

- The College will not transcript courses without a 'C' or better; however, students are still responsible for the costs.
- Students will be allowed to enroll in up to 30 postsecondary credits total through dual enrollment at Keystone College.
- For students with documented special circumstances, it is the responsibility of the high school to provide support services to the student as prescribed in their IEP or similar documents.
- As required by state law students need to provide their social security number upon registrations for dual enrollment courses with the College.

**Courses Offered at the High School**

- Courses will be offered on site at the high school and taught by a faculty member of the School District.
- The courses, offered to dual enrollment students are identical to those offered when dual enrollment students are not enrolled, including the use of an identical curriculum, assessments, and instructional materials.
- The courses require prerequisite coursework identical to those enforced for the courses when dual enrollment students are not enrolled.
- Course syllabus and faculty resumes must be reviewed annually and approved by Keystone College. The school district is asked to provide an updated syllabus and resume each year for each course in the Agreement. These should be addressed to the Associate Director of Admissions at the College and submitted no later than July 1 each year.
- Keystone College will determine the equivalent for each high school course in order to maintain consistency throughout this program.
- School Districts are asked to use the official registration form as provided by Keystone College each year. No changes should be made to this form and no other form can be accepted as an official registration.
- Students wishing to add/drop a course must use the official Add/Drop Form and it must be submitted no later than Nov 1 for ALL semester courses.

**Awarding of College Credit**

- The College will award postsecondary credit to students who successfully complete courses taken at the high school as identified in this Agreement with a 'C' or better. The College will transcript this credit in the same manner as matriculating students at the College.

- If a dual enrollment student becomes a regularly enrolled student at the College following graduation from secondary school, the College shall recognize those credits as applying to a student's degree requirements as it would for any regularly enrolled postsecondary student who took the courses. Additionally, students choosing to attend a different institution following high school graduation may request an official transcript from Keystone College. Normal College fees and procedures apply. *Keystone does not guarantee the acceptance of these credits to other Colleges or Universities.*

### Registration, Tuition, and Payment Schedules

- The College will offer dual enrollment to contracted districts for \$100/credit for the 2018-2019 academic year, a significant discount from our normal per credits rate of \$500/credit. It is the responsibility of the student, parent, and home district to ensure timely registrations and payment.
- For courses offered at the participating high school- **payment for fall semester courses will be due December 1, 2018, and payment for spring semester courses will be due April 1, 2019.** Payment can be made via credit card, check payable to "Keystone College," and/or cash.
- If a student withdraws from a dual enrollment course, he/she must notify Keystone College immediately using the official Add/Drop Form so that the corresponding College equivalent course can also be dropped from the student's registration. No refunds will be made to the student for withdrawal notifications after October 1 for the fall semester and February 15 for spring semester courses.
- Payment is required regardless of the grade received in the course and regardless of whether the course transfers to another institution.

### Keystone College Contact Information

General Program Questions:	Cortney Tyler 570.945.8111	<a href="mailto:cortney.tyler@keystone.edu">cortney.tyler@keystone.edu</a>
Registration Questions:	Barb Kelley 570.945.8223	<a href="mailto:barb.kelley@keystone.edu">barb.kelley@keystone.edu</a>
Billing Questions:	Deirdre Currie 570.945.8367	<a href="mailto:deirdre.currie@keystone.edu">deirdre.currie@keystone.edu</a>

**Johnson College**  
**Dual Enrollment Agreement with TASD**  
**2018-19**

**Student eligibility:**

- The student must be a high school junior or senior.
- The student must be making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by TASD.
- 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 TADS, standardized test scores and a placement exam, if necessary.

**Courses offered:**

- If, after graduation from TASD, a dual enrollment student enrolls in the postsecondary institution from which he/she earned dual credits, that institution must recognize postsecondary credit for any successfully completed dual enrollment courses.
- If the student enrolls in a community college, member institution of the State System of Higher Education or a State-related institution, that institution must recognize and award credit for a concurrent course because the credit was earned through a dual enrollment program.
- Institutions not covered above may choose to award postsecondary credit for the concurrent coursework.

**Student credit:**

- In order to successfully complete a course listed in the agreement, students must earn minimum grade of 2.0.
- The College will award post-secondary credit to students who successfully complete courses identified in this agreement. The College will transcript the credit with a P (pass) or F (fail) grade option, with a P being equivalent to a 2.0 or higher. Credits will also be denoted as “dual enrollment”.

*\*The complete DE agreement between Johnson College and TASD is available in the school counseling office and through Mr. Gregory Ellsworth, Director of Career and Technology Education.*

## 6. Classes Offered

The School District, in accordance with Johnson College, will select a tentative list of courses. Below is a group of courses selected by the District for the 2018-19 academic year.

Course ID	Course Name	Instructor/oversight	Location	College Credit	Secondary Credit
VMR 151	Intro. To Vehicle Maintenance & Repair Technology		School District	1 credits	AUTOMOTIVE TECHNOLOGY 2 p.42
VMR 153/154	Brake Systems		School District	3 credits	AUTOMOTIVE TECHNOLOGY 3 p. 42
VMR 143	Steering and Suspension Systems		School District	3 credits	AUTOMOTIVE TECHNOLOGY 3 p.42
CPT 101	Microcomputers I		School District	3 credits	MICROSOFT COMPUTER SKILLS 2 p.44
ENT 101	Entrepreneurship		School District	3 credits	ENTREPRENEURSHIP p.43
BUS 101	Introduction to Business		School District	3 credits	INTRODUCTION TO BUSINESS & PERSONAL FINANCE p.43
ADT 151/152	CAD Technology		School District	4 credits	CAD 4 p. 44
CCM151/152	Woodwork hand and portable tools		School District	3 credits	WOOD TECHNOLOGY 2 p.48
AMT 101	Principles for Advance Manufacturing		School District	3 credits	MANUFACTURING PROCESS 3 p.45
MAT 110	Trigonometry		School District	3 Credits	TRIGONOMETRY p.18
EET 151/152	DC Electricity & Instrumentation		School District	3 credits	Electronics 2
EET 153/154	AC and Passive Devices		School District	3 credits	Electronics 3

## 7. Financial Information

A. Maximum number of dual enrollment students to be enrolled in this course per semester

N/A

B. Total approved cost for this course:

\$100 per credit hour

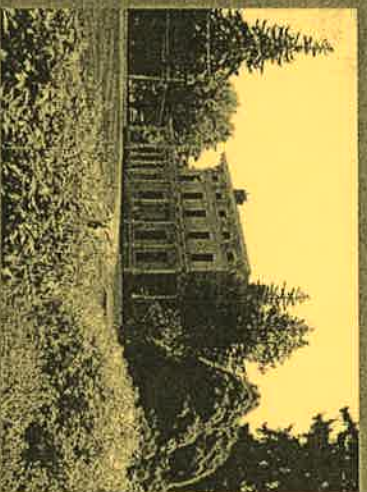


Thank you to the following participating company:



## WHAT IS EITC?

**The** Education Improvement Tax Credit Program, administered by the Pennsylvania Department of Community & Economic Development, enables companies to redirect PA state tax dollars from Harrisburg to support local education. It is funded when businesses that owe certain types of state taxes make donations to support education and then receive up to 90% of their donation subtracted from their Pennsylvania state tax bill.



Contact us with any questions or concerns.

The Community Foundation staff are happy to assist you with the application process.

**(570) 278-3800**

[info@community-foundation.org](mailto:info@community-foundation.org)



**COMMUNITY FOUNDATION**  
*of the Endless Mountains*

270 Lake Avenue, Montrose, PA 18801  
570.278.3800 | Fax: 570.278.9608  
[www.community-foundation.org](http://www.community-foundation.org)

*due Nov. 1*

## PENNSYLVANIA BUSINESSES FOR EDUCATION

With over a decade of experience, The Community Foundation has given millions of dollars in scholarship assistance to thousands of students.



**Dual Enrollment** scholarships are available for your **High School Student**

**Find out more!**



**COMMUNITY FOUNDATION**  
*of the Endless Mountains*



## HOW WE HELP:

# The

Community Foundation  
of the Endless Mountains

prudently administers Education Improvement Tax Credit (EITC) scholarship assistance for high school Dual Enrollment programs. Dual Enrollment allows students to earn college credits while taking classes at their high school campus. We have awarded millions of dollars in scholarship assistance to low and middle income families who wish to provide their high school student with a head start on their college education. We work with high schools in Lackawanna, Susquehanna and Wyoming counties and with Keystone College, Lackawanna Community College, and Luzerne County Community College.



Keystone  
College



LUZERNE  
County Community College

## READY TO APPLY?

**APPLICATIONS FOR DUAL ENROLLMENT ASSISTANCE** are available online from July 1 to ~~November 1~~ **Now** a current list of participating schools, as well as income guidelines can be found with the application. Award notifications will be sent to parents and schools in November.

**1** Visit [www.community-foundation.org/scholarships](http://www.community-foundation.org/scholarships)

**2** Choose Dual Enrollment and click "Apply Now"

**3** Attach, email, fax or mail a copy of the first page of the previous year's 1040 Federal tax return. This form must list the student as a dependent and adjusted gross income. Applications will not be processed without this information.

