

CONCURRENT STUDENTS
PROCEDURES FOR REGISTERING FOR COLLEGE CREDIT CLASSES
AT
NORTHWEST FLORIDA STATE COLLEGE

Students meeting the eligibility requirements for concurrent enrollment may register for approved college credit courses by following these steps each term:

1. Obtain a Concurrent Enrollment Admission and Registration Form from the designated Counselor Associate located at the student's high school, the NWFSC Dual Enrollment Director located at the FWB campus or the NWFSC Dual Enrollment Coordinator located at the Niceville campus, or from an Enrollment Services Office at any college location. New concurrent students must also complete a NWFSC Application for Admission and Florida Residency Affidavit. Homeschooled students must submit the most recent *Letter of Compliance Form*, at the time of initial enrollment, and each year enrolled thereafter. If not submitted by the last day of registration the student will automatically be dropped from classes.
2. Consult the NWFSC Schedule of Classes for the course options (Course listings are published in booklet form in the local newspapers and are available online through the RaiderNet at www.nwfsc.edu.)
3. Consult with the designated Counselor Associate located at the student's high school, the NWFSC Director of Dual Enrollment or other NWFSC Enrollment Services personnel to determine if placement testing is necessary. If placement testing is necessary, contact the NWFSC location nearest you for testing times.
4. Complete all sections of the Concurrent Enrollment Admission and Registration Form and secure applicable signatures. If both dual and concurrent courses are desired, both forms must be filled out completely and approved by the designated Counselor Associate located at the student's high school or, if home-schooled, the parent.
5. Student may register *in person* on the assigned date for Concurrent Students for the term. Return the Concurrent Enrollment Admission and Registration Form to the Enrollment Services Office at any NWFSC location (preferably Building SSC - Student Services Center on the Niceville Campus) *on or after* the assigned date for Concurrent Students.
6. Obtain a proof of registration at the time of registration. Concurrent enrollment students must pay all fees. Take the proof of registration form to a NWFSC College Store to purchase textbooks.