Dual Enrollment Checklist – Public School

1. Verify Eligibility:

☐ Meet with high school guidance counselor to determine if you are eligible based on the current district articulation requirements.

☐ 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

*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:

<table>
<thead>
<tr>
<th></th>
<th>PERT</th>
<th>ACT</th>
<th>SAT</th>
<th>CPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>106</td>
<td>19</td>
<td>440</td>
<td>83</td>
</tr>
<tr>
<td>English</td>
<td>103</td>
<td>17</td>
<td>440</td>
<td>83</td>
</tr>
<tr>
<td>Math-Inter Algebra</td>
<td>114</td>
<td>19</td>
<td>440</td>
<td>72</td>
</tr>
<tr>
<td>Math-College Algebra</td>
<td>123</td>
<td>21</td>
<td>520</td>
<td>83</td>
</tr>
<tr>
<td>Math-Pre-Cal, Trig</td>
<td></td>
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<td></td>
<td>113</td>
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2. Complete Forms: Located at the following link: www.pensacolastate.edu/dual-enrollment

☐ Dual Enrollment Application – completed and signed by student. (submitted first term and again if student information changes)

☐ Dual Enrollment Approval/Registration Form - completed by high school counselor or designee. (signed in ink) (submitted each 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 high school:
   - Refer to the Advisor Contact Information given on the PSC Dual Enrollment webpage located at the following link:  [http://www.pensacolastate.edu/dual-enrollment/](http://www.pensacolastate.edu/dual-enrollment/)

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 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.