Dual Enrollment Participation – Initial Steps

Before a student can be considered for participation in any of the dual enrollment options (on-site classes, off-site classes, Early College, Early Admission), the student must have:

1. **at least 7 credits in core subjects (math, science, ELA, social studies)**
2. **an SPC ID number that is recorded in Focus**
3. **a full battery of college placement test scores (reading, writing and mathematics).**

To obtain an SPC ID number, students should submit an SPC Undergraduate Application online by following the steps below. Please note that SPC ID numbers are good for life. Students who previously applied as noncredit only for College for Kids, SPC camps, etc., already have an SPC ID number and they will have to follow a different process. Contact Kim Corry for specifics.

- Go to www.spcollege.edu and click on the Apply Now button.
- Select "HIGH SCHOOL PROGRAMS STUDENT" and follow the step-by-step procedures. Be sure to:
    - Use your full name as it appears in Focus and check for misspellings. Capitalize the first letter of your first and last name only.
    - Enter your Date of Birth accurately
    - Enter your Social Security Number accurately (do not substitute anything else in place of your SSN).
        - If you do not have a SSN, you must apply via hardcopy application at an SPC Business Office. (Bring photo ID)
    - Under "HIGH SCHOOL INFORMATION" be sure to select your current high school from the drop-down list, including city and state.

Tests that can be used to satisfy the requirement for a full battery of scores include PERT, SAT and ACT. Non-college reportable scores are NOT valid for dual enrollment eligibility. Students who plan to use SAT or ACT scores for participation in dual enrollment must have these scores entered in the SPC system. This can be accomplished in one of two ways:

- The school counselor or administrator can download or copy the student score report, record the SPC Student ID number in the pdf file name or write it on the report next to the student's name and then scan the score report to Marlene Abdo to have it shared with SPC.
- The student can bring a photo ID to an SPC Testing Center, login to their user account and print their SAT or ACT scores for college staff to enter into their system.

When students have a full battery of test scores, they can determine the classes they are eligible to take using the DE Approved Course List, which is hyperlinked on the Advanced Studies webpage. Students should refer to minimum test scores and prerequisites as well as their **un**weighted GPA to determine which classes can be considered.