

Dual Enrollment Process for P-CCS

Student meets with their counselor to review courses and PSAT/SAT scores for all Math and English classes.

Counselor initiates the electronic form and sends it home to the parent/guardian for completion.

Once the family has entered in the required information it goes back to the counselor for approval and the counselor will review the following:

- Is the course an English or math class?
 - Has the student meet the state minimum score requirement to take the course?
 - If yes, then it goes to the next step.
 - If no - the counselor will send the form back to the parent with a note as to why they need to choose a new course.
- Is this course a religion, theology, physical education or hobby craft course?
 - Yes - send the form back for a new selection.
 - No - approve course and send to next approver.

Once the counselor has approved the course or courses then the form goes to the principal for review.

If approved by the principal, based on the same criteria as the counselor, then the form goes to the P-CEP Pupil Accountant. If the principal does not approve, then the form will go back to the counselor for corrections and why the corrections are needed.

For the student part of the process while waiting for the approval email from the P-CEP Pupil Accountant.

- **Have you turned your form into your counselor by the deadline?** (All completed forms for the Fall Term are due in May before Memorial Day and all completed forms for the Winter Term are due in November before Thanksgiving.)
 - If yes - apply for admission to the college you put on your form and request your transcript via Parchment to be sent over.
 - If no - then you are not eligible for dual enrollment this term.
- **Have you received the approval email from the P-CEP Pupil Accountant indicating your application has been approved?**
 - If yes - you may enroll for the course you were approved for on your application and listed in the email.
 - If no - then you need to wait until you have received this before doing anything else.
- **Have you submitted the enrollment confirmation to your counselor and the P-CEP Pupil Accountant?** This is sent as a saved PDF, screenshots are not allowed, confirmation should show your name, the college name and the course. If you need directions please email the P-CEP Pupil Accountant to get them.
 - If yes - then you are all set.
 - If no - then you need to do this before the deadline.
- **Does your course require you to purchase a required textbook or program?**
 - If yes - you will need to purchase this and then submit the original, finalized receipt and course syllabus to the P-CEP Pupil Accountant for potential reimbursement later this semester.
 - If no - then you are all set.
- **Once the course has completed, you are required to send a PDF copy of your transcript and final grade to the P-CEP Pupil Accountant.**
 - If yes - you are all set.
 - If no - please submit as soon as possible as this also has a deadline for submission.