

## STEPS FOR A NEW DUAL ENROLLMENT STUDENT

### 1. [APPLY FOR ADMISSION TO DUAL ENROLLMENT](#)

- a. Choose DUAL ENROLLMENT FOR APPLICATION TYPE
- b. CHOOSE THE Term in which you want to begin taking classes (example: Fall 2022)
- c. Use the Lookup High School code to locate your High School Code and populate your High School's Information.
- d. Home Education Students should enter the code HOMESC.
- e. Enter the student's Graduation Date

Once the student is admitted, he/she will receive an email with his/her Raidernet information.

### 2. REGISTER AND TAKE PERT PLACEMENT TEST (if ACT or SAT scores are not available.)

- a. <https://www.nwfsc.edu/testing-center/#placement-tests>
- b. Provide the scores to the school counselor

### 3. REQUEST TO BE REGISTERED FOR CLASSES

- a. Students should consult with the school counselor to identify courses that apply to their high school graduation requirements
- b. Use the class search to locate classes that are offered on the day/time that fits the student's schedule <https://ps-stureg.nwfsc.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>
- c. Complete the school-specific registration form. See the list on the webpage. <https://www.nwfsc.edu/academics/dual-enrollment/>

\*\*\*Registration forms must be signed by the student, the parent, and the school counselor. The parent serves as the counselor for a Home Education Student.

**Forms are manually processed by the Dual Enrollment Department in the order they are received.**

4. Stop by the campus closest to you and get your Raider ID made. You must have a confirmed schedule in Raidernet to get an ID.
5. Pick up books at the beginning of each term at Barnes and Noble on the Niceville Campus during the designated time. Please check the [DE webpage](#).

**FOR MORE INFORMATION EMAIL: [dualenrollment@nwfsc.edu](mailto:dualenrollment@nwfsc.edu)**