



## Checklist for New and Current Dual Enrollment Students

- ✓ Review the 2020-21 Dual Enrollment Contract to make sure that you meet all requirements and can fulfill the responsibility of attending college classes (i.e. take into account sports schedule and GBHS workload)
- ✓ Contact your guidance counselor and turn in a signed contract by you and your parents.
- ✓ Review PSC schedule online and discuss appropriate courses with your guidance counselor. Students can view reviews on different instructors at [www.Ratemyprofessor.com](http://www.Ratemyprofessor.com).
- ✓ Registering through the Dynamic Forms website:
  - -New students will complete a PSC application online and then be directed to register online. Instructions are provided at <https://www.pensacolastate.edu/documents/dual-enrollment-public-school-dual-enrollment-student-instructions/>
  - -Current students will receive an email through their PSC Piratemail with instructions. This information is also listed at <https://www.pensacolastate.edu/documents/dual-enrollment-public-school-dual-enrollment-current-student-instructions/>
  - **Registration is not complete until a GBHS guidance counselor approves the courses online.**
- ✓ After courses are approved online, please carefully review your schedule with the dates, times and locations of your classes to ensure that no errors have been made.
- ✓ You will eventually visit one of the PSC Campuses to receive a PSC photo id. card and parking decal. Students are recommended to complete these tasks at the PSC South Santa Rosa County Campus, located at **5075 Gulf Breeze Pkwy, Gulf Breeze, FL 32563 (850) 471-4630**
- ✓ Complete an online orientation to familiarize yourself with:
  - (visit this link: <https://www.pensacolastate.edu/admissions/orientation/>)
  - **Spyglass** (online portal to view your PSC schedule, order transcripts, etc.)
  - **Canvas** (All eLearning courses at PSC are delivered online through Canvas. Many instructors teaching on campus also use Canvas to deliver online content to students and will require students to upload homework and papers through canvas)
  - **PirateMail** (PSC's official email system. All students are given an account and you must use this email account to contact PSC instructors)
- ✓ Obtain your textbooks by visiting the testing window across from the library at GBHS. If we don't have a PSC book in stock we will order it for you and you must pick it up at the main campus bookstore at Pensacola State College in Pensacola. All books are the property of GBHS and must be returned each semester to GBHS. **\*DURING COVID-19 CLOSURE TIME, STUDENTS SHOULD EMAIL THEIR COUNSELOR TO INQUIRE ABOUT BOOK DISPURSEMENT.**
- ✓ Make sure you attend the first day of class (or log in if it's an online class) to obtain the course syllabus as well as any other information needed for success.
  - **Contact your Guidance Counselor immediately if you have an issue with your class or if you want to drop/add or withdraw from a class. There are deadlines and all changes must be approved by your counselor.**