

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
austink@mail.santarosa.k12.fl.us
(850) 983-5715

Escambia Co. contact: Chris McFarland
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	SANTA ROSA County Home School	
Escambia County	Debbie Bigelow-Jordan	Debbie Gerard
dualenrollment@pensacolastate.edu	(Century, Milton, Pace, Jay)	(Gulf Breeze, Navarre)
PSC Pensacola Campus	dbigelow-jordan@pensacolastate.edu	dgerard@pensacolastate.edu
1000 College Boulevard	Milton Campus	South Santa Rosa Campus
Pensacola, FL 32504	5988 Highway 90	5075 Gulf Breeze Pkwy.
	Milton, FL 32570	Gulf Breeze, FL 32563
	(850) 484-4420	Phone: (850) 471-4630
		Fax: (850) 471-4633

2. Complete the PSC Dual Enrollment Application online:

https://wd5-student.myworkdaysite.com/en-US/pensacolastate/Undergraduate_Vocational_External_Student_Site/

- 3. TEST:** 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
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

4. 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) (complete ONLINE for ESC county) at above link.
- Home School Agreement** – completed by Home School Principal/Parent (submitted first semester and again if agreement is revised) Emailed to contact above.
- Approval/Registration Form** - completed by student and Home School Principal/Parent (submitted every semester for registration) Emailed to contact above.
- OFFICIAL test score report** if tested outside of PSC

5. Email or fax all completed forms to the appropriate PSC Contact for your county:

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6. 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.

7. 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.

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 or by phone at 850.484.1637 (Voice/TDD/TTY).