# St. Petersburg College

## 2027 - 2028 Dual Enrollment (DE) Checklist

### Welcome to St. Petersburg College Dual Enrollment!

This checklist will guide the students through the enrollment process and help ensure all required steps are completed.

**Eligibility Requirements:** Students in grades 6-12 who are enrolled in a Pinellas County public school, private school, or home education program may be eligible if they meet the required GPA and College Placement Test score requirements. PCS students must have a minimum 3.0 unweighted GPA based on at least seven high school credits in math, science, English, and/or social studies. Students under age 15 must obtain enrollment authorization from the Associate Provost at their home campus.

**Test Score Requirements:** All Dual Enrollment students must have qualifying test scores on file. A combination of scores may be used to meet eligibility requirements, and scores remain valid for two years from the test date. Students who need test scores may schedule the PERT through SPC Testing Services. Minimum qualifying scores can be found in the Dual Enrollment Course Table and Test Score Chart. PERT testing is limited to **two attempts during the Fall and Spring terms and one attempt during the summer term**.

### North County

*(servicing Pinellas County students living north from East Bay Dr. Clearwater / West Bay Dr. Largo)* The SPC north county dual enrollment office is located in the PS Building at the Tarpon Springs Campus.

**Naly Lattenhauer**
Interim Director, Early College/Early Admission/Dual Enrollment
***lattenhauer.naly@spcollege.edu***
(727) 712-5281

**Ewa Rzadzka**
Administrative Services Specialist
***rzadzka.ewa@spcollege.edu***
(727) 712-5400

### Mid County

*(servicing Pinellas County students living south from East Bay Dr. Clearwater / West Bay Dr. Largo & north of 62nd Ave. N, Pinellas Park)* The SPC mid county dual enrollment office is located in PW 702 at the Seminole Campus.

**Derrick Bullard**
Dual Enrollment Coordinator
***bullard.derrick@spcollege.edu***
(727) 394-6164

**McKenzie Ricci**
Administrative Specialist
***ricci.mckenzie@spcollege.edu***
(727) 394-6023

### South County

*(servicing Pinellas County students living south of 62nd Ave. N, Pinellas Park)* The SPC south county dual enrollment office is located in the LA building, St. Petersburg / Gibbs Campus.

**Brooke Taylor**
Dual Enrollment Coordinator
***taylor.brooke@spcollege.edu***
727-341-7109

### Step 1: Apply to SPC *(All Students)*

- Complete the online SPC Application at spcollege.edu
- Select *"High School Programs Student"*
- Record your SPC Student ID Number and password after submitting your application
- PCS students: Enter your PCS Student ID Number on the application
- Do not pay the application fee *(waved for Dual Enrollment students)*

## PCS & Private School Students

### Step 2: Meet with Your School Counselor

- Complete the PCS Permission Form or Private School Agreement Form

### Step 3: Registration

- Registration is processed after all required documents *(including test scores)* are submitted by your counselor.
- Receive your SPC student email account and activation instructions
- Receive registration confirmation and class schedule and review all instructions provided

## Home School & PEP Students

### Step 2: Contact Your Assigned Dual Enrollment Office

- Request a New Student Information Packet

### Step 3: Submit Eligibility Verification *(Home School Students Only)*

- Request a Home School Verification Letter from the Pinellas County Charter Schools & Home Education Office *(they will send it directly to us).*

### Step 4: Submit Required Documents Send the following to your assigned Dual Enrollment office:

- Full battery of qualifying test scores
- Home School Agreement
- Consent Form
- Registration Form
- PEP Students: submit scholarship verification/proof

### Step 5: Registration

- Registration is processed after all required documents are submitted and reviewed.
- Receive your SPC student email account and activation instructions
- Receive registration confirmation and class schedule and review all instructions provided

## Important

Activate your SPC email account immediately upon receipt, it will be used for:

- SPC communications
- Registration updates
- Bookstore access
- Textbook information

## Important Dual Enrollment notifications

### After Enrollment

To remain eligible for Dual Enrollment:

- Maintain a minimum **3.0 unweighted high school GPA**
- Maintain a minimum **2.0 SPC GPA**
- Follow all SPC policies and academic deadlines
- Provide your own transportation to and from classes

**Note:** All Dual Enrollment students have a hold on their accounts and cannot self-register. All changes and potential withdrawals need to be approved by your counselor and will be processed by the DE office.