

Dual Enrollment Checklist – Home School

1. Verify Eligibility:

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

Santa Rosa Co. contact: Laura Austin
austinlk@mail.santarosa.k12.fl.us
(850) 983-5715

Escambia Co. contact: Chris McFarland
cmcfarland@escambia.k12.fl.us
(850) 469-5448

- Complete testing: ACT, SAT, or PERT* test 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)

<http://www.pensacolastate.edu/documents/dual-enrollment-testing-referral/>

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

Minimum scores for entry into the Dual Enrollment Program:

	PERT	ACT	SAT	CPT
Reading	106	19	24	83
English	103	17	25	83
Math-Inter Algebra	114	19	24	72
Math-College Algebra	123	21	27.5	83

2. Complete Forms: Located at the following link: www.pensacolastate.edu/dual-enrollment

- District Form** – completed by School District Official and Home School Principal/Parent (required every semester)
- Home School Agreement** – completed by Home School Principal/Parent (submitted first semester and again if agreement is revised)
- Application** – completed and signed by student (submitted first semester and again if student information changes)
- Approval/Registration Form** - completed by student and Home School Principal/Parent (submitted every semester for registration)
- OFFICIAL test score report** from ACT/SAT site proving college-ready or PERT scores (PERT taken at PSC will be in college system and do not need to be submitted (submitted first semester)

3. Submit all completed forms to the appropriate PSC Advisor for your county:

- ESCAMBIA County Home School:**
Saundra Colville
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

- SANTA ROSA County Home School:**
Karen McCabe (Gulf Breeze, Navarre) Jennifer Hill Faron (Century, Jay, Pace, Milton)
kmccabe@pensacolastate.edu jhfaron@pensacolastate.edu
PSC South Santa Rosa Campus **PSC Milton Campus**
Student Services, Bldg. 51, Rm 5107 Student Services, Bldg. 4200, Rm 4205
5075 Gulf Breeze Pkwy 5988 Highway 90
Gulf Breeze, FL 32563 Milton, FL 32570
(850) 471-4630 (850) 484-4400

4. Rent Your Textbooks

- Visit the PSC Bookstore at the Pensacola, Milton or Warrington Campus
Identify yourself to the bookstore staff as Home School Dual Enrollment
- Have the following with you for identification verification:
 - A. Photo ID
 - B. Schedule (copy or digital via Spyglass account)
 - C. Parent must be present if you are under 18
- Sign the Bookstore Agreement regarding the rental and return policies

5. Attend Orientation

- Complete the online orientation. If you need assistance email Askus@pensacolastate.edu or call (850) 484-2000. <https://pensacolastate.goorientation.com/>
- Log into your PSC Spyglass and PirateMail accounts.
Spyglass login: ID=Social, PIN=birth month and last two of the year (4 digits)
PirateMail address can be found in Spyglass and is the official method of communication used by the College. It is the student's responsibility to check their PirateMail regularly.
- Want us to text you? Log into Spyglass and update your User Profile to include your current cell number.

6. 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
- 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.