

Dual Enrollment Permission Form Completion Process

STEP 1: Does the student have at least 7 credits in math, science, ELA and social studies combined?

If not, the student is not eligible to participate in dual enrollment.

STEP 2A: If the student is interested in Academic Dual Enrollment, does the student have an unweighted GPA of at least 3.0?

Note: 2.99 does not meet the requirement

If a student does not have at least a 3.0 unweighted GPA you can calculate the GPA in the subject area of the class they wish to take – if that is at least 3.0 then they can take the class

If the GPA requirement is not met, the student is not eligible for dual enrollment.

STEP 2B: If the student is interested in Career Dual Enrollment, does the student have an unweighted GPA of at least 2.0?

Note: 1.99 does not meet the requirement

STEP 3: Does the student have a full battery of college readiness testing (reading, writing and math)? You can combine SAT, ACT and/or PERT scores as needed.

If not, the student is not eligible to participate in dual enrollment.

STEP 4: Does the student have an SPC ID?

If not, provide the student with the online application process so that he/she can obtain an SPC ID. The application fee is waived for dual enrollment students. Please note, if a student was in College for Kids, they probably already have an SPC ID – ask them first.

STEP 5: Is the SPC ID number in Focus?

If not, please enter it on the Concurrent Enrollment screen located under Student Information.

STEP 6: Assist the student with course and class selection.

Refer to the Course Matrix for pre-requisite or test score requirements and go online at https://my.spcollege.edu/psp/ps/EMPLOYEE/PSFT_SAPRD90/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL to review sections/days/times and select a specific section that fits the student's schedule.

STEP 7: Complete the permission form.

Give a copy of the permission form to the student. Email a copy of the permission form to Margaret Miller at the South County Dual Enrollment office. Provide the student with information about where and when to obtain textbooks.