

## Dual Enrollment Checklist – Home School

### 1. Verify Eligibility:

- Meet with the School District Official for your county, to determine if you are eligible based on the current district articulation requirements.

**Santa Rosa County contact: Laura Austin/Escambia County contact: Chris McFarland**

[austinlk@mail.santarosa.k12.fl.us](mailto:austinlk@mail.santarosa.k12.fl.us)

**(850) 983-5715**

[cmcfarland@escambia.k12.fl.us](mailto:cmcfarland@escambia.k12.fl.us)

**(850) 469-5448**

- Complete testing: ACT, SAT, or PERT\* scores showing you are college ready. You must place in all college level scores in reading, writing, and math to take Dual Enrollment courses on a College campus. **(PERT Testing Referral Form must be presented with ID for testing at PSC)** [www.pensacolastate.edu/dual-enrollment](http://www.pensacolastate.edu/dual-enrollment)

\*Students may take the PERT test every 30 days. Contact Testing & Assessment for more details (850)484-1656.

### Minimum scores for entry into the Dual Enrollment Program:

	PERT	ACT	SAT	CPT
Reading	106	19	440	83
English	103	17	440	83
Math-Inter Algebra	114	19	440	72
Math-College Algebra	123	21	520	83
Math-Pre-Cal, Trig				113

### 2. Complete Forms: Located at the following link: [www.pensacolastate.edu/dual-enrollment](http://www.pensacolastate.edu/dual-enrollment)

- Dual Enrollment Home School District Form** – completed by School District Official and Home School Education Official/Parent. (submitted each term of enrollment)
- Dual Enrollment Home School Agreement** – completed by Home School Education Official/Parent. (submitted first term and again when agreement is revised)
- Dual Enrollment Application** – completed and signed by student. (submitted first term and again if student information changes)
- Dual Enrollment Approval/Registration Form** - completed by student and Home School Education Official/Parent as principal. (submitted every term for registration)
- OFFICIAL test score report** from ACT/SAT site proving college-ready. (PERT taken at PSC will already be in college system) (submitted first term)

**3. Turn in all completed forms** to the appropriate PSC Advisor for your county:

Pensacola State College Dual Enrollment Advisor Contacts

**Home School ESCAMBIA County:**

Saundra Colville  
[scolville@pensacolastate.edu](mailto:scolville@pensacolastate.edu)  
**PSC Pensacola Campus**  
 Center for Advising/Career Services, Bldg 5, Rm 508  
 1000 College Blvd  
 Pensacola, FL 32504  
 Phone: (850) 484-1628 Fax: (850) 484-1871

OR

**Home School SANTA ROSA County:**

Patrice Friant  
[pfriant@pensacolastate.edu](mailto:pfriant@pensacolastate.edu)  
**PSC South Santa Rosa Campus**  
 Student Services, Bldg 51, Rm 5104  
 5075 Gulf Breeze Pkwy  
 Gulf Breeze, FL 32563  
 (850) 471-4630

Sara Wilson  
[sbwilson@pensacolastate.edu](mailto:sbwilson@pensacolastate.edu)  
**PSC Milton Campus**  
 Student Services, Bldg 4200, Rm 4205  
 5988 Highway 90  
 Milton, FL 32570  
 (850) 484-4400

**4. Attend Orientation**

- Activate your PSC Spyglass and PirateMail accounts. (also done at Orientation)
- New Dual Enrollment students are strongly encouraged to complete Orientation, which is offered each semester. Use the following link to register: [www.pensacolastate.edu/orientation/](http://www.pensacolastate.edu/orientation/) (Contact Admissions & Information at 850.484.2544 or by email at [Askus@pensacolastate.edu](mailto:Askus@pensacolastate.edu) for assistance registering for Orientation)
- Use the Degree Audit available on Spyglass to make sure you are meeting the pre-requisites needed for your eventual program of study/major.
- PirateMail is the official method of communication used by College Administration and it is the student's responsibility to check your College email regularly.

**5. Attend Classes**

- Make sure you attend the first day of class to obtain the course syllabus as well as any other pertinent information needed for success.
- There are certain eligibility guidelines that must be met to remain in good standing as a Dual Enrollment student. Make sure you familiarize yourself with the requirements and follow them to remain eligible. The requirements are in the articulation agreement posted on the Pensacola State College website: [www.pensacolastate.edu/dual-enrollment](http://www.pensacolastate.edu/dual-enrollment)
- Obtain your PSC student ID and obtain a parking decal if you will be attending classes on the College campus. Your student ID is necessary for testing, library checkouts, and many other activities on the College campus.