

# SCF Dual Enrollment Checklist and Timeline



## FEBRUARY

**Step 1** – Practice for the PERT test. Use the study guides on the SCF website to become familiar with the test content and format.

<https://www.scf.edu/StudentServices/AssessmentTestingCenter/Test%20Review%20and%20Information%20Guide.asp>

**Step 2** – Register for the PERT. The PERT test will be administered at BRHS on March 3rd, 4th, 5th, & 6th.

**Step 3** - Earn qualifying test scores. SAT or ACT scores must be sent directly to SCF. You must attempt all three sections.

## MARCH

**Step 4** – Complete the SCF online application at <https://apps.scf.edu/admissionsapp/>.

**Step 5** – Receive email acceptance letter with GOO number. Forward a copy of this email to your school counselor.

**Step 6** – SCF email will also include a link to the SCF Contract. Three required signatures needed on the electronic form:

Student Signature

Parent Signature

School Counselor Signature

**Step 7** – Once the contract and test scores are received, SCF will send a second email with a link for a mandatory student orientation.

**Step 8** – Meet with your counselor to review graduation requirements and determine the classes you want to enroll in for the fall term.

### My To Do List:

- Feb. 21st: Deadline to Register for PERT
- Mar. 1st: SCF Application Opens
- Mar. 13th: Deadline to complete all three parts of the contract
- Mar. 20th: Deadline to complete the SCF orientation
- Spring Break: View SCF Course Schedule
- Week of Mar. 23rd: Meet with counselor to complete the Course Approval Form
- April 1st: Class Registration Opens

**Please complete all steps in the order they are listed below.**

- Step 1: Student fills out application online after March 1<sup>st</sup> (application website) <https://apps.scf.edu/admissionsapp/>.
- Step 2: Student receives welcome letter that has G number and contract link (student must know counselor's email)
- Step 3: Register for the PERT. The PERT test will be administered at BRHS on March 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>. If using SAT or ACT scores, they must be sent directly to SCF. You must attempt all three sections if you are Early Admission. If using SAT or ACT scores, they must be sent directly to SCF.
- Step 4: Send test scores if they have it: SCF accepts PERT from school and/or SAT/ACT comes from organizations. If a student wants to be Early Admissions, they have to qualify for all 3. Testing policy states the student can test 2 x per calendar year, once per semester. (Including at school site)
- Step 4: Once all 3 items (**application, contract, and test scores**) are received from student. Student will get another email that has orientation link. Student must complete orientation before they will be able to register.
- Step 5: Once orientation is complete, students receive a time stamp to register (there are no holds).

## Differences between Dual Enrollment and Early Admission:

**Dual Enrollment (Part Time)** enables qualified public, private, and home education students to enroll in selected college credit courses offered by SCF. The credits that they earn count toward both a college degree and a high school diploma.

- **SCF Courses must be scheduled for after school hours; keep in mind traveling time**
- **If taking an SCF class online, there is no guarantee of computer lab space on the BRHS campus**

**Early Admission (Full Time)** is a form of dual enrollment that enables qualified 12<sup>th</sup> grade high school students to spend their senior year enrolled at SCF. Students accepted for Early Admission take all their classes at SCF and must register for at least four classes totaling 12-15 credit hours. Credits count toward a high school diploma and an associate degree.

**If you fail to meet any deadlines you will NOT be Dual Enrolled at BRHS**

**These are College Courses. You will be treated like a College Student.**

**Please see or email your counselor with any specific questions or concerns.**