



Dual Enrollment Program – Eligibility, Application, and More

- Step 1 - Meet with your High School Counselor or other administrator to verify eligibility.

- Earned 3 credits of high school courses.
- Have an unweighted GPA of 3.0 or higher.

- Step 2 - Complete Testing and Submit Scores

- Place into the college level for Reading, English, **AND** Math. *
- Common test scores are in the table to the right.
- [Alternative Placement](#) options including PSAT, PreACT, and performance in certain courses are detailed on our webpage.

Test Section	PERT	ACT	SAT
Reading	106	19	24
English/Writing	103	17	25
Math (MAC 1105)	123	21	27.5
Math (MAT 1033)	114	19	24

- Step 3 - Apply to Pensacola State College

- [Complete the PSC Dual Enrollment Application*](#) (3-5 days for application to process).
- If you are applying for college credit classes, provide the following answers on the application:
 - Academic Level = Undergraduate
 - Student Type = Dual Enrollment
 - Program of Study = **Dual Enrollment AA** or **Dual Enrollment AS**
 - If you select Dual Enrollment AS you will need to select your specific program in the Advising Track drop-down that appears.
 - Anticipated Start Date = **Earliest** semester in which you might start classes
 - Campus Location = Choose any, you can still take classes at your high school, our campuses, or online
- If you are applying for a career and technical certificate program, provide the following answers on the application:
 - Academic Level = Vocational
 - Applicant Type = Dual Enrollment
 - Program of Study = **Dual Enrollment Career Certificate**
 - Advising Track = The program you are applying to
 - Anticipated Start Date = **Earliest** semester in which you might start classes.
 - Campus Location = Any campus location of your choosing
 - If you're unsure what campus to select, contact dualenrollment@pensacolastate.edu

* Students will need a personal email and their Social Security Number (SSN) to complete the application.

After Application Submission

Your application will be sent to your high school counselor or other administrator to review before PSC's Admission office will process it. Once we receive their recommendation to admit you to dual enrollment, it will take our Admissions office 3-5 business days to process your application. We will reach out to you if we notice any errors or have any questions. If you see any errors before you hear from us, please reach out to dualenrollment@pensacolastate.edu to report it.

You will receive two emails from PSC to notify you of admission to the dual enrollment program.

- The "Welcome to Pensacola State College Dual Enrollment" email
- The "Pensacola State College – How to Access our Network" email

The second email comes from PSCAccountSecurity@pensacolastate.edu and contains your PSC Email and password. **This email may go to your junk folder.** Please check there if you do not see it within 1 hour of receiving your acceptance email.



Dual Enrollment Program – Acceptance, Registration and More

Register for Classes on your high school campus

If your high school offers dual enrollment classes on their campus review registration procedures for those courses with your counselor or other administrator.

Register for Classes on PSC’s Campus or Online

Dual Enrollment students cannot register themselves for classes in PSC’s Workday system. Instead, you will request classes using the Dual Enrollment [Registration Form for Public and Private School Students](#). To register you will need to know:

- Course Number
- Section Number
- Course Name
- Campus Location

Students can find this information on the [Course Search](#) on the website. More details can be found on the “[How to Register for Classes](#)” section of the Dual Enrollment website. Students can also meet with their PSC Advisor for help with selecting courses.

Student’s Grade	College Semester Course Limits	
	Summer	Fall/Spring
Six (6) – ten (10)	One (1) college course. Plus, a companion lab.	Two (2) college courses. Plus, any companion labs.
Eleven (11)	Two (2) college courses. Plus, any companion labs, not to exceed eight (8) credit hours.	Four (4) college courses. Plus, any companion labs, not to exceed eighteen (18) credit hours.
Twelve (12)	Two (2) college courses. Plus, any companion labs, not to exceed eight (8) credit hours.	Five (5) college courses. Plus, any companion labs, not to exceed eighteen (18) credit hours.

The requirements to remain eligible for Dual Enrollment

- 1. Pass all dual enrolled classes with a C or higher.**
 - If you fail to meet this requirement you cannot participate in Dual Enrollment on PSC’s campus(es) or online the following semester.
- 2. Maintain a college GPA of 2.5 or higher.**
 - If you fail to meet this requirement you are allowed one probational semester to get your college GPA above the minimum. If you don’t you will be barred from further participation in Dual Enrollment.
- 3. Maintain an unweighted high school GPA of 3.0 or higher to take undergraduate-level courses and 2.0 or higher for vocational courses.**
 - If you fail to meet this requirement you will not be permitted to participate in dual enrollment courses until your high school GPA is back above the minimum.

Grading Policies

PSC doesn’t record a numerical grade for your final grade in our student records. Your school is responsible for posting dual enrollment course grades as assigned by the College to the high school transcript. The school district or private school will assign numeric values to the letter grades as shown in the chart below. College faculty will not provide numeric grades for transcripts.

PSC Letter Grade	HS Numeric Grade
A	95
B+	88
B	85
C+	78
C	75
D+	68
D	65
F	55