



TOCCOA FALLS
C O L L E G E
D U A L E N R O L L M E N T

Frequently Asked Questions

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What is Dual Enrollment?

The term *dual enrollment* describes a program that allows eligible high school students to participate in college courses prior to graduating high school. What this means is that you will be completing legitimate college coursework while still in high school.

Additionally, colleges and universities are expected to hold you to the same standard as all other college level students. This is a great opportunity for college-ready students to begin their adventure early!

The State of Georgia offers a way for approved dual enrolled courses to be fully funded (at no cost to the student/parent) through its Dual Enrollment program, found on www.gafutures.org.

What do I need to know about state funding?

Dual Enrollment courses are not automatically funded by the state! It is the responsibility of the student to initiate this process, the high school (or *secondary institution*) to approve the student, and the college (or *postsecondary institution*) to approve the courses taken for the State to agree to cover the cost on behalf of the student. That being said, it's a relatively simple process!

For a more in-depth explanation from the *Georgia Student Finance Commission* (GSFC), visit www.gafutures.org and watch their video on the application process for funding.

Am I even eligible?

You can visit the State's webpage regarding eligibility for funding by [clicking here](#). To summarize their requirements:

- The student **must** be a high school student that is enrolled in a participating public high school, private high school, or home study program (homeschool) in the Georgia.
- The student **must not** have already earned a high school diploma.
- The student **must** be within the ninth, tenth, eleventh, and/or twelfth grade, and eligibility is limited to this four-year period.

Keep in mind that while a student may be eligible for funding, they must also meet Toccoa Falls College's Admissions criteria & requirements in order to participate with TFC Dual Enrollment!

Non-approved courses

Dual enrolled students are welcome to take courses that are not approved for state funding. These courses are offered at a discounted tuition rate of **\$250/credit hour** (textbooks & other fees not included). Most college courses are three credit hours, totaling **\$750 per course**. Payment is due by the start of the semester and can be made at www.tfc.edu/make-a-payment.

A list of all online classes (approved and non-approved) can be found at www.tfc.edu/majors-schedules. Non-approved on-campus courses are available upon request.

How do I apply?

To apply to our dual enrollment program, make sure you meet our admissions criteria and complete all admissions requirements found below!

Admissions criteria

Toccoa Falls College accepts college-ready students who are ready to start their adventure early and meet the following criteria:

- The student **must** be a tenth, eleventh, or twelfth grade high school student.
- The student **must** have a minimum of a 3.0 Grade Point Average (GPA).
- **TFC does NOT require SAT or ACT scores for acceptance to TFC Dual Enrollment!**

Admissions requirements

Toccoa Falls College requires the following items to be submitted in order to officially accept students for TFC Dual Enrollment:

- Complete the [Online Application](#) for admission into our Dual Enrollment Program! Be sure to select the appropriate form (*Dual Enrollment*).
- Have your Official High School Transcripts sent to our Admissions Office!
- If you have previously dual enrolled with any other colleges, have Official College Transcripts sent to our Admissions Office as well (in order to receive transfer credit).

Email (recommended)	Mail
dsmith@tfc.edu	Office of Admissions Toccoa Falls College 107 Kincaid Drive Toccoa Falls, GA 30598

- **TFC does NOT require SAT or ACT scores for acceptance to TFC Dual Enrollment!**

Once all of these are submitted, our Admissions Office should get in touch with you shortly regarding acceptance or any missing items!

Once accepted, the Office of Dual Enrollment will provide you with your registration paperwork. It would also be in your best interest to begin your funding application for state funding (for eligible state funding students)!

Contact Donovan Smith, our Dual Enrollment Admissions Counselor, at dsmith@tfc.edu or call **706-886-7299 ext. 5383** with questions!

What is FERPA?

The *Federal Family Education Rights and Privacy Act* of 1974 (FERPA) prohibits colleges from providing certain information from student records to third parties, such as grades and other student record information.

FERPA does not apply to high school students by default. However, FERPA laws **are** applicable to dual enrolled students, since colleges and universities must treat them as they would any college student.

Who does FERPA apply to?

FERPA restricts the college from releasing “non-directory information” to anyone who is not a need-to-know school official. By default, the Office of Dual Enrollment is only permitted to disclose these records to other relevant departments within the college and the student’s high school guidance counselor or school official on record.

For most home study (homeschool) students, the parent serves as the school official.

In order for the college to release non-directory information to parents/guardians in a way that complies with FERPA, the student must complete a consent form (found by [clicking here](#)). Once completed, this form should be sent to our Registrar’s Office at registrar@tfc.edu.

Additional FERPA questions? Contact registrar@tfc.edu for more information.

What classes can I take?

Toccoa Falls College offers a variety of courses for Dual Enrollment throughout the year. Dual enrolled classes are currently offered in the following semesters/terms:

- **Fall** (August – December)
- **Spring** (January – May)
- **Summer** (May – July)

The College will publish all courses for upcoming semesters that are approved for state funding at www.tfc.edu/dual.

Non-approved courses

Dual enrolled students are welcome to take courses that are not approved for state funding. These courses are offered at a discounted tuition rate of **\$250/credit hour** (textbooks & other fees not included). Most college courses are three credit hours, totaling **\$750 per course**. Payment is due by the start of the semester and can be made at www.tfc.edu/make-a-payment.

A list of all online classes (approved and non-approved) can be found at www.tfc.edu/majors-schedules. Non-approved on-campus courses are available upon request.

What can I expect from an on-campus class?

On-campus, or *residential*, courses are offered during the Fall, Spring, and Summer sessions/terms and can be taken by any dual enrolled student within commuting distance of the College. Courses either meet on Mondays, Wednesdays, and Fridays (MWF) for 50-minute periods or on Tuesdays and Thursdays (TR) for one-hour and 15 minute periods, with the exception of courses with a “lab” credit or courses that award more or less than three (3) credit hours. The College’s address is as follows:

Toccoa Falls College
107 Kincaid Drive
Toccoa Falls, GA 30598

Dual enrolled students are **NOT** required to stay in TFC residence halls when taking on-campus courses. Toccoa Falls College does not provide housing (room & board) for dual enrolled students.

Class times

Courses are offered in several timeframes on campus (in order to equal each course’s credit hours). Most courses are offered on Mondays, Wednesdays, & Fridays (MWF); Tuesdays & Thursdays (TR); or as night classes one night of the week. The length of class time for these timeframes are as follows:

Days	Times
Mondays, Wednesdays, & Fridays (MWF)	50 minutes during business day (Ex. 8:00-8:50a; 2:00-2:50p)
Tuesdays & Thursdays (TR)	1 hrs. 15 min. during business day (Ex. 8:30-9:45a; 2:00-3:15p)
Night Classes (1 night/week)	2 hrs. 50 min. after business hours (Ex. Mondays 6:00-8:50p)

Courses worth more than 3 credit hours (Ex. Science courses with a 1-hr. lab credit) may have an additional meeting time.

Class syllabi

The course syllabus provides a roadmap to a college course. Syllabi are provided by professors to their students to provide information such as: professor contact information, course learning objectives, important policies, and course schedule. It is important that dual enrolled students pay close attention to their course syllabus to stay on top of coursework!

Know your way around our campus!

An interactive campus map can be found on our website at www.tfc.edu/interactive! Have a look and get familiarized to our beautiful campus before starting your residential course(s).

Want to visit our campus in person and see the classroom buildings and more? You can schedule a visit and campus tour with our Office of Admissions by visiting www.tfc.edu/visit or completing a visit request form by [clicking here](#)!

You'll need a parking pass!

If you will be parking a vehicle on-campus when taking classes, you will need to have your vehicle registered with our Safety & Security Office! The **Student Vehicle Registration form** can be found on your **myTFC portal** under 'Forms Online'! When processed, the Safety & Security Office will contact you on where to pick up your parking pass! Failure to register your vehicle may result in parking fines placed on your student account.

Vehicles need to be registered each year!

Medical forms

If you will be taking more **6 or more** credit hours on campus (approximately 2 courses or more), then you are required to provide our Health Services Department with certain medical information. You can find this list of new student requirements by [clicking here](#)! These documents only need to be done **once** throughout a dual enrolled students' academic career with TFC, and your records are kept confidential.

Contact Diane Russell, Director of Health Services, at drussell@tfc.edu with questions!

What can I expect from an online class?

Online, or *distance education*, courses are offered during the Fall, Spring, and Summer sessions/terms and can be taken by any dual enrolled student with internet access and familiarity with technology.

Dual enrolled students are **NOT** required to "attend" online lectures at a specific or appointed time unless directly clarified by the professor of a course. By default, online courses are taken "at leisure," meaning that assignments and deadlines are published week-by-week (or in some cases, topic-by-topic) for students to complete and submit accordingly as courses progress.

Online courses can be taken online in one of two accelerated 8-week sessions (designated as session A and session B) or in one full-semester 16-week session. The same content is covered at varying paces, and the same amount of college credit is awarded for the completion of a course in any of these venues.

Internet access

A computer with Internet access is required for all online students to have access to, while enrolled in the online program. (Taken from our *TFC Online Orientation* course syllabus)

Checking in to an online class

Students must check-in to their course during the first three days of class or be dropped from the course. To check-in for this course, you must complete the check-in quiz located at the top of each online course you are enrolled in. By completing this quiz you are intending to complete this course. You also understand the requirements of the course and of online classes such as but not limited to; due dates, withdraw policies, and plagiarism. If a student is going to be unable to access the course within the first 3 days, they must contact the professor prior to missing the beginning of the course. (Taken from our *TFC Online Orientation* course syllabus)

Class syllabi

The course syllabus provides a roadmap to a college course. Syllabi are provided by professors to their students to provide information such as: professor contact information, course learning objectives, important policies, and course schedule. It is important that dual enrolled students pay close attention to their course syllabus to stay on top of coursework!

How do I register for classes?

Once a dual enrolled student is accepted to our Program, we then can place them in the courses that suit them best. This step varies slightly for different types of students, but typically covers the same information. For certain students participating in state funding, this step is where another state form is needed.

Public and private high school students in Georgia

- 1. Apply for State funding.** Each semester, complete and submit the online Dual Enrollment funding application at GAfutures.org or by [following this link](#) and clicking 'apply'. Completing this application does not automatically register you for classes but is required in order to have your courses funded. *International students without a Social Security Number (SSN) should complete a paper funding application found at GAfutures.org or by [following this link](#).*
- 2. Pick your classes.** Each semester, fill out the TFC Dual Enrollment Registration Form after you have met with your High School Guidance Counselor to determine which classes are right for you. This form can be found at www.tfc.edu/dual. For high schools in the State of Georgia, Toccoa Falls College will accept the Student Participation Agreement as long as the desired courses are clearly indicated (including online sessions A, B, or 16-week when applicable).
- 3. Submit to TFC.** Have your High School Guidance Counselor sign and submit your registration forms to dualenrollment@tfc.edu and our office will email confirmation within 5 business days! Be sure to get your registration forms in by the appropriate deadline!

Homeschool students in Georgia

- 1. Declaration of intent.** Each year, complete the Home Study Program Declaration of Intent Form for the Georgia Department of Education at gadoe.org or by [following this link](#) to submit online.
- 2. Funding application & participation agreement.** Each semester with your parent/guardian, fill out the GSFC Dual Enrollment funding application and Participation Agreement for Home Study found at GAfutures.org. The student, parent/guardian, and Homeschool Official (in most cases, also the parent/guardian) must complete PAGES 1 & 2, along with PART II on page 3. The college will complete part III on page 3 and submit directly to the GSFC for state funding.
- 3. Pick your classes & submit to TFC.** Work with your Homeschool Official to determine which classes are right for you, and list them on the GSFC forms in PART II on page 3. Be sure to indicate which sessions you are requesting (A, B, or 16-week). You may also indicate this on the TFC Dual Enrollment Registration Form (keep in mind that this form does not substitute for the GSFC forms). Have your Homeschool Official sign and submit your registration forms to dualenrollment@tfc.edu and our office will email confirmation within 5 business days! Be sure to get your registration forms in by the appropriate deadline!

Out-of-state students

Since all out-of-state dual enrolled students do not need to navigate any channels for state funding, the student only needs to complete a single page form listing their desired courses and some demographic information. We also require parent and school official approval (via signature) on this form. The TFC Dual Enrollment Form for registration can be located at www.tfc.edu/dual.

Out-of-state dual enrolled students are not limited to courses that are approved for state funding. A list of all online classes (approved and non-approved) can be found at www.tfc.edu/majors-schedules. Non-approved on-campus courses are available upon request.

These courses are offered at a discounted tuition rate of **\$250/credit hour** (textbooks & other fees not included). Most college courses are three credit hours, totaling **\$750 per course**. Payment is due by the start of the semester and can be made at www.tfc.edu/make-a-payment.

What if I want out?

Dual enrolled students can be removed from courses in varying ways with little to no consequence. Courses can be removed completely from a student's schedule prior to or at the start of any term/session. Courses that are removed completely are referred to as *dropped* courses.

Following a term's drop/add period, students who have remained in a course beyond this time are no longer eligible to have it removed completely. Following this deadline, students are still able to *withdraw* from courses with little to no penalty. Withdrawn courses remain on a college transcript as attempted credit hours and can exist for various reasons (life circumstances,

academic rigor, medical emergencies, etc.) and have no impact on a student's TFC GPA unless they withdraw with a failing grade after the midpoint in a term/session.

Dropping a course

Dual enrolled students can drop courses from their schedule with approval from their high school official prior to the end of a term's drop/add period. To drop a course, the student should email dualenrollment@tfc.edu requesting the drop and have their high school official provide written approval of the change. Approval can be submitted via email or by submitting an updated form.

Dual enrolled student may add courses to their schedule with approval from their high school official prior to the end of a term's drop/add period. Adding courses within 2-3 weeks of the beginning of classes is not recommended for dual enrolled students due to the transit time of textbooks ordered online. Courses can be added following the same procedures listed for dropping a course.

Students should consult the college calendar for specific dates regarding drop/add periods for online and on-campus terms/sessions.

Withdrawing from a course

Withdrawals after the drop/add period of any academic term note whether the student was passing (*WP*) or failing (*WF*). The last day to withdraw failing from a class without academic penalty is the midpoint of any term/session. Students who withdraw failing after the midpoint receive an "F." Administrative online course withdrawals due to lack of attendance or communication will result in failure of the course. Withdrawal grades are calculated as hours attempted.

To initiate a course withdrawal, students must complete a course withdrawal form (provided by the Office of Dual Enrollment). In order to finalize a course withdrawal for dual enrolled students, written approval from the high school official is required. This is best provided by emailing dualenrollment@tfc.edu indicating the student, course in question, and that the withdrawal has approval on the high school level.

Retaking a course

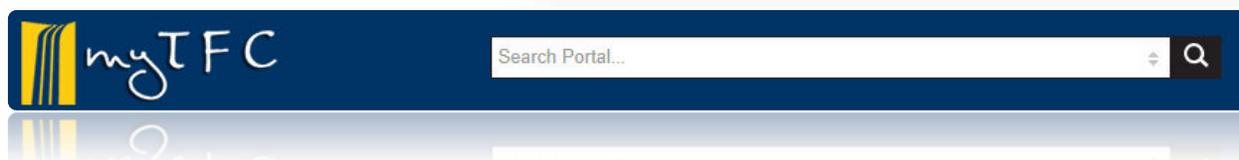
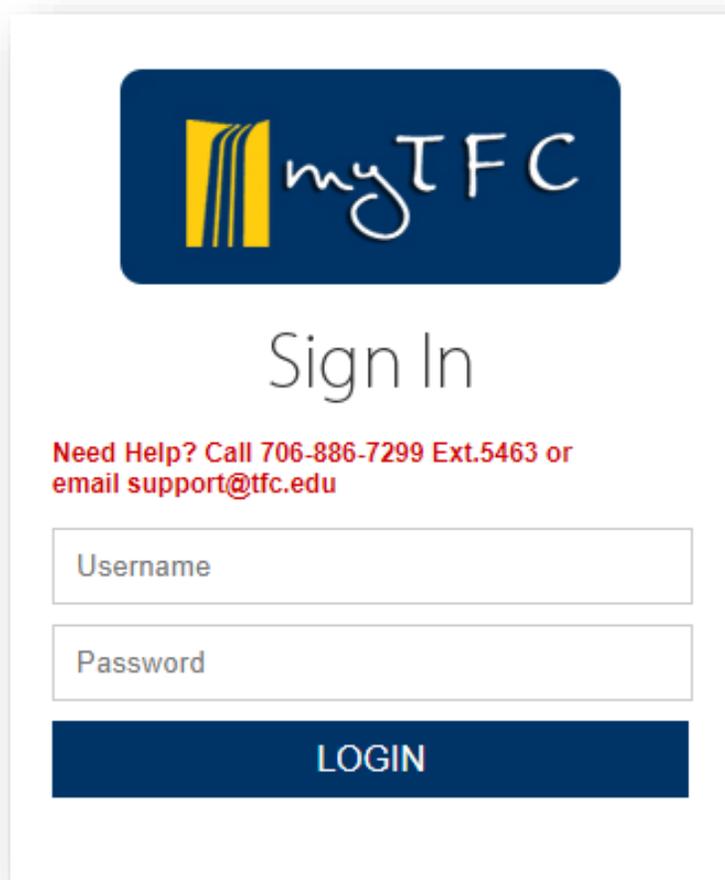
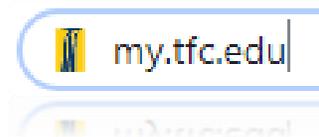
The college allows dual enrolled students to repeat courses for which a grade of "F" or "D" was earned. Students who desire to repeat courses with a "C-" or better must receive specific academic approval from Toccoa Falls College.

The college computes only the last grade earned in cumulative totals and the grade point average, although the college does not physically remove the previous grade earned from the permanent record when a student repeats a course. Students may not repeat courses at another institution for transfer to Toccoa Falls College under the grade-forgiveness policy.

How do I access myTFC?

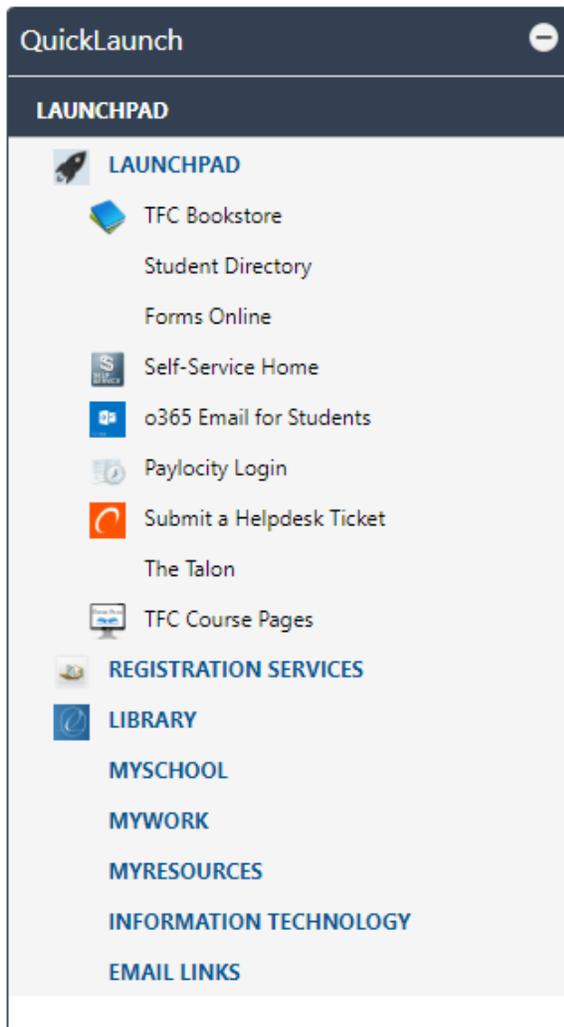
Upon acceptance to the TFC Dual Enrollment program, an email is automatically sent to **whichever email address you originally provided on your application**. This email contains instructions for accessing your myTFC portal and provides your student login credentials. To login:

- Navigate to 'my.tfc.edu' in an internet browser with working internet access. **Google Chrome** or **Mozilla Firefox** are recommended. **Internet Explorer** is not recommended.
- Input the login credentials (Username & Password) provided to your personal email by our IT support. **If you do not receive an email within several days of acceptance**, consider checking any spam folders then email support@tfc.edu to request your login information to be resent.
- If all information was entered in correctly, you will be redirected to the myTFC portal homepage. If a page with the header pictured below does not display or an error message is experienced, consider taking a screenshot or recording the error message and email support@tfc.edu for further assistance.

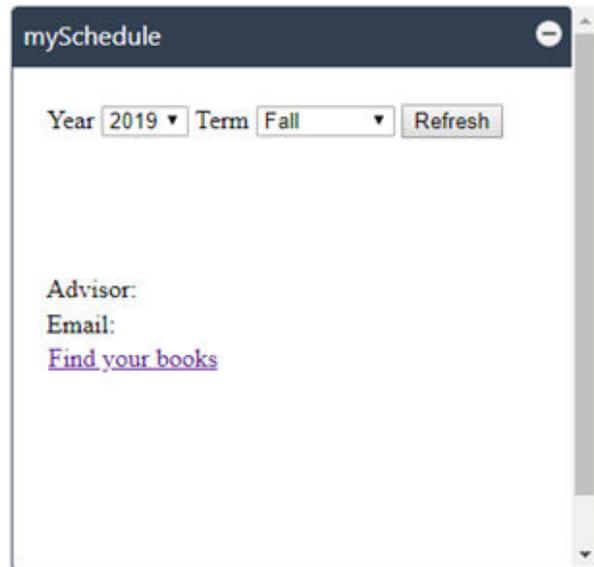


Important myTFC forms and information

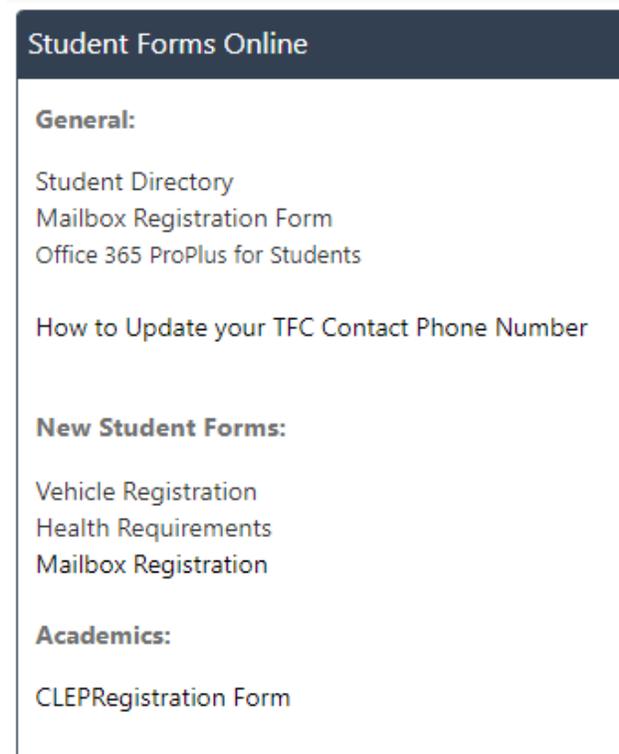
A preview pane for your TFC Dual Enrollment courses can be found on the myTFC portal homepage. The pane will also display your *academic advisor* information and provide a link to the online bookstore. Students can view their schedule for any given semester, provided that they have submitted the necessary registration information and have received confirmation from the Office of Dual Enrollment.



The Student Handbook, Vehicle Registration, Medical forms, Office 365 download links, and more can be found under myResources.



The *QuickLaunch: LAUNCHPAD* provides important links to student resources, including the online bookstore, forms, Course Pages, library resources, email links, etc.

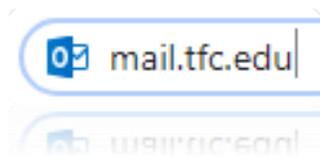


How do I access my TFC student email address?

Once logged in to your myTFC account, a link to your TFC student email inbox can be found under the *QuickLaunch: LAUNCHPAD* as pictured:

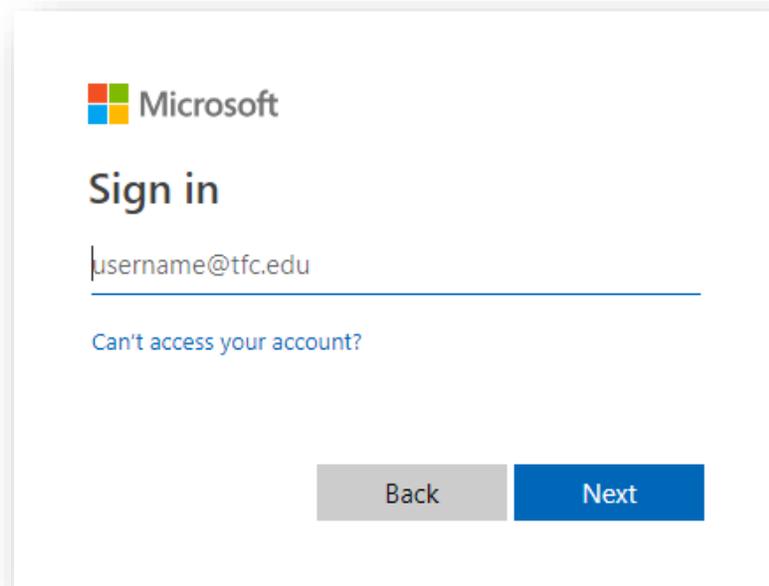
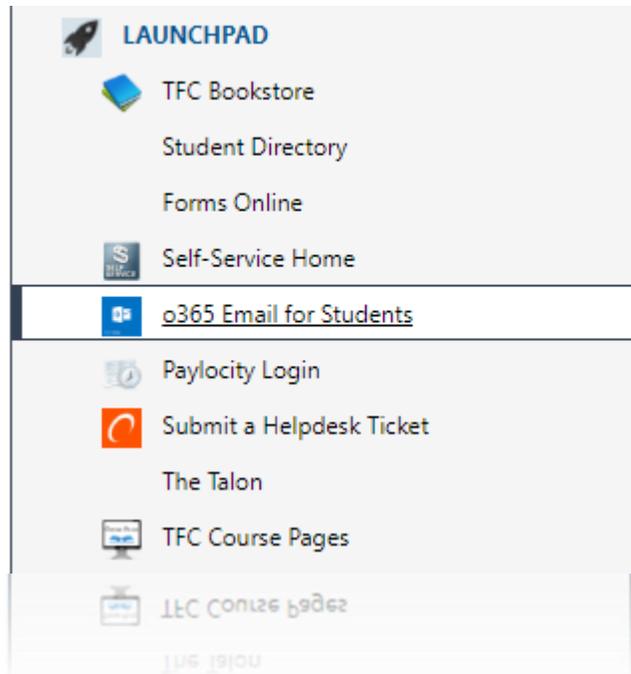
The user will be redirected to a new window upon clicking this link.

Alternatively, your TFC student email inbox can be accessed directly by navigating to mail.tfc.edu in an internet browser:



Depending on user settings and on whether or not you are accessing your TFC student email for the first time, you may be prompted to Sign in to Microsoft Outlook—TFC's email host.

If this is the case, login with the same credentials provided for your myTFC account, with the addition of the email domain '@tfc.edu' to your username:



Additionally, your TFC student email account can be accessed through mobile platforms and even added to your computer desktop or smartphone device's email application.

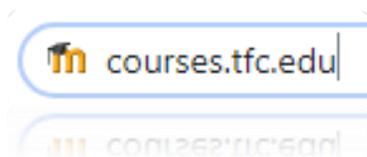
Know that it is your responsibility as a dual enrolled student to regularly check your TFC student email. This email should also be used when contacting professors or other college personnel.

How do I access Course Pages?

Once logged in to your myTFC account, a link to Course Pages can be found under the *QuickLaunch: LAUNCHPAD* as pictured:

The user will be redirected to a new window upon clicking this link.

Alternatively, Course Pages can be accessed directly by navigating to courses.tfc.edu in an internet browser:

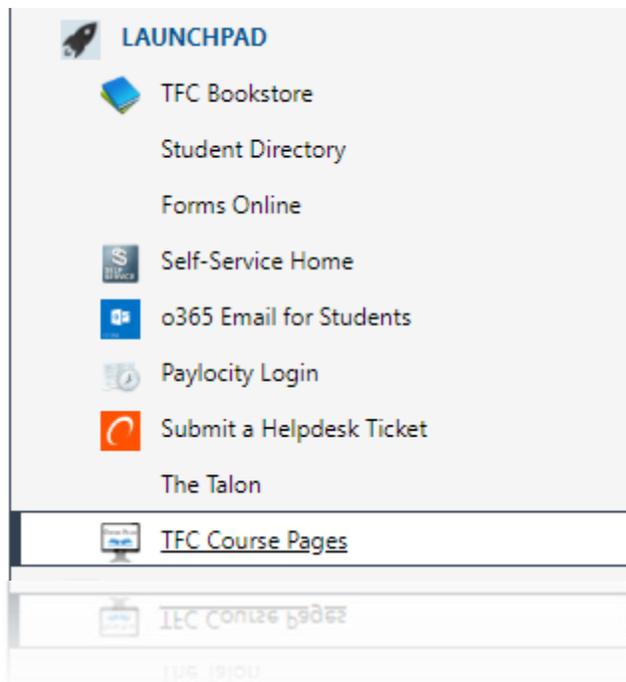


You may be prompted to login when attempting to access Course Pages directly. If this is the case, enter the same credentials used to login to your myTFC account.

In Course Pages, students are only able to view and access *active* courses in which they are enrolled. If you have not registered for any current classes with TFC Dual Enrollment, you will not be able to view or access course material. Additionally, courses are inactive prior to and after the conclusion of a term or session.

Courses for an upcoming session are made active one week before the scheduled start of classes for students to view preliminary material and complete the required check-in activity for their registered courses. Courses offered in online session B will not be visible during session A and will be made active one week before the start date of online session B.

If you are experiencing issues in Course Pages, consider emailing: a) the professor of the course; b) your Office of Dual Enrollment at dualenrollment@tfc.edu; or c) IT Support at support@tfc.edu. Who you contact for support depends on the type of issue you are experiencing.

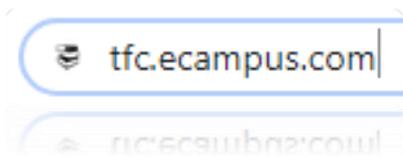


How do I order my textbooks?

Once logged in to your myTFC account, a link to the online TFC bookstore can be found under the *QuickLaunch: LAUNCHPAD* as pictured:

The user will be redirected to a new window upon clicking this link.

Alternatively, the online TFC bookstore can be accessed directly by navigating to tfc.ecampus.com in an internet browser:



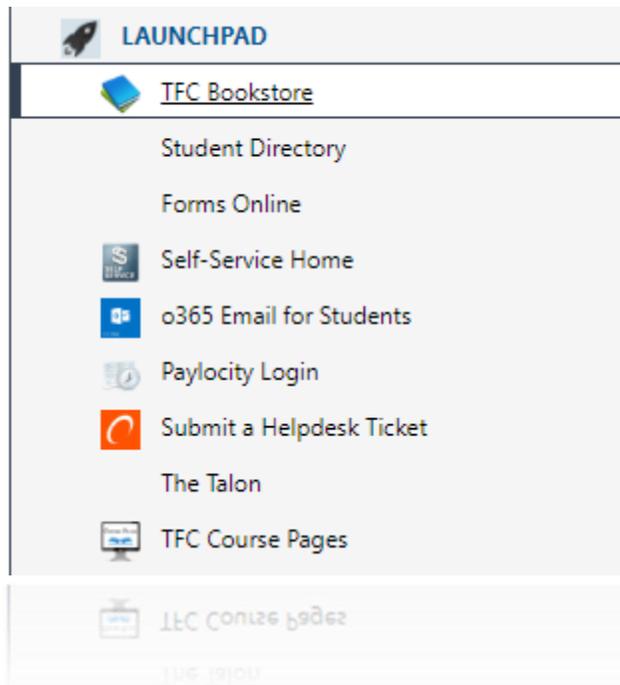
The Toccoa Falls College Virtual Bookstore is hosted by eCampus—the College’s supplier for textbooks. TFC does not have a physical bookstore on campus.

To begin ordering your textbooks for classes, select ‘Order’ in the upper right-hand menu of the bookstore’s landing page:

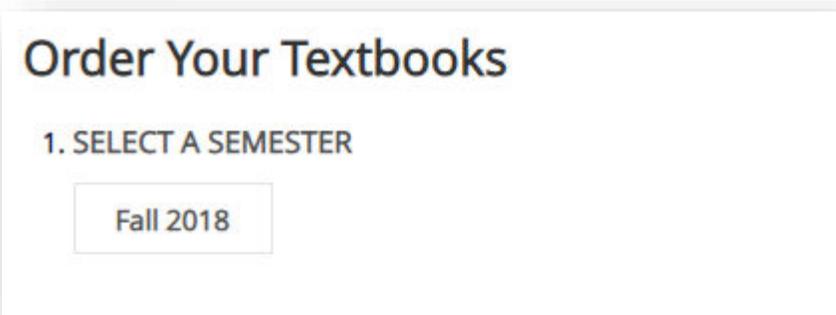


Consult the PDF schedule document sent to you by the Office of Dual Enrollment as confirmation of your classes to help you determine which course section to select.

After selecting a course, choose ‘add another course’ to select additional classes, or select ‘continue’ if you have selected all of your classes.



You will then be given a series of prompts to locate your class textbooks, starting with the applicable term, and ending with the specific course(s) you are registered for.



After continuing with all of your classes selected, you will be presented with several options for purchasing your books, including New, Used, Rent, and eBook. Note that not all textbooks may be available in certain formats.

Select ONE option for each of the required textbooks for your classes. Buying 'Used' is the recommended option for dual enrolled students; however, some courses may require a 'New' copy be purchased due to online access codes or other information.

If you decide to 'Rent' your textbooks, please consult eCampus's 'Help' section and renting policy information.

After selecting the format for all of your required textbooks, select 'Proceed to Checkout' at the bottom of the page, as pictured below:

A screenshot of a textbook purchase interface. It lists four main options, each with a checkbox and a price:

- Buy New** \$108.64
Usually Ships in 5-7 Business Days
- Buy Used** \$44.33
In Stock
- Rent Textbook** \$10.59
In Stock
[How Rentals Work](#)
- Rent Digital eBook**
[How eBooks Work](#)
 - Online: 180 Days Downloadable: 180 Days \$33.99
 - Online: 365 Days Downloadable: Lifetime Access \$70.99

At the bottom, there is a checked checkbox for **Buy from our Marketplace starting at \$24.18** with an information icon.

A summary box showing pricing information:

- List Price: \$120.95
- You Save: \$70.80**
- Subtotal: \$50.15**

Below the pricing is a blue button labeled **Proceed to Checkout** and a yellow button labeled **Check out with PayPal**.

Proceeding to checkout will prompt you to create a new customer account or sign in as a returning customer. The menu for the beginning of the Secure Checkout process is pictured on the following page.

If you are participating in Dual Enrollment funding, the TFC Financial Aid Office will provide you with a returning customer login to your TFC student email address allowing you to order textbooks at no cost to you.

The Secure Checkout process requires the user to provide a Shipping Address, select a Shipping Method, input a *Payment Method, and Review before placing their order.

*State-funded students will be able to apply a TFC Textbook Voucher at this time.

Secure Checkout

[Back to my Shopping Cart](#)

New Customers

First time ordering?

[Create Account](#)

Sign In to Your Account

Email

Password

[Forgot your password?](#)

[Sign In & Continue](#)

SECURE CHECKOUT

1. Shipping Address

** required fields*

Full Name *

Address Line 1 *

Address Line 2

City *

State/Province *

--Select a State--



Zip/Postal Code *

Country *

United States of America



Phone Number *

[Continue](#)

2. Shipping Method

3. Payment Method

4. Review

SECURE CHECKOUT

1. Shipping Address

Edit

2. Shipping Method

In-Stock orders are processed for shipping in 1-2 business days. Please refer to [item availability](#).

CHOOSE SHIPPING METHOD

- | | | |
|--|-------------------|---------|
| <input checked="" type="radio"/> Economy | 4-8 Business Days | \$8.50 |
| <input type="radio"/> Standard | 1-5 Business Days | \$13.96 |
| <input type="radio"/> One Day | 1 Business Day | \$57.98 |

Orders placed **after 11AM EST** will not be processed until the next business day.

No UPS Deliveries on Weekends

HI/AK/PR/VI/Guam - shipments via Economy Shipping (Regular USPS) can take up to 4 weeks. UPS One or Two Day is available for physical addresses but not PO Boxes.

Continue

3. Payment Method

4. Review

Wait!! Don't pay out of pocket!

State-funded students are given a returning customer login in order to have the cost of their textbooks covered by the College. Check your TFC student email for this information.

Textbook vouchers are distributed each semester after a certain date prior to classes starting.

The dates that dual enrolled students can begin expecting textbook vouchers are shown on the following page.

This password will NOT be the same as your myTFC or student email login!

Secure Checkout

[Back to my Shopping Cart](#)

New Customers

First time ordering?

Create Account

Sign In to Your Account

Email

username@tfc.edu

Password

|

[Forgot your password?](#)

Sign In & Continue

Using your textbook voucher

If you were issued a TFC textbook voucher and correctly logged in at the start of the Secure Checkout process, the checkbox pictured below will be visible upon reaching the Payment Method menu:

SECURE CHECKOUT

1. Shipping Address	Edit
2. Shipping Method	Edit
3. Payment Method	

Select available credit(s) to apply to your order:

Financial Aid - Dual \$500.00
Enrollment Students

Pay with Credit Card

 **PayPal**
Learn More

 **PayPal CREDIT**

Continue

You will still have a chance to review your order.

An initial amount of \$500.00 are provided to all dual enrolled students to offset the cost of textbooks. Vouchers expire before the end of each semester, and new vouchers are issued in the Fall, Spring, and Summer terms starting at the following dates:

Semester	Textbook Vouchers issued:
Fall	August 1
Spring	December 1
Summer	May 1

If the cost of your required textbooks exceeds \$500.00, please email dualenrollment@tfc.edu informing them of this, and additional funds will be added to your voucher.

DO NOT order extra copies of required textbooks or textbooks not required for your classes. The Dual Enrollment and Financial Aid Offices review all textbooks ordered through dual enrolled textbook vouchers and are able to bill students or withhold college transcripts to anyone found in violation of these instructions.

What resources are available to me?

General forms and information can be found on your myTFC homepage regarding your Office 365 ProPlus download issued by the college, Vehicle Registration for on-campus students, Health Requirements for on-campus students, CLEP Registration, the Student Handbook, and other resources.

Library

Seby Jones Library exists to provide students with information resources and services needed to support their educational and professional growth and to inspire students to become lifelong learners. More information regarding Seby Jones Library can be found at www.tfc.edu/library.

On-campus students can utilize library facilities during library hours of operation. Online students can access library resources online using the Database Passwords found on their myTFC portal. Database resources include scholarly articles, references, eBooks, journals, videos, and statistics to supplement academic assignments.

Tutoring

Tutoring help is available to dual enrolled students during the fall and spring semesters both on-campus and online. On-campus tutoring hours are from Sunday evening to Thursday evening from 7:00 – 11:00pm in Room 202 of Seby Jones Library. Tutoring help can be setup with online students by emailing tutor@tfc.edu. All tutoring services are coordinated by the Center for Academic Success and is available for most subjects offered at Toccoa Falls College.

Accommodations

The Center for Academic Success (CAS) assists provides counsel for students concerning academic issues and support for dual enrolled students with documented disabilities. Students can submit the online [Accommodations Request Form](#) to the Center prior to an upcoming semester to receive support services based on the individual needs of the student. Examples of accommodations include extended time on tests, provision of audiobooks, or selection of proctors for specific examinations.

What extra-curricular activities are available to me?

The Division of Student Affairs oversees on-campus student activities that are available to dual enrolled students. Various other departments also provide support services that dual enrolled students are welcome to participate in, including but not limited to:

- Student Wellness & Counseling Services
- Career Services
- Spiritual Formation
- Intramural Sports (waiver required if under 18)
- Student Organizations (clubs) and Student Government

How do I order transcripts?

The transcript is the permanent historical record of the student's academic performance at Toccoa Falls College. It contains the term-by-term record of enrollment in courses, grades awarded, and degrees conferred. The Registrar's Office permanently retains the transcript in the student's file. The student's file also contains supplemental material associated with admission to TFC, enrollment, and graduation. Examples include petitions for exemption to policy, degree audits, evaluations of transferred work, declaration of major forms, and miscellaneous correspondence. The office destroys these supplemental materials five years after the student's last day of attendance.

The Registrar's Office keeps the permanent record of all credits earned by each student on file. The college does not issue transcripts unless the student fulfills all financial obligations owed to the college. Signed consent forms are necessary when ordering transcripts. (TFC 2018-2019 Catalog, p. 17)

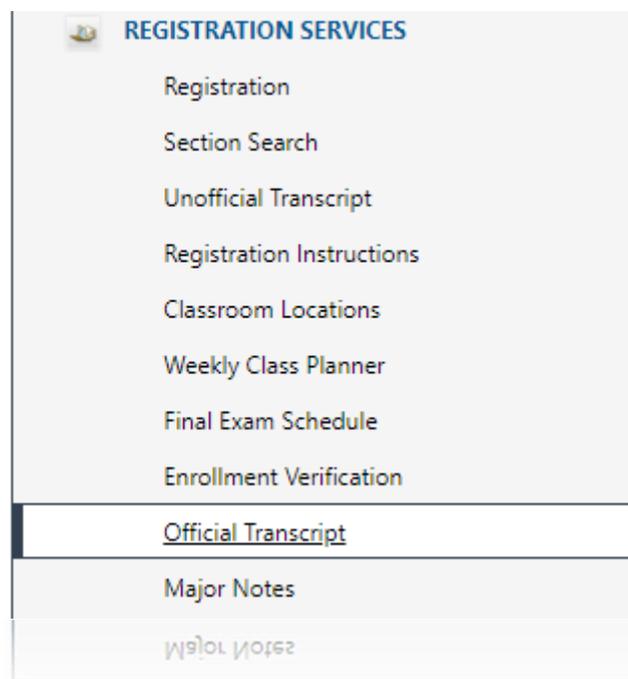
Current students have access to their unofficial transcripts and may request official copies through their myTFC account. Past TFC students may request official copies through the main TFC webpage. (p. 28)

Official transcripts

Official Dual Enrollment Transcripts for all courses taken through TFC Dual Enrollment are sent to your high school guidance counselor or school official for their records. This transcript is to provide notification of a student's grades in dual enrolled courses and is **NOT** meant for sending to other institutions for acceptance/transfer credit. Transcripts for these purposes must be requested through your myTFC portal or through the TFC website.

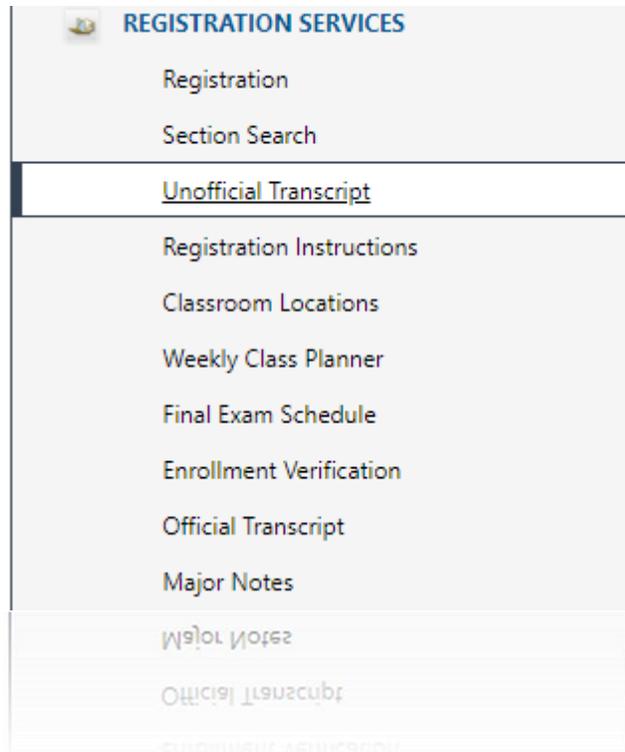
myTFC. Login to your myTFC account at my.tfc.edu. On the left side of the screen, underneath the QuickLaunch Navigation bar, select the menu for 'Registration Services'. Near the bottom of this list, select 'Official Transcript'. The link will direct you to the service through which we fulfill transcript requests. You will be guided through the creation of an account and request process.

From the TFC website (www.tfc.edu), navigate to *Academics > Registrar's Office > Request a Transcript* to begin the TFC transcript ordering process.



Unofficial transcripts

Unofficial transcripts are useful for personal records or reference and can be accessed at any time by students through their myTFC portal. Login to your myTFC account at my.tfc.edu. On the left side of the screen, underneath the QuickLaunch Navigation bar, select the menu for 'Registration Services'. Near the bottom of this list, select 'Unofficial Transcript'. The link will direct you to your unofficial transcript, providing a record of courses attempted, completed, and grades earned through Toccoa Falls College Dual Enrollment.



Is there anything else that I should know?

Collegiate Expectations

Dual enrolled students are held to the same standard as all other students at Toccoa Falls College. Dual enrolled students are expected to take responsibility for their education and proactively communicate with school officials. Dual Enrollment offers students an exceptional opportunity to develop and practice important transitional skills to help them in their academic career. While the college desires to uphold stellar customer service, we strongly encourage that student initiate communication where necessary prior to parent involvement. Furthermore, FERPA regulations limit the information that college personnel can openly discuss with parents. Academic information for dual enrolled students can be discussed with the student and the student's designated school official.

About TFC

Our school is a private, nonprofit, Christian liberal arts institution located in the foothills of beautiful northeast Georgia. Established in 1907 by founder R. A. Forrest, our school's mission is to "cultivate a uniquely Christian learning community that integrates the pursuit of truth with godly character to produce graduates prepared both personally and professionally for service." The college works with many evangelical, Christian groups and is an affiliate college of the Christian and Missionary Alliance denomination. Visit www.tfc.edu for more information!

Accreditation

Toccoa Falls College is incorporated under the laws of the State of Georgia as a four-year college and is authorized by the Georgia State Legislature to grant the baccalaureate degree.

Toccoa Falls College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate and Bachelor degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Toccoa Falls College.

In addition, the college is listed by the United States Department of Education in the directory of Accredited Institutions of Higher Learning, approved by the State Department of Vocational Rehabilitation and approved by the United States Department of Justice for the training of foreign students.

Statement of Faith

Toccoa Falls College is an educational institution, a character-building enterprise, and a spiritual formation community, all integrated into a unique way of life. Our primary purpose is to glorify God through offering residential programs that prepare men and women for lives of personal fulfillment and Christian servant leadership to the church and the world. We also seek to glorify God through offering non-residential Christ-centered programs to the community at

large. The College teaches and defends the historic and basic doctrines of evangelical Christianity such as:

- The verbal inspiration of the Holy Scriptures as originally given;
- The existence and manifestation of one God in three persons, Father, Son and Holy Spirit;
- The incarnation and virgin birth of the Son of God;
- The redemption of man by the vicarious death of Christ on the cross;
- The bodily resurrection from the grave;
- The fact that all men have sinned and consequently must be regenerated by the working of God's grace;
- Justification by faith;
- The sanctifying work of the Holy Spirit in the believer, producing holiness of life and power for service;
- Practical faith in the sufficiency of Christ for spiritual, temporal and physical needs;
- The purifying hope of the Lord's imminent return; and
- The urgency of preaching the gospel to all mankind, that men may be saved from eternal judgment.

The college, even though non-sectarian, is conducted according to the faith and teaching of the Christian and Missionary Alliance. Visit www.cmalliance.org for information on the C&MA!

Plagiarism & Cheating

Integrity extends all parts of the Christian's life and character. This includes the Christian's academic life. Plagiarism is defined in the MLA Handbook as the use of another's ideas or expressions without proper acknowledgement. Plagiarism is not limited to word for word copying; it includes any false assumption of authorship, including paraphrasing lines of reasoning from a printed source and copying or stealing from an unpublished writer. Although it can be unintentional, plagiarism is always a serious ethical and moral offense.

Examples of intentional plagiarism include, but are not limited to: buying a paper from a public source, copying material from a printed source, soliciting or allowing someone to submit material for you, and submitting previously written material without the consent of the faculty member.

Whenever the college establishes that a student has engaged in cheating, plagiarism, or dishonesty, disciplinary action will be taken, up to and including the assignment of an automatic "F" for the entire course. This grade penalty shall take precedence over a course withdrawal received by the Registrar's Office on the same day or later than the incidence of academic dishonesty. The Deans Council may also consider dismissal from the college. Any modification of the above disciplinary action will be considered only if the student files an appeal to the Academic Discipline Appeals Committee through the Academic Dean's office.

(Taken from the Toccoa Falls College 2018-2019 Catalog, p. 19)

Satisfactory Academic Progress (SAP) & Academic Discipline

The college considers a student as maintaining good (satisfactory) academic standing by achieving the required minimum cumulative grade point average for the total credit hours attempted as indicated on the following table:

Total credit hours attempted consists of all courses attempted at Toccoa Falls College. The college bases classification of transfer students on hours attempted at Toccoa Falls College in addition to hours accepted by Toccoa Falls College from transferring institutions. The Registrar's Office calculates academic standing at the end of each term.

Academic Standing Level	Credit Hours Attempted	Cumulative GPA
I	1 – 23	1.50
II	24 – 47	1.70
III	48 – 71	1.90
IV	72 – 95	2.00
V	96 +	2.00

The levels of academic discipline administered by the college are indicated below:

- **Academic Warning.** The college places on academic warning any student who fails to attain and maintain the academic standing required (see above). The student is limited to 13 credit hours during the next semester of attendance. The student must also meet the guidelines outlined in the Academic Success Agreement set up with the Director of the Center for Academic Success.
- **Academic Probation.** The college places on academic probation any student who fails to raise the cumulative grade point average to a satisfactory level (see above) at the end of the semester on academic warning. The student is limited to 13 credit hours during the next semester of attendance. The student must also meet the guidelines outlined in the Academic Success Agreement set up with the Director of the Center for Academic Success.
- **Academic Suspension.** The college places on academic suspension any student who fails to raise the cumulative grade point average to a satisfactory level (see above) at the end of the semester on academic probation. The student may reapply to continue at the college on academic probation through the Office of Admissions after an absence of one regular semester.
- **Academic Dismissal.** The college academically dismisses any student readmitted on probation after serving a semester of suspension who fails to raise the cumulative grade point average to a satisfactory level (see above) after one semester of attendance. An academically dismissed student may not apply for readmission to the college until the student documents earning at least 12 semester credit hours of college level work with a 2.0 grade point average at another regionally accredited college or university

(Taken from the Toccoa Falls College 2018-2019 Catalog, p. 24)

Who do I contact with questions?

Dual Enrollment

Toccoa Falls College has two full-time Dual Enrollment Coordinators available to answer your questions and assist you with the process! General inquiry and questions can be emailed to dualenrollment@tfc.edu, or you can give us a call at **706-886-7299 ext. 5277!**



Joshua Lillie
Dual Enrollment Coordinator
706-886-7299 ext. 5354
jlillie@tfc.edu



Kaley Hoobler
Dual Enrollment Coordinator
706-886-7299 ext. 5362
khoobler@tfc.edu

Admissions

Our Office of Admissions is here to help you with all of your program acceptance needs and more!



Donovan Smith
Dual Enrollment Admissions Counselor
706-886-7299 ext. 5383
dsmith@tfc.edu

Donovan is here to assist prospective dual enrolled students with applying and acceptance to our program.



Andrew Thorne
Assistant Director of Admissions
706-244-7634
athorne@tfc.edu

Andrew serves to help any dual enrolled students interested in continuing their adventure with TFC after high school.

Want to visit our campus in person and see the classroom buildings and more? You can schedule a visit and campus tour with our Office of Admissions by visiting www.tfc.edu/visit or completing a visit request form by [clicking here!](#)

Registrar

The Office of the Registrar assists both current and prospective students in many areas. Below is a list of resources to help you easily locate the information you need. Please contact one of our friendly staff if you need assistance!

Services include:

- Requesting college transcripts
- Transferring college credit
- Academic calendar
- College catalogs
- FERPA questions



The Registrar's Office

706-886-7299 ext. 5396

registrar@tfc.edu

Information Technology (IT)

Technical support is available to all students. Contact our IT Support at any point that you are having difficulty with your computer, software, or course page. Calls are answered or returned during standard business hours, and emails are assigned to the appropriate staff member to assist students as quickly as possible.

Services include:

- Account creation and troubleshooting
- Login issues and password reset
- Issues downloading Office 365
- Errors or access issues in myTFC, Course Pages, Self-Service, etc.
- Other technical issues

Information Technology (IT) Support Services can be reached by emailing support@tfc.edu or by calling **706-886-7299 ext. 5463** during standard business hours.