

**HOME SCHOOL HIGH SCHOOL STUDENTS**  
**PROCEDURES FOR REGISTERING FOR COLLEGE CREDIT CLASSES**  
**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/Registration Form from the NWFSC Director of Dual Enrollment or from an Enrollment Services Office at any college location.
2. Take a State approved college placement test (ACT, SAT, FCPT) and pass all appropriate subtest(s) if enrolling in a college English, math, reading, humanities, or Gordon rule social science course, or any course which requires English, math or reading prerequisites. Contact the NWFSC location nearest you for testing times.
3. Consult the NWFSC Schedule of Classes for course options. Course listings are published in booklet form in the local newspaper and are available online through the NWFSC website at [www.nwfstatecollege.edu](http://www.nwfstatecollege.edu).
4. Parents and students complete forms including courses needed for high school academic needs. Complete all sections of the Dual Enrollment Admission and Registration Form and secure applicable signatures.
5. Submit a copy of your current Legal Compliance and Eligibility Form (proof of enrollment in a home school program) that is on file with your school district. This form is due on the day of registration. If not received by the last day of registration, student will be dropped from classes. A copy of the most current Legal Compliance and Eligibility Form on file with your school district must be submitted for each Fall term student continues in the dual enrollment program. If new to homeschooling, request that your school district submit to the NWFSC Dual Enrollment Office verification that a Letter of Intent to Home School is on file for student.
6. Return the Dual Enrollment Admission and Registration Form to the Enrollment Services Office at any NWFSC location (preferable Building C-1 on the Niceville Campus) on or after the advertised dual enrollment registration dates. Obtain a proof of registration at the time of registration. (Note: Dual enrollment students are exempt from all tuition and fees.)
7. Take the proof of registration to Student Activities (Building K, Niceville Campus) to receive student ID card and parking decal.
8. Take proof of registration and ID card to NWFSC College Store to purchase textbooks.