DUAL ENROLLMENT
ADMISSION AND ENROLLMENT CHECKLIST

In compliance with Florida Statute 119.071(5), the college collects your Social Security Number for use in the performance of the College’s duties and responsibilities. Federal legislation relating to the Hope Tax Credit requires that all postsecondary institutions report the Social Security Number of all postsecondary students to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the Social Security Number of every student. A student may refuse to disclose his/her Social Security Number to the College, but refusing to comply with the federal requirement may result in fines established by the IRS.

**INSTRUCTIONS:** You must complete and submit all documents to the Admissions and Records Office at Chipola College or designee before your admission and eligibility can be determined.

1. **Application for Admission** – Parents (claimants) are encouraged to complete the Residency Statement and provide residency documentation. Failure to complete will result in student being classified as out-of-state, which may impact eligibility for Florida Scholarships after high school graduation.

2. **Principles of Participation** – Both you and a parent must read and sign.

3. **Eligibility Form** – List cumulative gpa and all test dates and scores used to determine eligibility, then have the high school approve and sign.

4. **Official Test Scores** – Provide official test scores on all sections of the ACT, PERT, or SAT. Scores can be no more than two years old. The high school can provide PERT scores if you took the exam at the high school. If you previously requested ACT or SAT scores be sent to Chipola then verify that scores are on file at the college by calling (850) 718-2284. Official test scores can be requested from the following sites for a fee, please allow 2-3 weeks for processing.

   - [www.actstudent.org](http://www.actstudent.org) – ACT Chipola College ACT id# is 0722.
   - [www.collegeboard.com](http://www.collegeboard.com) – SAT Chipola College SAT id# is 5106.

   The Chipola Testing Center administers the PERT to students who have not taken a placement test. For more information visit the Testing Center located in Room 149, Student Service Building or [http://chipola.edu/instruct/testing](http://chipola.edu/instruct/testing) or call (850) 718-2284.

5. **Official High School Transcript** – Request high school to send your transcript electronically using your social security number or mail directly to the college. An official paper copy can be placed in a sealed school envelope and attached to Admission Packet.

6. **Course Approval Form** – Enter the classes you wish to take and have the high school designee approve and sign.

7. **Book Voucher** – Each county will provide books or a book voucher to be used at the campus bookstore in Building WD, operated by Barnes and Nobles. Ask your high school for instructions.

**DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS**

To be eligible for the program, **you must have all three of the following:**

- **#1** test scores on all sections of the ACT, PERT, or SAT. Scores can be no more than two years old; and
- **#2** passing Reading Score: ACT-19, PERT-106, or SAT V- 440; and
- **#3** unweighted high school cumulative grade point average:
   - Academic College Credit Student - 3.00 or higher
   - Workforce Development Clock-Hour Student - 2.00 or higher

See additional enrollment information on the back.
All students must meet placement test scores for specific courses. For a complete list of all state approved Dual Enrollment Courses visit www.flvc.org.

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum English/Writing Score</th>
<th>and</th>
<th>Minimum Reading Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>ACT – 17  PERT - 103  SAT V - 440</td>
<td></td>
<td>ACT – 19  PERT - 106  SAT V - 440</td>
</tr>
</tbody>
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Score of 262 or greater on the 10th grade FCAT Reading places student in ENC 1101. Combination of reading and writing is not required. Appropriate placement score on Reading is still required for ENC 1102.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade of “C” or higher in ENC 1101</th>
<th>and</th>
<th>Minimum Reading Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1102</td>
<td></td>
<td></td>
<td>ACT – 20  PERT - 120  SAT V - 510</td>
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**General Education Gordon Rule Mathematics Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum Algebra/Math Scores</th>
<th>and</th>
<th>Minimum Reading Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC 1105 MGF 1106 MGF 1107</td>
<td>ACT – 19  PERT - 123  SAT - 440</td>
<td></td>
<td>1 year of Algebra I and 1 year of Algebra II; or 1 year of Algebra I and 1 year of MAT 1033*</td>
</tr>
<tr>
<td>MAC 1140 MAC 1114</td>
<td>Scores as listed above.</td>
<td></td>
<td>1 year of Algebra I and 1 year of Algebra II; or 1 year of Algebra I and 1 year of MAT 1033*; or MAC 1105*</td>
</tr>
<tr>
<td>MAC 1311</td>
<td>Scores as listed above.</td>
<td>and</td>
<td>MAC 1140 and MAC 1114*</td>
</tr>
<tr>
<td>STA 2023</td>
<td>Scores as listed above.</td>
<td>and</td>
<td>Any course with an MAC prefix completed with a grade of C or better</td>
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</table>

*Courses must be completed with a grade of C or better.

**High School Campus Classes**

New and returning students must submit all documents to the high school Guidance Office or designee, who will then forward your packet to the Admissions and Records Office at Chipola College. All documents must be received prior to the first day of classes. Students taking classes at the high school will not come to the Chipola campus for registration.

Continuing students who have maintained enrollment at Chipola do not have to complete another application. However, they must complete and submit a new Course Approval Certification Form each term they enroll, and if applicable, new test scores.

**College Campus Classes**

New and re-admission students taking classes on Chipola’s campus or online must submit all documents to the Admissions and Records Office by the application deadline listed in the college calendar. New students accepted into the program will receive an acceptance letter, registration instructions and general college information. Students will be scheduled for and must attend their advising and registration appointment at Chipola.

Continuing students who have maintained enrollment at Chipola do not have to complete another application. However, they must complete and submit a new Course Approval Form each term they enroll, and if applicable, new test scores. Advising and registration appointments will not be automatically scheduled. Students need to check the college calendar for registration dates then report to Room 156 in the Student Services Building.