

# Frequently Asked Questions:

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## Applying/ Acceptance to the TFC Dual Enrollment Program

### ➤ Who is eligible to dual enroll?

Students in grades 10-12, are eligible to participate in the TFC Dual Enrollment Program, so long as they have a 3.0 GPA.

### ➤ Do I have to take the SAT/ACT in order to enroll?

No, you don't have to take the SAT/ACT in order to participate in our program. You will have to take it, however, to be accepted as a traditional college student, should you choose to continue your education with TFC.

### ➤ How do I apply?

To apply to our program, you will need to fill out an [Application for Admission](#) and have transcripts from all other schools sent to us. If you took dual enrollment classes with another institution, you will need to send those as well.

## Textbooks

### ➤ How do I order books?

Check out our [step-by-step guide](#) to walk you through each step of the book ordering process!

### ➤ When do I need to order my textbooks?

Book vouchers expire, so you need to order your texts shortly after receiving the voucher.

### ➤ I'm taking classes in session A and B, do I order all my books together or wait until closer to time for session B to start?

We recommend that you order all your textbooks, for both sessions A & B, together at the beginning of the semester. This ensures that you use the voucher before it expires and that you have all your required books in time for classes.

### ➤ Do I keep my books or return them?

If you rented a textbook, you will need to return those at the end of the semester. Otherwise, the books are yours to keep or sell.

### ➤ I rented a textbook, how do I return it?

Please visit the ECampus Help page for instructions:  
<http://tfc.ecampus.com/help/help-desk>

### ➤ What do I do if a textbook is sold out?

Under all of your options for purchasing a text, you will see "Marketplace." This is very similar to Amazon Marketplace in that individuals are selling their textbooks.

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The book voucher can be used for purchases made from the ECampus Marketplace, so feel free to purchase those if you don't want to wait for ECampus to restock their new textbooks.

\* Please note that if your course requires an access code/ebook, purchasing from the Marketplace may mean that you don't receive the required access code. In this case, it would be better to place your order for the new textbook and wait for ECampus to restock the book.

➤ **How long does it take for ECampus to restock a textbook that is sold out?**

Once an order has been placed, ECampus will request that book to be sent from the publisher. It may take them 3-5 days to receive the book from the publisher before they can ship it out to you, the student.

## Book Voucher

➤ **Where will I receive my book voucher?**

Once you are registered for classes, you will need to keep an eye on your TFC email for your book voucher from our online bookstore. Be looking for an email from "Bookstore."

➤ **When will I receive my voucher?**

Vouchers are typically sent a month before classes begin. There isn't a set date that you will receive your voucher, so you will need to keep an eye on your TFC email to know when it comes in. If you are accepted closer to the beginning of classes, you should get your voucher within a week of receiving your schedule.

➤ **What if I don't receive my book voucher email?**

If you haven't received your voucher three weeks before the start of class, please email [dualenrollment@tfc.edu](mailto:dualenrollment@tfc.edu). The exception to this are those students who are accepted with a month or less to the beginning of classes. If this is the case, email the Office of Dual Enrollment if you don't receive your voucher within a week of receiving your schedule.

➤ **How do I use my book voucher?**

Check out our [step-by-step guide](#) that walks you through purchasing textbooks and using your voucher!

➤ **My book voucher has expired, what do I do?**

While we highly recommend using your voucher before it expires, if you see that it has expired, email [dualenrollment@tfc.edu](mailto:dualenrollment@tfc.edu) for help.

➤ **I have money left over on my voucher, can I use it?**

The book voucher credit can only be used to purchase books needed for your current TFC classes, even if there is a balance left over.

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- **My required textbooks cost more than the amount given on the voucher. Can I get more?**

If you see that the books required for classes exceed the amount allotted on the voucher, please email [dualenrollment@tfc.edu](mailto:dualenrollment@tfc.edu) for help.

- **Can my voucher be used somewhere other than TFC ECampus?**

No, the book voucher only works with our TFC ECampus bookstore, so all purchases with the voucher must be made there. If a book is sold out, please reference the Textbook FAQ, above, that addresses your options in this situation.

## **For Home School Students/Parents**

- **How do I register for classes?**

In order to register, you must fill out our Dual Enrollment Form for the semester you are requesting. You will also need to fill out the Home Study Participation Agreement, along with the Move on When Ready Application.

- **How often must I fill out the Home Study Participation Agreement?**

The Home Study Participation Agreement is a yearly form that must be filled out and sent to Georgia Student Finance Commission at the beginning of every school year (Summer-Spring). If you are a new student coming in during the Spring, for example, you will need to fill out this form to cover the current school year you are entering and then complete a new one at the beginning of the following Summer or Fall semester, depending on whether or not your student takes Summer classes.

- **How often must I fill out the Move on When Ready Application and Dual Enrollment Form?**

The Move on When Ready Application and Dual Enrollment forms must be turned in every semester that you are requesting classes.

- **Do I fill out the “High School Agreement” section of the MOWR Application and Dual Enrollment Forms?**

Yes. You, as the home school parent, act as your child’s counselor and will therefore complete this section, in addition to completing the parental agreement.

- **I submitted the Home Study Participation Agreement, but never received my Home Study Name or 6-digit code. How can I get that?**

Please email [sas@gsfc.org](mailto:sas@gsfc.org) at the Georgia Student Finance Commission to retrieve that information

- **Where do I put the 6-digit code and Home Study Name on the Move on When Ready Application?**

On page two of the MOWR Application, you will see “High School Name” and “High School ETS/CEEB Code” You will put your official home study name and home study code in their respective fields.

## For Private/Public High School Students

### ➤ How do I register for classes?

Every semester you must complete the Dual Enrollment form. Once this is complete, talk to your counselor about getting the Move on When Ready Application filled out. This is an electronic application that can be found on the GA Futures website.

### ➤ What classes will I need to take to graduate high school?

Because every student is on a slightly different academic path, you will need to discuss what classes you need to take with your high school counselor.

### ➤ Do I need to check my TFC email?

It is very important to check your TFC email daily, as all correspondence from Toccoa Falls faculty and staff will be sent to that email address.

## My TFC & Course Pages

### ➤ My course schedule isn't showing up in My TFC

When viewing your schedule on My TFC, make sure the drop down boxes reflect the semester and year you are trying to view. If you are trying to view your schedule for the upcoming Fall semester, for example, you'll change the semester to Fall and then select the year.

### ➤ My classes aren't showing up in Course Pages

Classes don't open in Course Pages until the first day of classes for that session. Because of this, you won't see your Session B classes while in the middle of Session A.

### ➤ I was accepted, but haven't received my My TFC login instructions. How can I get those?

If you don't have your login credentials for your My TFC, please email [support@tfc.edu](mailto:support@tfc.edu) to receive those.

### ➤ As a new student, I was told there would be an orientation class? How do I get into that?

You do not need to register for this course, you will be automatically entered into it. The class doesn't begin until approximately 2 weeks before the beginning of classes. Once the orientation course is open, you will see it appear on your Course Pages homepage.

## TFC Email

### ➤ I don't know how log into my TFC email

[Click here](#) to view instructions for logging in.

- **I was accepted, but haven't received my TFC email login instructions. How can I get those?**

If you don't have your login credentials for your TFC email/My TFC, please email [support@tfc.edu](mailto:support@tfc.edu) to receive those.

## General TFC Dual Enrollment Questions

- **What is the difference between dropping a class and withdrawing?**

When a class is dropped, it doesn't show up on your transcript. In the case of a withdraw, however, it will appear on the transcript. If a class is withdrawn before the midpoint of the semester or session, the withdraw will not effect the student's GPA. After the last day to withdraw, if a student withdraws from a class, they will automatically receive an F against their GPA for the course.

- **How do I withdraw from a class?**

Follow this [link](#) and fill out the course withdrawal request form.

- **What do I do if I can't meet a deadline?**

It is imperative that you communicate with your professor if something unexpected comes up that will prevent you from completing an assignment on time. If you know, in advance, that something will conflict with your ability to turn in an assignment, you **MUST** communicate this with your professor(s), so that they can work with you on getting an assignment turned in. This may mean that you take a quiz or turn in a paper earlier than it is due.

- **My high school is going on a break; do I still attend my TFC classes?**

Yes, you will still be required to turn in assignments and participate in classes, even if your high school is on a break. Our college schedule will not always line up with the high school schedule, so please be aware of important dates.

- **What classes do I need to graduate high school?**

The classes that you need to take to graduate will need to be discussed with your high school counselor. They can tell you what classes you need and help you decide which dual enrollment classes you can take.

- **How many classes can I take per semester?**

A dual enrollment student may take a maximum of 15 credit hours per semester, which averages out to 5 classes. If taking online courses, for example, a student may take 3 classes in session A and 2 in session B for a total of 15 semester credit hours.

- **Is it possible to graduate high school with an associate's degree?**

Yes, it is possible to earn an associate's degree while working on your high school diploma. Be aware, however, that all the classes required for an associate's are not covered by the Move on When Ready program and would therefore have to be paid out of pocket at the normal TFC tuition rate.

## Post High School Graduation

➤ **Can I take dual enrollment classes the summer after I graduate?**

Once all high school graduation requirements have been met, a student is no longer eligible for the Move on When Ready program and cannot take dual enrollment classes.

➤ **I want to continue my education with Toccoa Falls after graduating high school. What do I need to do?**

Contact our Admissions Department for instructions on how to apply:  
[admissions@tfc.edu](mailto:admissions@tfc.edu)

➤ **Will my classes taken through Toccoa Falls transfer to other colleges?**

Most classes will transfer from Toccoa Falls College with no problem, as we are SACSCOC accredited. Every college is different, however, so we encourage you to check with the individual institution that the credits will be transferring to.

➤ **How do I request a transcript?**

Transcripts are sent out the high schools at the end of every semester. If you need an official copy sent to a college, however, you can find the Official Transcript Request link in My TFC, under Registration Services.