

LET'S GET READY TO REGISTER

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WELCOME TO DYNAMIC FORMS

For the Spring 2023 registration period, all Dual Enrollment Forms will be a product of Dynamic Forms. Our forms have been created specifically for each school district and private, Christian, or charter school. Some of the exciting features include:

1. Easy Account Creation
2. Multi-factor Authentication to protect student information
3. Auto population of Class information from Class Schedule
4. Single Sign On allows students easy access to forms
5. Ability to track forms created through the DF Dashboard

REGISTERING WITH DYNAMIC FORMS

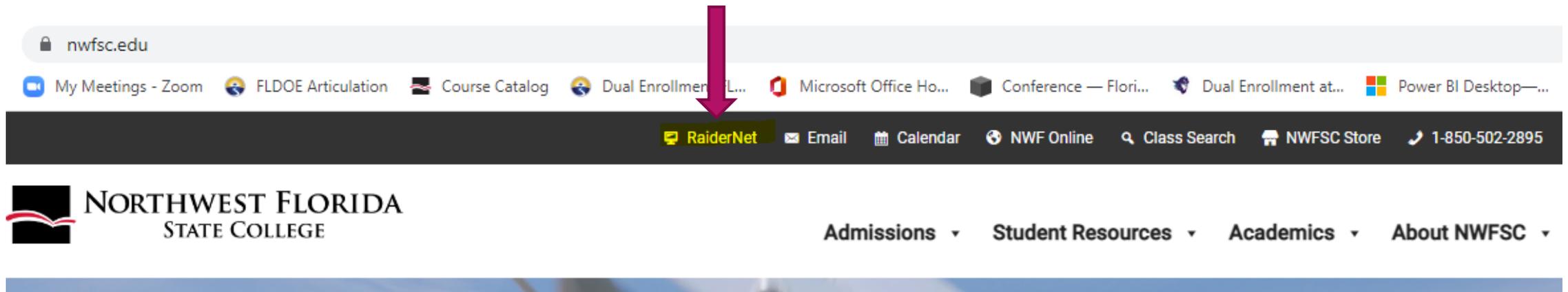
3

▶ STUDENT FIRST STEPS

1. ENSURE THAT RAIDER INFORMATION HAS BEEN RECEIVED AND STUDENT CAN SUCCESSFULLY LOGIN TO RAIDERNET
 - a. If not received in 3-5 days of submitting your Admissions Application email dualenrollment@nwfsc.edu and request your info be sent
2. HAVE CLASS CRNs ready to enter into the form.

STEP 1 – LOGIN TO RAIDERNET

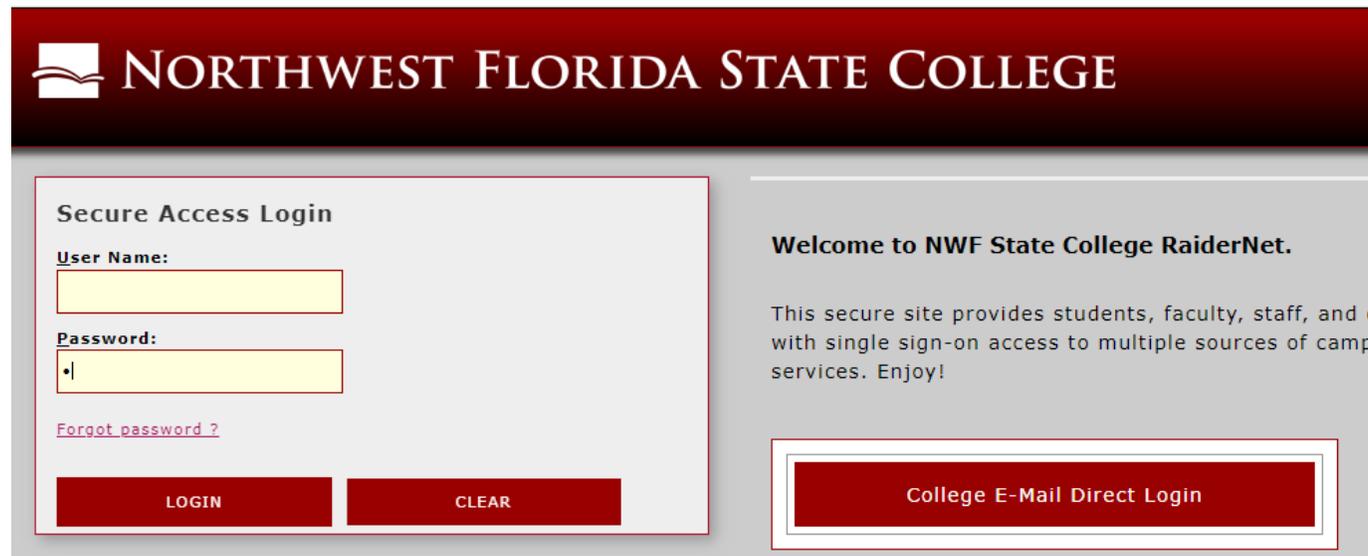
- ▶ Students *MUST* begin the process by logging into Raidernet
- ▶ Go to NWFSC.edu and select Raidernet



The screenshot shows the NWFSC.edu website. The browser address bar displays "nwfsc.edu". The navigation menu includes "RaiderNet", "Email", "Calendar", "NWF Online", "Class Search", "NWFSC Store", and "1-850-502-2895". The "RaiderNet" link is highlighted with a red arrow. The website header features the Northwest Florida State College logo and the text "NORTHWEST FLORIDA STATE COLLEGE". The footer contains navigation links for "Admissions", "Student Resources", "Academics", and "About NWFSC".

LOGIN SCREEN

- ▶ Students will enter their Raider Username and Password (when they receive their Raider info email, it provides instructions for setting up their account for the first time, along with instructions for creating their password).



The screenshot shows the login interface for Northwest Florida State College. At the top, the college's name and logo are displayed in a dark red header. Below this, the page is divided into two main sections. On the left is a 'Secure Access Login' form with fields for 'User Name' and 'Password', a 'Forgot password?' link, and 'LOGIN' and 'CLEAR' buttons. On the right is a welcome message for 'NW State College RaiderNet' and a 'College E-Mail Direct Login' button.

NORTHWEST FLORIDA STATE COLLEGE

Secure Access Login

User Name:

Password:

[Forgot password ?](#)

LOGIN **CLEAR**

Welcome to NWF State College RaiderNet.

This secure site provides students, faculty, staff, and o
with single sign-on access to multiple sources of camp
services. Enjoy!

College E-Mail Direct Login

SUCCESSFUL LOGIN

The screenshot displays the Northwest Florida State College student portal. At the top, a red header contains the college's logo and name. Below this is a navigation bar with 'Welcome' and 'Student Billing' tabs. A central area features eight service icons: E-MAIL, DEGREEWORKS, CANVAS, ZOGHBY LEARNING COMMONS, CALENDAR, BARNES & NOBLE BOOKSTORE, IT SUPPORT, and POLICE. A 'Student Profile' section is visible on the left, with a red button for 'STUDENT PROFILE' and a list of resources including Admissions, Financial Aid, Registration, and Other Student Resources. On the right, a 'FALL: Student Non-Payment Drop Schedule' section provides information about account balances, NelNet payment plans, and due dates for fall tuition, noting that all times are at 6 AM unless otherwise specified.

NORTHWEST FLORIDA STATE COLLEGE

Welcome **Student Billing**

E-MAIL DEGREEWORKS CANVAS ZOGHBY LEARNING COMMONS CALENDAR BARNES & NOBLE BOOKSTORE IT SUPPORT POLICE

Student Profile

STUDENT PROFILE
Admissions, Financial Aid, Registration, and Other Student Resources

FALL: Student Non-Payment Drop Schedule

Students who have not paid their ENTIRE account balance will be dropped from ALL classes, regardless of prior or partial payments.

NELNET: Students who have an active NelNet payment plan will NOT be dropped for nonpayment.

FALL TUITION IS DUE ON THE FOLLOWING DATES:

All Times Are At 6 AM on the Date Specified Unless Otherwise Noted.

STEP 2 – SELECT SCHOOL FORM

- ▶ Once the student is logged in to RaiderNet, he/she will:
 - ▶ Go to nwfsc.edu/dual and scroll down to their school's Registration Form Name and Click the link.

Dual Enrollment Registration Form:

- The Dual Enrollment Registration Form is used during initial registration.

Click your high school or county to access the Dual Enrollment Registration Form:

— Dual Enrollment Registration Forms

- [Baker School Dual Enrollment Registration Form](#)
- [Choctawhatchee HS Dual Enrollment Registration Form](#)
- [Crestview HS Dual Enrollment Registration Form](#)



STEP 3 - COMPLETE REGISTRATION FORM

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- ▶ Students will need to verify they have accessed the correct form.



NORTHWEST FLORIDA
STATE COLLEGE

100 College Boulevard, E. • Niceville, FL 32578-1347 • (850) 678-5111 • www.nwfsc.edu

OKALOOSA COUNTY EARLY COLLEGE/DUAL ENROLLMENT REGISTRATION FORM

Use this form for:

- Your initial registration; All new courses require counselor approval.

Once submitted, this form will be sent to the email you listed for your parent. When your parent signs and clicks Submit, your form will be sent to your High School Counselor.

Your Counselor will verify your current GPA and add test scores. When your Counselor submits his/her signature, the form will be forwarded to the Dual Registration Inbox for processing.

Forms are processed in the order they are received.

IMPORTANT:

- Please check that all email addresses are correct before you submit your form.
- NWFSC will notify you via your [nwsc.edu](mailto:nwfsc.edu) email (as shown below) when this form has been processed.
- Submit any questions to dualenrollment@nwsc.edu

3-A PERSONAL INFORMATION

- ▶ Student must choose YES or NO for first semester as Dual.
- ▶ Students must choose a PROGRAM CHOICE OPTION
 - ▶ I am requesting registration in a class/es in Aviation Airframe Mechanics (Holmes, Okaloosa & Walton Co.)
 - ▶ I am requesting registration in a class/es in Welding (Holmes Co. students only – Defuniak Campus)
 - ▶ I am not requesting to register in one of the above programs
- ▶ Name, ID, Date of Birth and Email will populate from Raidernet.

Is this your first semester as a dual enrolled student? * ←

Program Choice: * -- Please Select -- ←

First Name: Last Name: Middle Initial:

NWFSC Student ID: * Date of Birth: * Email:

3-B CHOOSE COUNSELOR

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- ▶ Students will choose their school and then choose a counselor from the drop-down list. The email address is running in the background.

High School: * Crestview H.S. ▼

Counselor Name: * Tanee Miles ▼

3-C CHOOSE REGISTRATION TERM

- ▶ Choose CORRECT TERM. Class information will not populate if term and CRNs don't match. The student can click BROWSE CLASSES to use the Class Search.

REGISTRATION INFORMATION

Choose the term you wish to register for and then list the course/s that you want to take for this Term. You will need to [browse classes](#) to locate the course CRNs to complete this process.

Registration Term: * ▼



3-E ENTER ALTERNATE COURSE OPTIONS

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- ▶ It is highly recommended that students take time to enter alternate classes that would fit their schedule in the event their first choice is not available.
- ▶ Click YES to enable the Alternate Course Section

I would like to make ALTERNATIVE SELECTIONS if the classes above are not available. *

 ▼

3-F PARENT INFORMATION

- ▶ The student will need to enter the parent's first and last name, and their email address. Students should enter an email the parent checks on a regular basis.

PARENT INFORMATION

Enter Parent's first and last name and an email address that the Parent checks on a regular basis.

First Name: *

Last Name: *

Email: *

- ▶ Triple check the parent email address before moving to the next section.

3-G STUDENT ACKNOWLEDGMENT

- ▶ Student will read the acknowledgement and then *click to sign*.

FERPA RELEASE

STUDENT ACKNOWLEDGEMENT: I understand and accept the conditions of dual enrollment at NWFSC, and understand as a dual enrollment student, I am considered a dependent student and understand that NWFSC is free to release any information on my enrollment to my parents and/or high school officials including grades, attendance, and official transcripts.

* (click to sign)

Student Signature

Date

3-H SIGN ELECTRONICALLY

- ▶ Student will read the disclosure/ consent and then type name exactly as seen in the Electronic Signature area.
- ▶ Student will need to click the *Sign Electronically* button to complete the process.

Sign electronically ✕

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jimmy

Raider

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

3-1 ON-SCREEN ACKNOWLEDGMENT

- ▶ Students will receive an on-screen message confirming the form has been created and moved to the next co-signer (parent).



NORTHWEST FLORIDA
STATE COLLEGE

Thank you for submitting the Dual Enrollment Registration form. Your form will be sent to the parent email you added for signature. After your parent has added their signature it will automatically be sent to your High School Counselor for approval.

You can access a copy of this form by logging in to your Dynamic Forms account and visiting your Pending Forms/Forms History dashboard.

 [View Form PDF](#)

3-J PARENT SIGNATURE CONFIRMED

- ▶ Student will receive an email confirmation in their NWFSC email inbox confirming the parent has signed the form.



noreply@nwfsc.edu

To: Jimmy Raider



Tue 9/13/2022 4:51 PM

This message originated outside of the Northwest Florida State College email system. Please exercise caution before opening attachments, clicking links, replying, or providing any information to the sender. Contact the Help Desk at 850-729-5396 if you have any questions.

Marielle Roberts has completed their portion of the Dual Enrollment Registration Form/Walton County Early College form.

Please visit your Dynamic Forms home page by clicking [here](#).

3-K COUNSELOR SIGNATURE CONFIRMED

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- ▶ Student will receive an email in their NWFSC email inbox confirming the Counselor has completed their portion of the form. Their signature moves the form to the Dual Enrollment Dashboard for processing.

Dynamic Forms: Co-Signature Update

Retention: Retain for 10 years (10 years) Expires: Fri 9/10/2032 11:10 AM



noreply@nwfsc.edu

To: Jimmy Raider



Tue 9/13/2022 11:10 AM

This message originated outside of the Northwest Florida State College email system. Please exercise caution before opening attachments, clicking links, replying, or providing any information to the sender. Contact the Help Desk at 850-729-5396 if you have any questions.

Angila Walker has completed their portion of the Dual Enrollment Registration Form/Okaloosa County form.

Please visit your Dynamic Forms home page by clicking [here](#).

3-L PROCESS CONFIRMATION

- ▶ Students will receive an email from NWFSC once the form is processed. They should click the SSO link in the email to see their forms.



noreply@nwfsc.edu

To: Jimmy Raider



Thu 9/29/2022 3:50 PM

This message originated outside of the Northwest Florida State College email system. Please exercise caution before opening attachments, clicking links, replying, or providing any information to the sender. Contact the Help Desk at 850-729-5396 if you have any questions.

Dear Jimmy Raider,

Your Dual Registration Form has been received and processed. Please log in to your **RaiderNet**, click on **Student Profile**, then select Registration and Planning and click **View Registration Information** to view your current schedule. Verify your schedule. If you do not see all the courses you requested on your schedule that means we were not able to schedule the courses. A Drop/Add Form is required to make changes to your current schedule.

(Add link to Drop/Add Form)

Sincerely,

NWFSC Dual Enrollment Office

Please visit your Dynamic Forms home page by clicking [here](#).



STEP 4 – CHECK SCHEDULE

- ▶ Once student receives notification that the form has been processed he/she should:
 - ▶ Login to Raidernet
 - ▶ Click STUDENT PROFILE
 - ▶ Choose Term in upper left-hand corner of screen
 - ▶ View Registered Courses in bottom right-hand corner

STUDENT PROFILE

Student • Student Profile

Student Profile - Jimmy Raider Jr. (N19016655) CONFIDENTIAL

Term: Summer Semester 2022 05/... Academic Good Standing, as of Spring Semester 2022 46 1.46 Registration Notices: 4 Holds: 1



CONFIDENTIAL

Jimmy Raider Jr.

Curriculum and Courses

Test Scores

Additional Links

Bio Information

Email: linards@nwfsc.edu
 Phone: Not Provided
 Gender: Male
 Date of Birth: 08/24
 Ethnicity: Not Hispanic or Latino
 Race: Asian
 Citizen: Yes
 Citizenship: U.S. Citizen
 Emergency Contact: Not Provided
 Emergency Phone: Not Provided

General Information i

Level: Undergraduate
 Class: Sophomore
 Status: Active
 Student Type: Dual Enrollment & CHS
 Campus: Not Provided
 First Term Attended: Summer Semester 2022
 Matriculated Term: Not Provided
 Last Term Attended: Spring Semester 2022

Graduation Information

Graduation Applications: None

CURRICULUM, HOURS & GPA

Primary Secondary Hours & GPA

Degree: Associate in Arts
Level: Undergraduate
Program: AA in General Education
Major: Dual Enrollment
Department: DNU Pilot Early Registration
Concentration: Not Provided
Admit Type: Not Provided
Admit Term: Summer Semester 2022
Catalog Term: Fall Semester 2018

REGISTERED COURSES

Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 8

IMPORTANT!!!

- ▶ It will be the student's responsibility to check their schedule to see what classes were scheduled.
- ▶ If a class is missing, the department was unable to schedule the class; reasons could be the class is full, there is a time conflict, or student is missing a pre-requisite.
- ▶ The student should complete a Drop/Add form to add a new section or a new class to his/her schedule.

DROP/ADD FORM

- ▶ The Drop/Add is similar to the Registration Form.
- ▶ Students **MUST** login to Raidernet before accessing the Form.
- ▶ Students must answer YES indicating they are a Dual Enrollment student to continue.
- ▶ Personal Information will auto-populate.

Are you a Dual Enrollment Student? (Dual Enrollment means you are a high school student taking college credit courses.) *

First Name: * Last Name: * Email:

Student ID: * Phone Number: *

Please enter the following information:

High School: *

Parent First Name: * Parent Last Name: * Parent Email: *

Counselor First Name: * Counselor Last Name: * Counselor Email: *

DROP/ADD OR BOTH

REGISTRATION CHANGE(S)

Please indicate the type(s) of registration change(s) that you would like to make: *

- ▶ Students will need to choose the action they wish to take. Choices are:
 - ▶ ADD COURSE/S
 - ▶ DROP COURSE/S
 - ▶ BOTH DROP/ADD COURSE/S

ADDING AND DROPPING CLASSES

- ▶ Students will enter CRNs for the classes they wish to add and drop. To add more than one class, place a check mark under **ADD ANOTHER**.

REGISTRATION CHANGE(S)

Please indicate the type(s) of registration change(s) that you would like to make: **Both Add Course(s) and Drop Course(s)**

Which course(s) would you like to **ADD** to your schedule?

CRN	Subj	Crs#	Sec	Course Title	Hrs	Days	Time	Type	Bldg	Rm	Start Date	End Date	Camp	Add Another
10610	HUM	1020	L05	Humanities Intro	3		-	Online	ONLINE		08/22/22	12/15/22	NV	<input checked="" type="checkbox"/>
10432	CGS	2820	L01	Web Design	3		-	Online	ONLINE		08/22/22	12/15/22	NV	<input type="checkbox"/>

COURSES I WISH TO DROP

IMPORTANT: After entering each CRN, check the Subject, Course Number, and Course Title to be sure you are requesting to drop the correct course.

Which course(s) would you like to **DROP** from your schedule?

CRN	Subject	Course#	Course Title	Add Another
10114	SYG	2000	Sociology	<input type="checkbox"/>

Drop Instructions: Please give instructions regarding drops.
Example: Do not drop ENC 1100 CRN 10000 unless ENC 1101 CRN 10001 is available.
 Be specific.

Drop Instructions: Don't drop SYG2000 if CGS 2820 is not available.
 ADD HUM1020 IF AVAILABLE

SIGNING THE DROP/ADD

- ▶ Students will click each statement in the acknowledgement section and then click to sign to enter the electronic signature. Students must click Submit Form to complete the process.
- ▶ Students will receive emails confirming signatures of parent, etc.

I acknowledge the following:

- * By submitting this form, I grant authorization for NWSFC staff to make the indicated registration changes on my behalf;
- * The submission of this form does not guarantee a seat in the course(s) requested;
- * It is my responsibility to ensure that my course schedule is accurate and correct prior to the first day of class.

*

(click to sign)

Student Signature

Date

Previous

Save Progress

Submit Form

STUDENT'S DF DASHBOARD

- ▶ Students can access their forms via the link on the email received.
- ▶ Pending/Draft forms are either waiting to be completed by the student or pending a signature of a co-signer.



We use cookies on our website to give you the most relevant experience by remembering your preferences and repeat visits. By clicking "Accept", you consent to the use of ALL the cookies. [Learn More.](#)

This page offers you access to your Pending / Draft Forms and your completed Forms History.

If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you for using Dynamic Forms!

 Pending / Draft Forms

 Forms History

 Manage your Account

PENDING FORMS

- ▶ Pending Forms still need a signature; students can view the form by clicking the PDF icon.

Pending / Draft Forms						
Form Name	Status	Description	Date	PDF	HTML	Action
Dual Enrollment Registration Form/Okaloosa County	Pending	Started By: Jimmy Raider	Signature Request Date: 9/13/2022 2:38:20 PM			Action ▾
Dual Enrollment Registration Form/Okaloosa County	Pending	Started By: Jimmy Raider	Signature Request Date: 9/13/2022 2:37:13 PM			Action ▾
Dual Enrollment Registration Form/Okaloosa County	Pending	Started By: Jimmy Raider	Signature Request Date: 9/13/2022 2:35:57 PM			Action ▾
Dual Enrollment Registration Form/Okaloosa County	Pending	Started By: Jimmy Raider	Signature Request Date: 9/13/2022 12:45:23 PM			Action ▾
Dual Enrollment Registration Form/Okaloosa County	Pending	Started By: Jimmy Raider	Signature Request Date: 9/13/2022 12:12:11 PM			Action ▾
Dual Enrollment Registration Form/Okaloosa County	Pending	Started By: Jimmy Raider	Signature Request Date: 9/13/2022 12:10:38 PM			Action ▾
Dual Enrollment Registration Form/Okaloosa County	Pending	Started By: Jimmy Raider	Signature Request Date: 9/13/2022 12:06:34 PM			Action ▾

FORMS PROCESSED BY DE DEPARTMENT

- ▶ Students will receive an email stating the form has been processed.
- ▶ Students may access their Dynamic Dashboard to view forms.
- ▶ Status changes from multi-pending to Processed when NWFSC completes the form.

Dual Enrollment Registration Form/Okaloosa County	Multi-Pending	Jimmy Raider	9/20/2022 11:53:38 AM			
HOME EDUCATION ARTICULATION AGREEMENT SIGNATURE PAGE	Multi-Pending	Jimmy Raider	9/20/2022 9:54:26 AM			
Dual Enrollment Drop/Add Form	Processed	Jimmy Raider	9/20/2022 9:49:09 AM			

MANAGE CO-SIGNERS

- ▶ Students can see who has signed the form at anytime.

Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information

* Click the Re-send Notification action to re-send a notification to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Esigned	Esigned Date	Last Notified	Action
Marielle	Roberts	Parent	yel.roberts@gmail.com	Yes	9/13/2022 2:39:42 PM	9/13/2022 2:38:21 PM	Actions ▼
Perry	Jamie	Counselor - Niceville	jamie.perry@okaloosaschools.com	No		9/13/2022 2:39:44 PM	Actions ▼

REMINDE A CO-SIGNER

- ▶ Students may send a co-signer a reminder by clicking *Action*, then *Re-send Notification*.
- ▶ Students have the ability to correct an email if they made a mistake in typing.
- ▶ Students can also update the email and send to a different email.

Co-Signer Information

* Click the Edit Cosigner action to edit/change your co-signer(s) information

* Click the Re-send Notification action to re-send a notification to your designated co-signer(s)

First Name	Last Name	Relationship	Email	Esigned	Esigned Date	Last Notified	Action
Marielle	Roberts	Parent	yel.roberts@gmail.com	Yes	9/13/2022 2:39:42 PM	9/13/2022 2:38:21 PM	Actions ▾
Perry	Jamie	Counselor - Niceville	jamie.perry@okaloosaschools.c	No		9/13/ 2:39:44 PM	Actions ▾

Re-send Notification

WITHDRAWAL FORM

- ▶ The DF Withdrawal form will follow the same protocol as the Drop/Add Form.
- ▶ Student **MUST** login to Raidernet
- ▶ Students will go to NWFSC.edu/dual and locate the link to the Withdrawal Form.
- ▶ Personal Information will auto-populate.

WITHDRAWAL FORM

- ▶ The student's current schedule will load in the *Registered Courses* section.
- ▶ Students will use this to enter the CRNs for the course/s they would like to withdraw from.
- ▶ Students may withdraw from multiple classes on one form.
- ▶ Students will be required to acknowledge understanding of the Withdrawal Policy and sign the FERPA Release.

WITHDRAWAL FORM

DUAL ENROLLMENT WITHDRAWAL POLICY

Please check all of the boxes below indicating your understanding of each statement.

A Withdrawal from a course is an attempt of a course. Dual Enrolled students are only allowed one attempt per course.

* I understand this policy.

A withdrawal will be listed on my NWFSC Transcript.

* I understand this policy.

I am no longer eligible to participate in the Dual Enrollment Program when I accrue a total of 3 or more unsuccessful attempts on my transcript. (this includes Failures).

* I understand this policy.

SIGNATURE PANEL - FERPA RELEASE

STUDENT ACKNOWLEDGEMENT: I understand and accept the conditions of dual enrollment at NWFSC and understand that as a dual enrollment student, I am considered a dependent student, and understand that NWFSC is free to release any information on my enrollment to my parents and/or high school officials including grades, attendance, and official transcripts.

*

(click to sign)

Student Signature:

Date

WITHDRAWAL FORM

- ▶ The Withdrawal Form requires Parent and Counselor Signatures
- ▶ The student will receive on screen and email messages throughout the process.