

# NWFSC SPRING 2025 DUAL ENROLLMENT SELF-REGISTRATION 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/34/1572/Placement+Scores+4.24-2.pdf>)
- Approved tests include PERT, ACT, SAT, and CLT® or Digital SAT.
- Acceptable scores in Reading and English are on the English Composition I row of the test scores chart.
- Acceptable minimum scores in Math are on the MAC1105C row of the test scores chart.

Once a student has determined they meet the eligibility criteria the student will follow the steps below. Students should track their process by marking each step off as they are completed.

**Step 1: APPLY FOR ADMISSION** - New Students will apply to NWFSC for the term in which they plan to take their first class/es. (Example: Spring 2025)

- Go to [nwfsc.edu](http://nwfsc.edu), click Admissions on the menu bar, and select APPLY NOW. 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 they listed during the admission process for informative emails.
- For assistance with an admission application students should email: [registrar@nwfsc.edu](mailto: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 setup their personal password and access Raider Email and Raidernet
- **For assistance with Email/Account setup students should email or call IT Support:**
  - [support@nwfsc.edu](mailto: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. If placement scores from the SAT, Digital 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 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.

**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 (A.A.).

It is recommended that all dual students meet with a Navigator at least once per 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.

- Schedules are term-driven - SPRING SEMESTER 2025, SUMMER SEMESTER 2025, etc.
- Students can begin looking at the CLASS SEARCH to identify classes that would work for their schedule. Students will need the Course Prefix/Subject and Course Number for the courses they wish to request (ENC 1101). This information will be entered on the Course Request Form designated for the student’s particular high school or District. All forms for spring will be located on the Dual Enrollment Forms webpage. <https://www.nwfsc.edu/dual-enrollment-forms-spring-2025/>

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
<a href="#">English Composition I Lecture</a>	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 it is recommended that students choose Session 1 Classes that are 16 weeks long. Example: for Spring 2025 Session 1 Classes begin January 8th and end May 8th. 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 (Niceville, FWB, DFS, etc.).
- 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 COURSE REQUEST FORM** – Forms will be accessible approximately 3 weeks before the start of registration. Students will go to the **SPRING 2025 FORMS** page on the Dual Enrollment Webpage and select the form designated for his/her school or District. (Example: A student who attends Walton High School will select the Walton County School District Form). <https://www.nwfsc.edu/dual-enrollment-forms-spring-2025/>

- 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 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. NOTE: the parent serves as the Counselor for Home Education and PEP students.
- Students will be notified regarding the status of their request in an email from [noreply@nwfsc.edu](mailto:noreply@nwfsc.edu) or they may access their dashboard and read comments made on individual forms.

**STEP 7: PREPARE FOR SELF-REGISTRATION** – Students will be registering themselves when the registration window opens. In the interim, students should watch the videos prepared by Student Success, to better understand the steps when they begin the registration process. Students and parents are also encouraged to complete the Dual Enrollment CANVAS Course.

Watch important videos: The following Videos may be found by clicking the link below:

<https://www.nwfsc.edu/student-success-navigation-videos/>

- Raidernet Welcome Page Video
- Student Profile Video
- Degree Works
- **\*\*Registration and Planning (DO NOT ATTEMPT TO REGISTER WITHOUT WATCHING THIS VIDEO)**
- Student Billing – not applicable to Dual Students

Take CANVAS COURSE: <https://nwfsc.instructure.com/courses/10337>

**STEP 8: FORM PROCESSING** – During this step, the Dual Enrollment Staff will perform multiple steps that will allow the student to self-register when the registration window opens. For SPRING 2025, the processing window will open when the forms become available to students. Spring 2025 Forms are expected to open on October 23<sup>rd</sup>. During this step as Course Request Forms are received, the Dual Enrollment Staff will:

- Verify the High School GPA provided by the school counselor/parent counselor
- Verify the placement scores provided by the school counselor/parent counselor
- Remove holds that prevent the student from self-registering
- Enter overrides for the Courses the student is approved to take (counselor-approved)
- Complete the Request Form and enter appropriate comments into the Dual Enrollment Comment Box. These comments will populate in the email to the student and will be viewable on the forms dashboard.

Example of Comments: **“Your form has been processed and you are now cleared to SELF-REGISTER IN RAIDERNET for the [XYZ] Term starting at 12:01 a.m. on 11/12/24. If you are having issues registering, please reach out to Student Success Navigation by phone or chat. Chat can be accessed from the nwfsc.edu webpage or phone: 850-502-2895**

Things that might prohibit a student's ability to register:

- Student failed to complete an Admission Application.
- Student doesn't meet the GPA or Placement score requirements.
- Student failed to upload AP scores, Home Education Compliance Letter, or PEP Scholarship Award Letter.
- Student is missing a course prerequisite.
- Student is attempting registration for a course that has not been approved.

If a student gets the error message below, they should go to the Admissions page, click APPLY NOW, and complete an Admission Application for the term they have requested courses for (i.e. Spring 2025) then attempt registration again.



**STEP 9: "I'M CLEARED TO REGISTER"... WHAT'S NEXT** - WHEN A STUDENT IS NOTIFIED THAT THEY ARE CLEAR TO REGISTER, THEY SHOULD USE THE CLASS SEARCH TO LOCATE SPECIFIC CRNS FOR THE SPRING TERM – Students will use the CLASS SEARCH TOOL to locate CRNS (Course Reference Numbers) for the classes they wish to select for their SPRING 2025 schedules based on the time and days of the week they are offered. The student will use these CRNS when adding classes to their schedule.

#### [CLASS SEARCH](#)

**STEP 10: SELF-REGISTRATION THROUGH RAIDERNET** – Students WHO ARE CLEARED may begin registering themselves on **November 12<sup>th</sup>** for the Spring 2025 Term. Students will have until the end of each sessions' drop/add period to make schedule changes.

- SPRING 2025 classes begin on January 8th. Drop/Add Period for Sessions 1 & 2 closes on January 15th.
- Students may refer to the Registration and Planning video on this page for assistance with the registration process or contact a Student Success Navigator: <https://www.nwfsc.edu/student-success-navigation-videos/>
- It is highly recommended that a student completes a schedule and makes minimal changes to their schedule to avoid losing seats in classes they want.
- To contact Student Success Navigation go to <https://www.nwfsc.edu/advising/> and click CHAT, email [studentsuccess@nwfsc.edu](mailto:studentsuccess@nwfsc.edu), or call 850-2895.

**STEP 11: VERIFY YOUR SCHEDULE IN RAIDERNET:** Students should be able to verify immediately that they are registered for classes. In the event a student chooses to Waitlist for a class, he/she should check Raider email often for correspondence regarding the Waitlist option. Students only have 24 hours to accept a seat offer.

**STEP 12: REQUEST CLASSES ON THE HIGH SCHOOL CAMPUS** – Your counselor will provide you with the information regarding registration for on-campus classes.

**FOR THE SPRING 2025 TERM STUDENTS SHOULD ATTEMPT TO COMPLETE ALL STEPS BY THE CHRISTMAS BREAK DUE TO LIMITED TIME AFTER THE WINTER BREAK!!!**

## CORRESPONDENCE DURING THE REQUEST PROCESS:

### On-screen message received after a student creates the Course Request Form:



Thank you for submitting the Dual Course Request form. Your form will be sent to the parent email you added for signature. After your parent has added their signature it will automatically be sent to your High School Counselor for approval.

You can access a copy of this form by logging in to your Dynamic Forms account and visiting your Pending Forms/Forms History dashboard.

To prepare for the Self-Registration Process, please watch the videos listed below:

- <https://www.nwfsc.edu/student-success-navigation-videos/>
  - Raidernet Welcome Page Video
  - Student Profile Video
  - Degree Works
  - \*\*Registration and Planning

View Form PDF

### Email received by students after signing and submitting the initial form:

G2 Course Request Form FOR SELF REGISTRATION/Walton County School District - Revised Feb 2024 for Rhonda Springfield



noreply@nwfsc.edu

To: Rhonda Springfield



Wed 4/10/2024 6:50 PM

**This message originated outside of the Northwest Florida State College email system. Please exercise caution before opening attachments, clicking links, replying, or providing any information to the sender. Contact the Help Desk at 850-729-5396 if you have any questions.**

Dear Rhonda Springfield,

Your G2 Course Request Form FOR SELF REGISTRATION/Walton County School District - Revised Feb 2024 for 202420 has been created and forwarded to the next signee.

To help you prepare for the Self-Registration Process, please watch the following videos:

- <https://www.nwfsc.edu/student-success-navigation-videos/>
  - Raidernet Welcome Page Video
  - Student Profile Video
  - Degree Works
  - \*\*Registration and Planning

Click [here](#) to see your pending forms

**Parent email requesting their signature:**



**Dynamic Forms: G2 Course Request Form FOR SELF REGISTRATION/ Walton County School District - Revised Feb 2024 - Signature Request** ☆

noreply@nwfsc.edu 6:50 PM  
To: Me ▾

You are receiving this e-mail because Rhonda Springfield needs your help in completing the G2 Course Request Form FOR SELF REGISTRATION/Walton County School District - Revised Feb 2024. Please click the link below to complete your section of the form.

You will be asked to electronically sign the form.

If you already have a Dynamic Forms account, please log directly in by entering your Username and Password. Otherwise, please create an account by clicking on the **Create New Account** link.

You can use the Forgot your username and Forgot your password links if you are unsure about your Dynamic Forms credentials.

[Click here to complete your section of the form.](#)

**Email the student receives after the Counselor signs:**

Dynamic Forms: Co-Signature Update

Retention: Retain for 10 years (10 years) Expires: Sun 4/9/2034 7:04 AM

N noreply@nwfsc.edu To: Rhonda Springfield Thu 4/11/2024 7:04 AM

**This message originated outside of the Northwest Florida State College email system. Please exercise caution before opening attachments, clicking links, replying, or providing any information to the sender. Contact the Help Desk at 850-729-5396 if you have any questions.**

Randi Anne McKie has completed their portion of the G2 Course Request Form FOR SELF REGISTRATION/Walton County School District - Revised Feb 2024 form.

Please visit your Dynamic Forms home page by clicking [here](#).

**Email the student receives after the Dual Enrollment Team process the request:**



The comments in **BOLD RED** ARE THE SAME comments the student would see if they went directly to the form. **NOTE:** this is the second time they are prompted to watch the WONDERFUL STUDENT SUCCESS VIDEOS to ensure they know how to register themselves.

AJ Course Request Form for Walton County School District - Revised June 2024 for Rhonda Springfield

**N** noreply@nwfsc.edu  
To: Rhonda Springfield Thu 9/5/2024 3:03 PM

Retention: Retain for 10 years (10 years) Expires: Sun 9/3/2034 3:03 PM

**This message originated outside of the Northwest Florida State College email system. Please exercise caution before opening attachments, clicking links, replying, or providing any information to the sender. Contact the Help Desk at 850-729-5396 if you have any questions.**

Dear Rhonda Springfield,

Your Dual Enrollment Course Request Form has been received and processed.

**PLEASE READ COMMENTS FROM THE DUAL ENROLLMENT OFFICE:**  
**You are now cleared to SELF-REGISTER for the Spring 2025 starting at 12:01 a.m. on November 12th for all of your requested courses. If you have having issues registering, please reach out to Student Success Navigation by chat from the NWFSC webpage or by phone 850-502-2895.**

To help you prepare for the Self-Registration Process, please watch the following videos:

- <https://www.nwfsc.edu/student-success-navigation-videos/>
  - Raidernet Welcome Page Video
  - Student Profile Video
  - Degree Works