

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 a most recent **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 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 > **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
- Once registered, students must participate when classes begin
 - Students who do not attend class or participate in an online class within the first two (2) weeks of Lander classes are subject to being dropped from the course at the discretion of the instructor
 - Students who are dropped by their instructors may only be reinstated in the class by reaching out personally to the instructor and requesting re-enrollment
 - If the instructor does not approve reinstatement, the student may not be re-enrolled in the class
- Students who need to withdraw from a class must do so before the last day of Lander classes in the semester of enrollment
 - Withdrawing from a class does not impact college GPA on the college transcript
 - Students will see a W on their Lander transcript for the withdrawn class
 - Withdrawing from a class does impact the amount of attempted and passed hours on the student's college transcript

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

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