

NEW STUDENT DUAL ENROLLMENT CHECKLIST

NEW STUDENT WITHOUT SAT/ACT MINIMUM SCORES

- Student/Guidance Counselor completes header information on Dual Enrollment Form
- Guidance Counselor lists unweighted GPA of at least 3.0 and signs. Beginning July 1, 2010, students with a GPA between 2.5 and 2.9 Must have a recommendation from their Guidance Counselor and the Dual Enrollment Coordinator at Daytona State College before they will be permitted to Dual Enroll by exception.
- Student and Parent Signatures sign the form
- Student will bring DE Form to Daytona State College Admissions or Enrollment Services office and CPT referral - Flagler Campus requires an appointment for CPT.
- Student will bring the DE Form and a photo ID to Assessment to take CPT (**Non- admitted students will not be tested**). Once testing is complete, The Assessment staff member will write the scores on the DE form and the student will be given a printed copy of scores.
- Student will take CPT scores to Guidance Counselor for determination of eligibility and/or course selection (**RETEST OPTION**: If the student has not met CPT minimums, the high school Guidance Counselor will refer the student to a Daytona State College Academic Advisor to determine retest eligibility).
- High school Guidance Counselor completes COURSE SCHEDULE section of DE form including Course Title, Course Number, Sections, Days and Times and signs by each approved course. Draw a line through blank spaces to ensure no courses are added without approval.
- Student brings completed and **unaltered** form to Academic Advising for review and approval
- Student registers for courses with an Enrollment Specialist
- Student obtains copy of schedule and provides a copy to his/her Guidance Counselor

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- Form will include Guidance Counselor, Student and Parent Signatures
- Guidance Counselor will include copy of SAT or ACT score report or high school transcript with scores listed
- High school Guidance Counselor completes COURSE SCHEDULE section of DE form including Course Title, Course Number, Sections, Days and Times and signs by each approved course. Draw a line through blank spaces to ensure no courses are added without approval.
- Student brings DE form to Daytona State College Enrollment Specialist for Admissions
- Student brings completed and **unaltered** form to Academic Advising for review and approval
- Student registers for courses with an Enrollment Specialist
- Student obtains copy of schedule and provides a copy to his/her Guidance Counselor

Note: If any course on the Form has been marked through/course number changed, high school guidance counselor initials are required by the altered course approving the change. Altered forms **without** counselor initials will be rejected and students must return to the high school for the required approval before registering for **any** course(s) listed on the Form. Also, if any course is listed that the student is not qualified to take, the student will be referred back to his/her Guidance Counselor. **Students will not be registered for partial schedules. If the student cannot register for all of the courses listed on the form, they will not be registered for ANY of the courses on the form.**