

NWFSC FALL 2024-SUMMER 2025 DUAL ENROLLMENT QUICK START GUIDE

Students who plan to participate in Dual Enrollment must meet Eligibility Criteria.

- Students must have a Cumulative Unweighted High School GPA of 3.0 each term of enrollment, **AND**,
- Demonstrate College Readiness through an approved Placement Test. This requires a College Readiness score in Reading, Writing/grammar, and Math. Click [here](#) to better understand scores. (<https://catalog.nwfsc.edu/mime/media/view/32/11993/Placement+Scores+11.23.pdf>)
- APPROVED TESTS include PERT, ACT, SAT, Digital SAT, and CLT®.
- Acceptable scores in Reading and English are on the English Composition I row of the test scores chart.
- Acceptable scores in Math are on the Intermediate Algebra row of the test scores chart.
- [SCORE CHART](#)

Once a student has determined they meet the eligibility criteria the student will follow the steps below.

STEP 1: APPLY FOR ADMISSION - New Students will apply to NWFSC for the term in which they plan to take their first class/es.

- Go to nwfsc.edu, click Admissions on the menu bar, and select APPLY NOW SUMMER/FALL 2024. Instructions can be found here <https://www.nwfsc.edu/dual-enrollment-admissions/>.
- After submitting the admission application, the student should begin checking the personal email account listed during the admission process for informative emails.
- For assistance with an admission application students should email: registrar@nwfsc.edu
- Once the student is admitted, he/she will receive an email with his/her unique Raider Credentials:
 - Username
 - Raider Email Address
 - Link to set their password and access Raider Email and Raidernet
- **For assistance with Email/Account setup students should email or call:**
 - support@nwfsc.edu
 - 850-729-5396

NOTE: AFTER RECEIPT OF THE RAIDER CREDENTIALS ALL CORRESPONDENCE WILL GO TO THE STUDENTS RAIDER EMAIL ACCOUNT. PLEASE MAKE A HABIT OF CHECKING THE ACCOUNT OFTEN. ALL EMAILS ASSOCIATED WITH THE REGISTRATION PROCESS WILL BE DELIVERED TO THE STUDENT'S RAIDER INBOX FROM DYNAMIC FORMS.

STEP 2: COLLEGE READINESS/PLACEMENT TESTS – Minimum Placement Scores in Reading, English/Writing, and Math are required for all students who wish to Dual Enroll. If placement scores from the ACT, PERT, SAT, CLT® or ACT are not available, students may schedule their first PERT test at one of the NWFSC testing centers. The test can be scheduled through the online scheduling tool on the college's testing webpage. A student's first test is FREE. Scores are valid for two years.

- Use the link to access the testing page and schedule a test online. <https://www.nwfsc.edu/testing-center/#placement-tests>
- Students who choose to use the CLT® to meet College Readiness will need to take the CLT® 11th-12th Grade to demonstrate College Readiness (CLT 3-8 or CLT10 not accepted).
- Students who take the PERT at NWFSC are responsible for providing the score report to their counselor.

STEP 3: MEET WITH THE SCHOOL COUNSELOR – School Counselors help guide students in their selection of courses. A student’s first priority is to meet graduation requirements.

- High School Students will meet with their high school counselor to determine the appropriate courses.
- Students in grades 6-8 will need to meet with their middle school counselor or the district designee. Procedures currently being developed with the districts.

STEP 4: MEET WITH A NAVIGATOR AT NWFSC – The Navigator will assist students in understanding how their course selections apply to their degree program, the Associate in Arts.

- It is recommended that all dual students meet with a Navigator at least once during each term of enrollment.
- Navigators will assist students in the understanding of Degreeworks and how to use it to track progress toward degree completion.
- **To schedule an appointment with a Navigator access the advising page <https://www.nwfsc.edu/advising/>.**

STEP 5: PREPARE FOR REGISTRATION – Students will use the CLASS SEARCH to locate classes that fit their schedule.

[CLASS SEARCH](#)

- Schedules are term-driven - SUMMER SEMESTER 2024, FALL SEMESTER 2024, SPRING SEMESTER 2025, SUMMER SEMESTER 2025.
- Students will need the CRN (5-digit number) for the class/es they wish to request. These numbers will be entered on the Registration Form designated for their high school. All forms are located on the Dual Enrollment Forms webpage. <https://www.nwfsc.edu/dual-enrollment-forms/>

Search Results — 31 Classes
 Term: Fall Semester 2024 Subject: English-Communications (ENC) Course Number: 1101

Title	Subject Desc	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status
English Composition I Lecture	English-...	1101	001	3	10171	Fal...	Sanders, Angel...	S M T W T F S 02:00 PM - 03:20	Robert LF Sikes ...	24 of 24 se... 24 of 24 w...

TIPS FOR SELECTING CLASSES:

- When selecting your classes students should choose Session 1 Classes that are 16 weeks long. Example: for Fall 2024 Session 1 Classes begin August 19th and end December 12th. Any dates different from these will be mini or accelerated terms.
- Double-check the Campus to ensure the class is held in a location that is best for your schedule.
- When choosing an Online Class, remember attendance matters. Many online classes have a week-one assignment that serves as the attendance verification. If students fail to complete the assignment, they may be dropped for non-attendance.

STEP 6: COMPLETE REGISTRATION FORM – Forms will be accessible one week before the start of registration. Students will go to the forms page on the Dual Enrollment Webpage and select the form designated for his/her school or District. (Example: A student who attends Niceville High School will select the Okaloosa County School District Form).

- The student will be required to use his/her Raider Credentials (email address and password) to access all forms through Single Sign-On (SSO). Due to the use of SSO, students do not create a Dynamic Forms Account.

- Once the student has been verified, the student name, date of birth, and Student ID Number will populate in the form.
- Students must enter all required fields on the form.
- Students should enter a valid email for the parent who will be responsible for signing the form during the approval process.
- Students will be required to e-sign the form. When the form is signed by the student and submitted, it will move to the next recipient which is the parent. It is the student's responsibility to manage the form in the event the parent's email is entered incorrectly. Students can access their form through the links in the registration emails from Dynamic Forms and manage participants.
- **The parent listed in the form will receive an email requesting a signature. Parents will either log in if they already have a Dynamic Forms account or create an account before signing. To create an account before receiving an email use this link: <https://dynamicforms.ngwebsolutions.com/>**
- Once the parent signs and submits the form, it moves to the Counselor dashboard, and the counselor is prompted by email to sign the student's form.
- The Counselor will enter the student's cumulative unweighted high school GPA and placement scores. Once the counselor has signed, the form is pushed to the Dual Enrollment Dashboard for processing.
- Students will be notified regarding the status of their request in an email from noreply@nwfsc.edu or they may access their dashboard and read comments made on their form. NOTE: the parent serves as the Counselor for Home Education and PEP students.
- Home School students should upload the Compliance letter they have received from the School District of Record for their student.
- PEP Students should upload a copy of the student's Scholarship Award Letter that includes the student's name to the registration form.

NOTE: The Dual Enrollment Staff manually registers each student when the registration window opens (Summer and Fall 2024 will be April 15th). Forms are processed in the order they are received. During the initial period, please give us 5-7 working days to process forms. Students can look at the forms on their dashboard and see who has signed.

During peak times, our priority is processing forms. If you have a question regarding a form, you may email: dualenrollment@nwfsc.edu.

STEP 7: VERIFY SCHEDULE – The student will receive an email during each step of the registration process. Once the Dual Enrollment Staff has processed the form, the student will receive an email with comments in red. If all classes were not scheduled, the student may need to follow up with a Drop/Add Form to request a different Class. **The Drop/Add form will be available two weeks after registration opens.**

Schedules may be verified through the Student Profile in Raidernet/Banner. If you cannot locate your schedule please reach out to a Student Success Navigator by phone or chat. 850-502-2895; access the chat bubble from the www.nwfsc.edu webpage.

STEP 8: DIGITAL ID – Once the student has a confirmed schedule for the appropriate term, they may download the app via these instructions: **[Digital Student IDs](#)**

WHEN SUBMITTING A PHOTO FOR THE ID, please send a close-up of your face. If you send a picture of Darth Vader, your puppy, or a cartoon character your ID will not be approved. Remember: this is your official college ID. Physical ID cards are no longer available.

STEP 9: TEXTBOOKS – Once the student has a confirmed schedule for the active term, they may take a copy of their schedule and a photo ID, preferably the NWFSC ID and a copy of their schedule to the Barnes and Noble Book Store to pick up all books. Parents may pick up student books with a copy of the schedule and the student’s photo ID. Each term, book pick up begins one week prior to the start of classes.

REMINDERS:

- A student cannot be registered if they don’t have an active admission application. Need help with the admission process or need to check your registration status? Email registrar@nwfsc.edu
 - Include your name and Student Number (starts with N-if available)

- Students having issues accessing email or Raidernet should contact IT Services:
 - support@nwfsc.edu
 - 850-729-5396

- Dual Students DO NOT SELF REGISTER. Dual Students have a HOLD ON THEIR ACCOUNT that prevents them from self-registering. Forms are required to request classes. Forms are accessible from the Dual Enrollment webpage. www.nwfsc.edu/dual

- All registration requests must have student, parent, and counselor approvals.

- The DUAL ENROLLMENT STAFF manually registers all dual students.

- Students who have taken **AP Language and Composition at the High School** and wish to use their AP scores as the Pre-requisite for ENC 1102, **WILL NOT BE REGISTERED FOR THE COURSE unless the student downloads a scored report from the College Board website and uploads it in the Registration Form. This applies to all AP scores being used to meet pre-reqs.**
 - Note: for registration the Dual Enrollment Department can accept an unofficial score.
 - For credit on your transcript, you should submit OFFICIAL SCORES to registrar@nwfsc.edu.

- ALL DATES ON THE ACADEMIC CALENDAR ARE APPLICABLE TO DUAL STUDENTS to include the Drop/Add and Withdrawal dates for each Session (1, 2, 3, and 4).

- Note: SUMMER 2024 ONLY – Dual students may withdraw until the last day of classes for students. A Withdrawal Form is required and must be received by the DE team no later than noon on the last day of the Drop/Add Window.
- A Withdrawal is an attempt of a class, and does go on the high school and college transcript.

Students requesting to take more than 16 credit hours for the FALL 2024 term should log in to RaiderNet, access their PROFILE, and click on UNOFFICIAL TRANSCRIPT. Print a copy and take to your counselor. Students will be able to see a total number of credits and College GPA to date.

- Students who wish to take Up to 18 credits must have a College GPA of 3.5 and earned a minimum 15 college credits.
- Students who wish to take Up to 21 credits must have a College GPA of 4.0 and earned a minimum 15 college credits.

In the example below: the student would not be able to take more than 16 credits due to the overall college GPA being below the required 3.5/4.0 requirement

Transcript Totals						
Transcript Totals - (Undergraduate)	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution	49.000	42.000	42.000	42.000	132.00	3.14
Total Transfer	3.000	3.000	3.000	0.000	0.00	0.00
Overall	52.000	45.000	45.000	42.00	132.00	3.14

- LOG IN/FORM ACCESS – when a student encounters this screen, they must use their Raider Credentials to login. In this example, they could not use the Springfield account. They would choose: USE ANOTHER ACCOUNT and authenticate with their Raider Credentials: email address and password.



**NORTHWEST FLORIDA
STATE COLLEGE**

Pick an account



Rhonda Springfield
springfr@nwfsc.edu
Signed in



Use another account