ST. PETERSBURG COLLEGE
2024-2025 DUAL ENROLLMENT (DE) PROGRAM CHECKLIST

Apply to St. Petersburg College: **Note: Skip this step if you already have an SPC ID number.**

You **MUST** know your Social Security number and date of birth to complete the application.

o The accuracy of your Social Security number and date of birth are **CRITICAL** as it is used for verification.

Pinellas County School students must also know their Pinellas County School ID.

o Private and home-education students do **NOT** need a PCS identification number to apply.

Complete the online application to receive a student ID number at https://www.spcollege.edu/future-students/admissions

a. Click on High School Programs.

b. Follow the directions to complete your application.

c. Once your application is completed, you will receive your SPC student number and e-mail address.

• Please retain a copy of this information.

d. The $40 application fee will be waived at time of registration.

Activate student SPC email.

a. Go to the Titan's Login located at www.spcollege.edu

b. Choose Create Password and follow the steps.

• **Do NOT choose to change password.**

• **If you have any issues, please contact SPC Technical Support at (727) 341-4357.**

Take the Postsecondary Education Readiness Test (PERT).

Skip this step if you have qualifying PSAT, SAT, ACT or CLT scores. To make a testing appointment please use the following link: https://www.spcollege.edu/future-students/admissions/testing

a. Each student will have only two attempts per semester and one attempt during the summer.

b. **Students are STRONGLY ENCOURAGED to prepare prior to testing**.

TEST	PSAT	SAT	ACT	PERT
Writing/English	25	25	17	103
Reading	24	24	19	106
Math	24	24	19	114

TEST	Digital PSAT	Digital SAT
Reading and Writing	490	490
Math	480	480

TEST	CLT
Verbal Reasoning & Writing	38
Quantitative Reasoning	16

*If you plan to use your PSAT, SAT or ACT scores in lieu of PERT scores for eligibility, please ask your school counselor to send a complete downloadable copy of your scores to the DE office.

4. Provide a copy of your test results to your high school counselor to see if you meet eligibility requirements.
   Home education students will be provided instructions for steps 4 and 5 by the Dual Enrollment office. Contact your DE office for further instructions.
   a. Work with your counselor to complete the PCS Permission Form or Private School Agreement Form.
   b. Refer to the list of approved courses found on our website under "What's Required to Enroll?".
   c. Search for classes at https://classes.spcollege.edu/?term=584c3c27-0738-4472-3b72-08d7776881fc.
   d. Completed and signed permission forms are submitted by your counselor directly to a dual enrollment office.
5. Registration will be completed through the Dual Enrollment Office.
   a. Students are **NOT** able to self-register.
   b. Monitor your SPC e-mail for further instructions.
   While in the program, the students **MUST:**
   - Maintain a minimum 3.0 unweighted cumulative high school GPA.
   - Maintain a minimum 2.0 college GPA.
   - Provide their own transportation to classes at SPC.
   - Follow the SPC academic calendar.

NORTH COUNTY OFFICE – Tarpon Springs Campus	SOUTH COUNTY OFFICE – Seminole Campus
• Pinellas County Public High Schools north of East Bay Drive. • Pinellas County Private Schools north of East Bay Drive. • Pinellas County Home School students residing north of East Bay Drive.	• Pinellas County Public High Schools south of East Bay Drive. • Pinellas County Private Schools south of East Bay Drive. • Pinellas County Home School students residing south of East Bay Drive.
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Ewa Rzadzka Administrative Specialist Room PS 102 727-712-5400 Rzadzka.Ewa@spcollege.edu	**Kristi Smith** Administrative Specialist Room PW 702 727-394-6023 Smith.KristiL@spcollege.edu