Offsite Dual Enrollment Tips

OBTAIN A COLLEGE ID NUMBER: Note: skip this step if you already have an SPC ID number.

- To apply for admission as a high school student with no admission fees - Complete an SPC student application online by going to: www.spcollege.edu on the left ➡ click on "APPLY FOR ADMISSION" ➡ then "BEGIN APPLICATION" ➡ "APPLY FOR ONE OF OUR HIGH SCHOOL PROGRAMS".

- **COLLEGE PLACEMENT TEST (CPT) RESULTS:** Students need to meet course prerequisites by taking those classes or through testing requirements. Refer to your Course Matrix that was provided and check course descriptions - SPC ID numbers are required for all students.

- Students who choose to take the College Placement Test (CPT) receive their results immediately upon completing the test and need to bring the official score report back to their high school guidance counselor. http://www.spcollege.edu/pages/dynamic.aspx?id=833. See link for CPT Hours and Policies.

COURSE REPEAT POLICY:

- Courses previously taken by students at SPC and where the student earned a grade of "C" or better cannot be retaken under this program.

How Do I Make Sure SPC Gets Scores from National Exams like ACT or SAT?

It's easy. Students have several methods from which to choose.

- The easiest way is to have them sent electronically from one of these websites: HOWEVER THIS IS ONLY EFFECTIVE IF THE STUDENT CURRENTLY HAS AN SPC STUDENT ID NUMBER AND CAN ALLOW 4-6 WEEKS FOR PROCESSING or you can have a hard copy of the score report mailed or delivered to SPC. The address is St. Petersburg College, Central Records, P.O. Box 33089, St. Petersburg, FL 33733. To check if received by Central Records; students can call (727) 341-3145.

- Students **may come to SPC**, access and print the score results from one of the websites below.

o http://www.actstudent.org for ACT

o http://www.collegeboard.com/ for AP, SAT

o This needs to be **WITNESSED by an SPC staff** member with the ability to enter test results in SPC's student record system. Such staff members can be found in MAPs, advisor and generalist offices, testing centers, and dual enrollment offices.

o Use qualifying 10th grade FCAT Scores **on an official sealed transcript** from your high school.

4/5/11