

DUAL ENROLLMENT PROCESS

- Step 1:** The high school counselor discusses the dual enrollment option with student and parent(s), explaining the advantages and disadvantages of dual enrollment.
- Step 2:** The high school counselor checks to see if the student has met the minimum 3.0 GPA for dual enrollment (Home school students do not have a GPA).
- Step 3:** The high school counselor gives the Dual Enrollment Admissions Form (with GPA verified via counselor's initials) to student. Student and parent sign the form.
- Step 4:** The student takes the form to the DSC Admissions office on the Daytona Campus or the Enrollment Services Office on any DSC Regional Campus. The student will be admitted and provided with a DSC ID number.
- Step 5:** If the student does not have acceptable ACT, SAT, FCAT, or P.E.R.T. scores, he/she will be sent to the DSC Assessment office to take the P.E.R.T. **NOTE: The student must have a copy of his/her DSC Admissions form and a valid photo ID in order to take the P.E.R.T.**
- Step 6:** If the student has acceptable test scores (FCAT, SAT, ACT, P.E.R.T.), the high school counselor works with the student to select appropriate courses based on what he/she needs to meet high school graduation requirements. The counselor will also check for seat availability of selected courses. The counselor will enter the courses and section numbers on the Dual Enrollment Registration Form and will sign his/her name beside each selected course and the GPA requirement. Student and parent sign the Dual Enrollment registration form.
- Step 7:** The student will then report to the DSC Academic Advising office for Academic Advising. All signatures must be on the Dual Enrollment Registration form (Step 6) and the form completely filled out or the student may have to return to the high school.
- Step 8:** The student will be sent to the DSC Registration Office to register for classes.
- ** PLEASE NOTE: Due to college privacy regulations, the student must be present to be advised and to register. Parents are not permitted to register their child for college classes without the student present. ****
- Step 9:** Students apply for a parking decal, if needed. The student will need to obtain a DSC photo ID from the DSC Campus Security office.
- Step 10:** Private and home school students are required to purchase their own textbooks. **Public Schools Only:** The student will take a copy of his/her schedule to the high school no earlier than two weeks prior to the start of the semester. The high school will issue the student his/her dual enrollment textbook(s) or a textbook voucher to take to the DSC Bookstore. **IMPORTANT: ANY MATERIAL NEEDED FOR THE COURSE THAT IS NOT A TEXTBOOK MUST BE PURCHASED BY THE STUDENT.**
- Step 11:** **Public Schools Only:** If necessary, the student will take the book voucher, DSC photo ID, and a copy of their schedule to the college bookstore. Textbooks are issued for the courses listed on the student's schedule. The student is given a receipt showing the title(s) and cost(s) of the book(s) received. The student will take the receipt, completed book voucher and his/her schedule to his/her high school.
- Step 12:** **Public Schools Only:** Students must return their textbook(s) to the high school within one week of the end of the semester. Students will be charged for textbooks that are not returned.

CONTINUING STUDENTS: Begin the process at Step 6, above.