

## Dual Enrollment Process for Enrollment in Summer and Fall 2020 Terms

All DSC courses will be delivered on-line for Summer 2020 term. VCS students are limited to two on-line courses per our articulation agreement. Summer and Fall Dual Enrollment registration will begin April 6 for VCS students. Given the current situation with Covid-19, it is necessary that we move up the registration deadline for Summer Term to April 29 from May 13, to facilitate book collection and distribution. ***Students must register for all summer terms (Summer A & B courses) by the April 29 deadline. Registration for Fall courses will be available until August 24.***

We have developed a new enrollment/registration and book request process outlined below.

### Registration & Enrollment Process

- **New students with existing test scores:**

Students who have already taken the PERT, SAT, or ACT but have not yet been admitted to DSC will complete the following steps:

1. Student emails their school counselor.
2. School counselor reviews eligibility requirements, advises the student on dual enrollment and graduation requirements, makes any specific course recommendations via email, and shares 2019-2020 Dual Enrollment Guide and Course Selection Guide.
3. Student completes a DSC application at [www.daytonastate.edu](http://www.daytonastate.edu) to become a dual enrolled student.
4. Student emails [dualenrollment@daytonastate.edu](mailto:dualenrollment@daytonastate.edu) for initial advising session via email and guidance on how to review available courses.
5. Student provides course number and class number to school counselor for approval.
  - a. Students can view available courses at [DSC's Course Search](#) page and follow Course Selection Guide.
6. On the Dual Enrollment Form, school counselor fills out the following fields:
  - student name, alpha code, high school, Foreign Language completion, graduation year, degree (AA or AS)
  - GPA and tests scores
7. School counselor signs off on classes and GPA, using an electronic signature.
8. School counselor signs, saves the form and emails the signed form to the student to complete contact, demographic information, and parent and student signature (also electronic signatures).
9. Student emails the completed and signed form to [dualenrollment@daytonastate.edu](mailto:dualenrollment@daytonastate.edu) and their school counselor, in the same email.
10. DSC Advisors reviews the form, verifies DSC eligibility, answers any questions, enrolls student in available courses, and replies to student and school counselor to confirm enrollment.
11. Student will email their school counselor the advisor's email to include the courses on their high school schedule.
12. Student follows book requests and distribution procedure outlined below.

- **New students who have NOT tested:**

At this time the assessment office is closed to students, so we are unable to offer PERT testing for new students. We are exploring our options and hope to have a plan in place soon. Students can [check this page](#) for the most current updates. SAT and ACT have cancelled testing opportunities for April and May. Currently, June testing is still available.

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- **Returning Students:**
  1. Student emails their school counselor.
  2. School counselor advises the student on graduation requirements, makes any specific course recommendations, and shares Course Selection Guide via email.
  3. Student provides course number and class number to school counselor for approval.
    - a. Students can view available courses at [DSC's Course Search](#) page.
  4. School counselor fills out the following fields:
    - student name, alpha code, high school, Foreign Language completion, graduation year, degree
    - GPA and tests scores
  5. School counselor signs off on classes and GPA, using an electronic signature.
  6. School counselor signs, saves the form and emails the signed form to the student to complete contact, demographic information, and parent and student signature (also electronic signatures).
  7. Student emails the completed form to [dualenrollment@daytonastate.edu](mailto:dualenrollment@daytonastate.edu) and their school counselor, in the same email.
  8. DSC Advisors reviews the form, verifies DSC eligibility, answers any questions, enrolls student in available courses, and replies to student and school counselor to confirm enrollment.
  9. Student will email their school counselor the advisor's email to include the courses on their high school schedule.
  10. Student follows book requests and distribution procedure outlined below.

### Book Requests & Distribution

Dual Enrollment Summer textbook distribution will take place on the dates and times listed below. Please note that each day is a different location. You must register for a time and day using this link: <http://bit.ly/DESummerTxtbkPU>. Please note that you will need to bring any dual enrollment textbooks you have checked out when picking up your summer books. Please reach out to Christine Cyrier at [clcyrier@volusia.k12.fl.us](mailto:clcyrier@volusia.k12.fl.us) with any questions regarding your DSC books.

- May 6, 2020, 9:00 am – 4:00 pm at 3750 Olson Drive, Daytona Beach, Florida 32124
- May 7, 2020, 9:00 am – 4:00 pm at 200 N. Clara Avenue, DeLand, Florida 32720