

CHECKLIST FOR SCF DUAL ENROLLMENT



In order to meet SCF deadlines, the PHS deadline for completing all these steps is May 1 for Fall Semester and November 15 for Spring Semester, to give time for unforeseen circumstances.

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

Step 1: Step 1: Determine Eligibility

Verify that you meet both the GPA and test score requirements. (see DE Comparison Chart for a listing of requirements).

Step 2: Complete Dual Enrollment Application

Complete the [SCF Dual Enrollment Application for Admission](#). After the application is complete and reviewed the student will receive a Welcome Email with their SCF credentials. *Continuing Dual Enrollment students will not need to complete a new application.*

Step 3: Submit Placement Testing Results

- Student must submit official college placement scores in Reading, Writing and Mathematics to enroll in college credit courses. Approved tests include the ACT, SAT, and PERT (Postsecondary Education Readiness Test). Scores may not be more than 24 months old. PERT Testing for Early College purposes may be taken only once per term and twice per calendar year.
- Student may request their SAT scores from the College Board: <https://www.collegeboard.org/>
- Information regarding ACT scores can be found on the ACT website: <http://www.act.org/>
- SCF's school code for **SAT is 5427** and **ACT is 0741**.
- A student who does not have ACT, SAT or PERT scores, may schedule a testing appointment for the PERT at the [SCF Assessment & Testing Center](#).
- Any student who wishes to participate in Accelerated Dual Enrollment or Early Admission must earn qualifying scores in all three areas (Reading, Writing & Mathematics).

Step 4: Complete Dual Enrollment Contract

- Student visits the [SCF Early College website](#), reads the SCF Dual Enrollment contract (available after February 15th), indicates his/her desired participation level (Dual Enrollment, Accelerated Dual Enrollment, or Early Admission), indicates his/her preferred pathway (General Education, STEM or Business), enters his/her high school counselor's email address (listed on page 2), parent's email address and provides digital signature.
- Parent receives contract link, reads the SCF Dual Enrollment contract and provides digital signature.
- Counselor receives email with contract link and provides digital signature verifying that all requirements are met (GPA and test scores). *If requirements are not met, the contract will not be approved.*

Step 5: Complete Dual Enrollment Agreement

Student and parent must also print, sign and return the [Dual Enrollment Agreement](#) to their high school counselor.

Step 6: Check Schoology for Messages

All students will become a member of a Schoology group for Dual Enrollment so that important updates can be communicated to all students at the same time. Please make sure to check this group frequently.

Step 7: Complete Online Orientation

The link to complete online orientation is included in the Welcome Email. If students do not complete orientation, they will not be able to register. *Required for new students only.*

Step 8: Research Course Selections

Student must meet with his/her high school counselor to review what classes are still required for high school graduation and to complete the [Course Approval Form](#).

Step 9: Register for Classes

Upon satisfactory completion of the previous steps, registration will be available through the MySCF portal. Student may only register for courses that have been approved within the chosen pathway and those listed on the Course Approval Form. Student will only be permitted to register for full term (16 week) classes.

Step 10: Get Instructional Materials for Courses

Obtain textbooks for approved courses by following the [Early College Textbook Procedures](#). *Please note, making changes to the schedule after the posted deadline will result in a delay receiving textbooks.*

PHS Counselor Email Addresses

Mrs. Durshimer (A - D) - durshimerm@manateeschools.net

Mrs. Hall (E - K) - hallr@manateeschools.net

Mrs. Liles (L - Q) - lilesc@manateeschools.net

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SCF Dual Enrollment Academic Advisors

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