

## Dual Enrollment Checklist – Home School

### 1. Verify Eligibility and Get Informed:

- Contact 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](mailto:austinlk@mail.santarosa.k12.fl.us)  
**(850) 983-5715**

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

- Email the PSC contact below for your county to request information on starting the Dual Enrollment Process.

**ESCAMBIA County Home School**

Saundra Colville  
[scolville@pensacolastate.edu](mailto:scolville@pensacolastate.edu)  
 PSC Pensacola Campus  
 Advising, Building 5, Room 508  
 1000 College Boulevard  
 Pensacola, FL 32504  
 Phone: (850) 484-1628  
 Fax: (850) 484-1871

**SANTA ROSA County Home School**

Debbie Bigelow-Jordan  
 (Century, Milton, Pace, Jay)  
[dbigelow-jordan@pensacolastate.edu](mailto:dbigelow-jordan@pensacolastate.edu)  
 Milton Campus  
 5988 Highway 90  
 Milton, FL 32570  
 (850) 484-4420

Karen McCabe  
 (Gulf Breeze, Navarre)  
[kmccabe@pensacolastate.edu](mailto:kmccabe@pensacolastate.edu)  
 South Santa Rosa Campus  
 5075 Gulf Breeze Pkwy.  
 Gulf Breeze, FL 32563  
 Phone: (850) 471-4630  
 Fax: (850) 471-4633

- 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. \*Students may take the PERT test every 30 days.

**PERT Testing Referral Form must be presented with valid identification (Driver's License or State ID)**  
**For more information, contact the Testing Center at (850) 484-1656.**

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

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

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

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

- District Form** – completed by School District Official and Home School Principal/Parent (required every semester) (available to complete online at the link above for ESC county)
- 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**

**3. Email or fax all completed forms to the appropriate PSC Advisor for your county:**

**ESCAMBIA County Home School**

Saundra Colville  
[scolville@pensacolastate.edu](mailto:scolville@pensacolastate.edu)  
PSC Pensacola Campus  
Advising, Building 5, Room 508  
1000 College Boulevard  
Pensacola, FL 32504  
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Milton, FL 32570  
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Karen McCabe  
(Gulf Breeze, Navarre)  
[kmccabe@pensacolastate.edu](mailto:kmccabe@pensacolastate.edu)  
South Santa Rosa Campus  
5075 Gulf Breeze Pkwy.  
Gulf Breeze, FL 32563  
Phone: (850) 471-4630  
Fax: (850) 471-4633

**4. Rent Your Textbooks**

The PSC Bookstores will fulfill textbook orders after receiving registration information from the college. Beginning approximately 2 weeks before term start, the bookstore will contact students when their textbooks are available and ready for pickup.

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

You will be required to sign the Bookstore Agreement regarding the rental and return policies. For more information, contact the PSC Bookstore at (850) 484-1515.

**5. Complete Orientation**

- Complete the online orientation. If you need assistance email [Askus@pensacolastate.edu](mailto: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.

**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](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.

Students who need reasonable accommodations for a disability should contact PSC's Student Resource Center for ADA Services. At the collegiate level it is the responsibility of the student to initiate contact to request services. Students must register with the ADA office and present current documentation of their disability. Documentation requirements in college may be different than the documents required by high schools, so students should contact the ADA office to discuss specific documentation requirements. For more information, contact the Student Resource Center for ADA Services on the Pensacola Campus, Bldg. 6, Room 603, [ADA-Services@pensacolastate.edu](mailto:ADA-Services@pensacolastate.edu) or by phone at 850.484.1637 (Voice/TDD/TTY).