

## QUICK START GUIDE FOR **NEW** DUAL ENROLLMENT STUDENTS

NOTE: All links, guides and forms that pertain to Dual Enrollment can be found at [www.nwfsc.edu/dual](http://www.nwfsc.edu/dual).

### STEPS:

1. Complete Admission Application for **Summer 2023 term** or the first term you will begin taking classes. (Use the Red Apply to NWFSC button on our Dual Enrollment Page [www.nwfsc.edu/dual](http://www.nwfsc.edu/dual) ) Application Type is Dual Enrollment. **ADMISSION APPLICATION IS OPEN FOR BOTH SUMMER AND FALL. \***
2. Schedule PERT Testing if not using ACT or SAT scores for Placement - it is best to wait until the student receives their Raider Information email containing their student ID number so they can provide it at testing and the results can be entered into our testing portal. (student must provide these scores to the high school counselor) PERT Scores are good for two years. Student must take all subtests of an approved placement test. \*\*
3. Meet with the high school counselor to determine classes needed to meet high school graduation requirements. The student's first responsibility is to meet high school graduation requirements.
4. Use the Class Search to locate classes that are offered at the day/time that fits the student's schedule.
5. The Parent who will sign forms will need to consult the guide for Creating a Dynamic Forms Account found here and create their account.

### [PARENT GUIDE TO CREATE A DYNAMIC FORMS ACCOUNT](#)

6. The Student will consult the guide for the Dynamic Forms Registration Process found here to become familiar with the process.  
[STUDENT GUIDE TO CREATE DYNAMIC FORMS REGISTRATION, DROP/ADD AND WITHDRAWAL FORMS](#)
7. Students will need to be able to Login to Raidernet and access their Raider Email to complete the registration process.
8. The Student will submit his/her registration form and it will move through the signature process as the parent, then counselor sign the form. Forms are processed in the order they are received. It is the student's responsibility to utilize the Dynamic forms Dashboard to monitor their form progress. **Once the form is processed, the student must read the comments regarding your registration found in the Dual Enrollment Comment box. Comments will let you know if a class is full, etc.**
9. \*Students who apply for summer and do not attend will need to complete an admission application for fall before being registered. Students who attend the summer term do not have to re-apply.

\*\*Approved Placement Tests include PERT, SAT, and ACT

PLEASE JOIN US FOR A DUAL ENROLLMENT INFO SESSION TO LEARN MORE!

DATES AND REGISTRATION INFORMATION ARE LISTED ON OUR WEBPAGE