




## High School Dual Enrollment Application Steps Checklist

### Getting Started (See Required Deadlines at the Bottom of Page)

#### o Meet With Your Assigned High School Counselor

- ✓ Schedule an appointment with your assigned high school counselor to determine if you are eligible for dual enrollment.
- ✓ Review the Dual Enrollment Contract with a parent/guardian, and return it to your assigned counselor signed and dated.

#### o Complete Your Online EFSC Application

- ✓ Apply for admission to EFSC. You will need to know your Social Security Number (SSN) and your state unweighted high school GPA. Students should select AA for Program of Study.
- ✓ Go to the EFSC webpage at [www.easternflorida.edu](http://www.easternflorida.edu) and click the  button to apply. Next, scroll to the bottom and click on First Time User Account Creation- Create a Login ID and PIN. Save this info for later. Select High School Dual Enrollment as the application type. Continue filling out the application entirely and submit.

#### o Acceptance Letter and Supporting Information

- ✓ After you have submitted your online EFSC application, you will receive an acceptance E-mail 2-3 weeks later.
- ✓ Read the entire acceptance letter, complete the required online orientation (directions for this are in the acceptance letter), and order an official high school transcript from Heritage's website to be sent to EFSC.

#### o Take the PERT at EFSC

- ✓ Register to take a PERT exam through RegisterBlast. You must wait 30 days from your original test date if you're doing a retest.
- ✓ Bring a copy of your PERT scores to the student's assigned counselor to review and submit.

#### o Schedule a Required Appointment with the EFSC Advisor

- ✓ Email the EFSC Advisor Ms. Perry at [perrya@easternflorida.edu](mailto:perrya@easternflorida.edu) to schedule an appointment

#### o Meet With The High School Dual Enrollment Counselor, Ms. Cochran, to Select Your EFSC Classes

- ✓ If the student wishes to begin dual enrollment in a summer or fall semester, the online EFSC application must be completed by **March 1<sup>st</sup>**. The online orientation, sending a transcript, passing the PERT, and meeting with the EFSC advisor must be completed by **March 10<sup>th</sup>**. Lastly, meeting with Ms. Cochran must be done by **April 1<sup>st</sup>**.
- ✓ If a student wishes to begin dual enrollment in a spring semester, the online EFSC application must be completed by **October 1<sup>st</sup>**. The online orientation, sending a transcript, passing the PERT, and meeting with the EFSC advisor must be completed by **October 10<sup>th</sup>**. Lastly, meeting with Ms. Cochran must be done by **November 1<sup>st</sup>**.
- ✓ Follow the registration and textbooks directions provided by the dual enrollment counselor.
- ✓ Check your EFSC student Titan email **daily** for information about the status of your registration and other information.