

**HOME SCHOOL HIGH SCHOOL STUDENTS
PROCEDURES FOR REGISTERING FOR COLLEGE CREDIT CLASSES
AT
NORTHWEST FLORIDA STATE COLLEGE**

Students meeting the eligibility requirements for Dual Enrollment may register for approved college credit courses under the dual enrollment program by following these steps each term:

1. Obtain a Dual Enrollment Admission and Registration Form from the NWFSC Dual Enrollment Coordinator at the Niceville campus or at any NWFSC location.
2. Consult the *NWFSC Schedule of Classes* for course options. (Course listings are published in booklet form in the local newspapers and are available online at www.nwfsc.edu/schedule.)
3. Parents and students complete forms including courses needed for high school academic requirements.
4. In order to be eligible for the Dual Enrollment program, students must have completed 5 Carnegie Units (High School credits), which is equivalent to freshman year. A High School transcript must be submitted showing student's completion of 5 Carnegie Units before student can register for courses.
5. Submit a copy of your current legal Compliance and Eligibility Form. The form is due on the day of registration of the student's first semester with NWFSC and every academic year thereafter.
6. Take a State approved college placement test (ACT, SAT, PERT) and pass all appropriate subtests if enrolling in a college English, Math, Reading, Gordon rule Social Science, or Humanities course, or any course which requires English, Math, or Reading prerequisites. Contact the NWFSC Testing Center at 729-6016 to make testing arrangements or register for the PERT online at <http://www.nwfsc.edu/testing/Register-Blast.cfm>.
7. Complete all sections of the Dual Enrollment Admission and Registration Form and secure applicable signatures.
8. Return the Dual Enrollment Admission and Registration Form to the Student Affairs Office at any NWFSC location on or after the advertised Dual Enrollment registration dates.
9. Students need to take a copy of their class schedule (obtained during registration) to either the Defuniak, Fort Walton Beach or the Niceville (Student Life office) campuses to obtain a student ID card and parking decal.
10. Student will also need to take their class schedule to an NWFSC College Store (Niceville or Fort Walton Beach Campuses) to purchase text books.