



Dual Enrollment

Student Handbook

2024-2025 School Year




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NFC Office of Dual Enrollment

NFC Main Campus - Building 6

850-973-1628 | dualenrollment@nfc.edu

A scenic photograph of a lake at North Florida College, surrounded by lush green trees. The water is calm, reflecting the sky and the surrounding foliage. A large tree trunk is visible in the foreground on the right side of the frame.

NFC's scenic campus includes views of lakes that are home to many wildlife species. Students are encouraged to walk the Ladell Brothers Outdoor Environmental Center, where nature and education meet.

About Dual Enrollment

Dual enrollment allows qualified public, private, home education, and personalized education plan (PEP) students an opportunity to participate in an academic acceleration program. Students pursue an advanced curriculum by enrolling in college courses that earn both high school and college credit, simultaneously.

Benefits of Dual Enrollment

- Dual enrolled students are exempt from college tuition and fees.
- Shortens the time it takes to earn a college degree.
- Allows a head start on college career.
- Enhance a university admission application or resume.
- Credits are fully transferable to any Florida public college or university offering the Statewide Course Numbering System. [Dual Enrollment Transfer Guarantees](#)

NFC Dual Enrollment Program

North Florida College offers options for dual enrollment students.

Dual Enrollment:

- College Credit Dual Enrollment: Students enroll part-time up to 11 credit hours per term.
- Career Dual Enrollment: Students enroll part-time up to 330 clock hours per term toward certifications.

Early Admission:

- College Credit Early Admission: Students enroll full-time taking a minimum of 12 and maximum of 15 credit hours per term.
- Career Early Admission: Students enroll full-time (330+) clock hours per term toward certifications.

Early College:

- Allows students to enroll in a structured high school acceleration program as a cohort. Students earn an associate degree upon completing four years of high school. The Sentinel Scholars Collegiate Academy (Early College) is offered to students at specific high schools. The program is limited acceptance and students must meet specific criteria to be eligible.

Dual Enrollment Eligibility

Initial Eligibility

- Be enrolled in 6th – 12th grade in a Florida public, charter, private, home education program, or personalized education program.
- Have a minimum unweighted high school GPA of 3.0 for college credit courses or 2.0 for Career and Workforce Education Programs.
- For college credit courses, achieve college-ready scores on a common placement test.

TEST	PERT	SAT	Digital SAT	ACT or ACT with Writing	Next-Generation ACCUPLACER	Classic Learning Test	
			Since June 2023				
READING	106	24	490*	19	256	38**	
WRITING/ENGLISH/LANGUAGE	103	25		17	253		
MATH	MAT 1033 MGF 1106 MGF 1107 STA 2023	114	24	480	19	261 (QAS)	16
	MAC 1105	123	26.5	530	21	263-275 (AAF)	19

*Score is Evidence-Based Reading and Writing section.

**Score is the sum of the Verbal Reasoning and Grammar/Writing sections.

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation.

ACCUPLACER Next Generation and Mathematics:

- The **QAS sub-test** cut score for “college ready” per FLDOE is 261.
 - This qualifies students to take “gateway” courses MAT 1033, MGF 1106, MGF 1107, or STA 2023 at NFC.
- Students planning to take the algebra sequence of courses at NFC must take the **AAF sub-test** and score a minimum of 263 to be eligible for MAC 1105. Otherwise, students can use MAT 1033 as a prerequisite for MAC 1105 eligibility without a score from the AAF sub-test.

Continued Eligibility

- Maintain a cumulative college GPA of 2.0.
- Maintain an unweighted high school GPA of 3.0 for college credit courses or a 2.0 for Career and Workforce Education Programs.
- Cannot be scheduled to graduate high school prior to the completion of any dual enrollment course.
- Students must not be over age 19 by the first day of the fall term to participate in dual enrollment for that academic year.

Each school may have additional eligibility requirements. See your high school guidance counselor.

Getting Started

Application Process for New Dual Enrollment Students

1. Students meet with the high school guidance counselor to determine dual enrollment options. Home education and personalized education program students should contact the NFC Office of Dual Enrollment.
2. Students complete the NFC Dual Enrollment application. The application requires parent approval.
3. The dual enrollment application must be approved by the student's high school.
Fall Term deadline is August 1 Spring Term deadline is December 1
4. The NFC Office of Dual Enrollment will email each student an official acceptance letter that includes the next steps.

Registering for Dual Enrollment Courses at NFC

Students should discuss college course selection with their guidance counselor to ensure all high school requirements are met.

1. Students meet with the high school guidance counselor to assist with choosing appropriate courses. NFC advising is available for students.
2. Students should complete the Registration Request Form by the published registration dates each term. All registration requests must be approved by the high school.
3. Students will be registered for courses during the advertised registration period dates each term.
4. Students should confirm their registration by logging into their MyNFC account and checking their current registration in Banner.

Textbooks

Fall and Spring Terms:

Public and charter school students are provided textbooks by their high schools. Private, home education, and personalized education program students are provided textbooks by NFC.

Summer Term:

NFC will provide textbooks for all students.

Course Options for Dual Enrollment at NFC

Students have several options when registering for courses at NFC.

- In Person – courses meet in person at specified days, times, and locations. This is the traditional method of classroom instruction.
- Online – courses are conducted asynchronous online via the learning platform, D2L. There is no set time to attend, and the course has a start and end date. Students interact with classmates and instructor via online discussion boards, assignments, or group projects.
- Hybrid – a combination of in person and online instructions. Students and instructors meet in person for a portion of the required course time. The remaining course time is asynchronous online via the learning platform, D2L.
- HyFlex – allows for flexible participation. Students may choose to attend face-to-face synchronous class sessions in person or virtually. Student attendance, either face-to-face or virtually, is required on the scheduled course days and times.
- Synchronous – class/lecture is delivered via live video at a specific time each week.
- Asynchronous – coursework is delivered through the online learning platform, D2L, and made available on demand.
- Varied Course length – options include 16-week and 8-week courses. 8-week courses include the full 16-week course content. Students should be prepared for the work load an 8-week course requires.

Course Locations

- Courses are offered on the main NFC campus in Madison, at the Live Oak Location, at the Perry Location, and online. Select courses are available for dual enrolled students at specific high school locations.

Students should note course location, start/stop dates, and delivery method before registering.

NFC Sentinel Scholars Collegiate Academy students participated in a celebration to recognize their completion of an Associate in Arts degree as a high school student. They also signed the Legacy Wall as a new NFC Alumni.
(L to R: Shelby Crossno, Madison Dear, and Rachel Willis)



Dual Enrollment Success Stories

Dual Enrollment Student of the Month

NFC DUAL ENROLLMENT

Student of the Month

OCT. 2023

"Dual enrolling at NFC allows me to take more rigorous courses to help prepare me for life after high school."

AVERY BUCHANAN

Lafayette High School



NFC DUAL ENROLLMENT

Student of the Month

DEC. 2023

"NFC is helping me reach my goals by allowing me to start my AA degree during high school. The college has given me a head start on my future and I could not be more grateful."

KARLEIGH BEMBRY

Hamilton Co. High School



DUAL ENROLLED SENTINELS

526

NFC SENTINELS DUAL ENROLLED IN HIGH SCHOOL AND NFC COURSES DURING 2023-2024

NFC DUAL ENROLLMENT

Student of the Month

JAN. 2024

How is NFC helping you reach your goals?

"NFC is helping me take classes that are required for my dream career."

ASHLEY MORALES

Branford High School



NFC DUAL ENROLLMENT

Student of the Month

MAR. 2024

"NFC is helping me reach my goals by allowing me to work towards my A.A., so I can achieve my dream of going to the University of Florida to pursue whichever career I choose."

GRACELYNN SIMMONS

Point of Grace Christian School



7,100

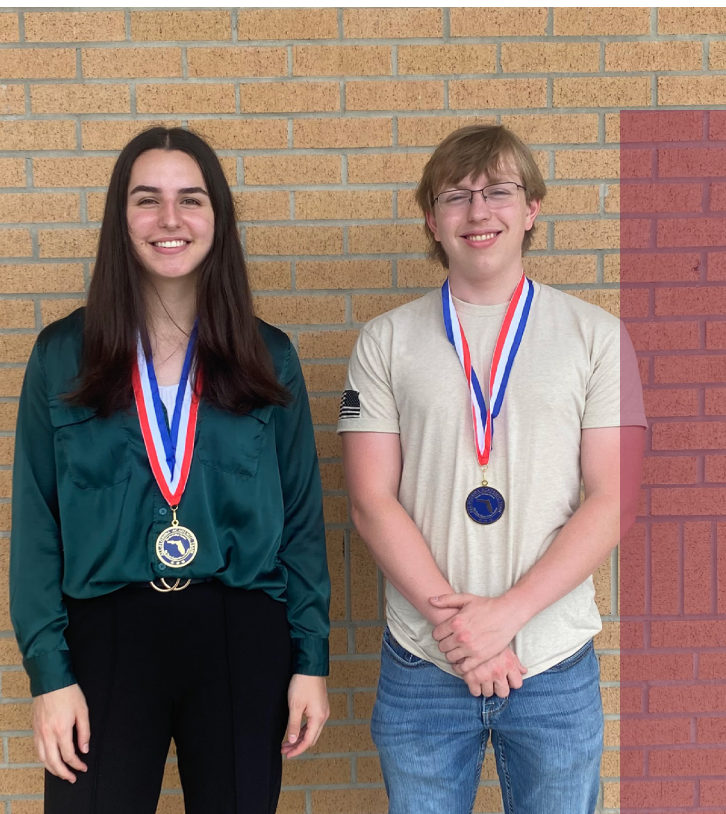
CREDIT HOURS

TOTAL NUMBER OF CREDIT HOURS DUAL ENROLLED STUDENTS EARNED FALL 2023 AND SPRING 2024

Academics

Academic Performance

- Dual enrollment courses become part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.
- While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in high school courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
- Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.
- The Early Alert system is designed to identify and provide support to students who are having difficulty in their coursework. Early Alerts are sent to students twice each fall and spring term and once in the summer term.



NFC students Margaret Boyd, left, and Logan Linton, right, named to the 2024 All-Florida Academic Team as members of NFC's Phi Theta Kappa Mu Xi Chapter.

Associate in Arts Degree

The Associate in Arts Degree (A.A.) is designed for students who plan to transfer to a Florida public college or university to complete a bachelor’s degree program. The A.A. Degree includes 36 hours of general education and the remaining 24 hours are common prerequisite courses for the desired bachelor’s program. See the [NFC College Catalog](#) or an Academic Advisor for specific requirements.

Requirements for the Associate in Arts Degree - 60 total credits

A.A. Degree Requirements	
Area	Credit Required
General Education	36
Communication	6
Humanities	6
Mathematics	6
Natural Sciences	6
Social Sciences	6
Additional Gen. Ed.	6
Electives	24
Total	60

General Education – 36 total credits
Electives – 24 total credits

Degree Works

All students have access to DegreeWorks within their [MyNFC Portal](#). DegreeWorks is a planning tool to help students and advisors monitor student’s progress toward degree completion. This is not a substitute for speaking with an academic advisor. DegreeWorks can also be used to perform a “what-if” analysis to determine how current coursework would apply to a different program.

Academics, cont.


Earn College Credit with CLEP and AP Exams

CLEP

The College Board College-Level Examination Program (CLEP) can save students time and money, help students fulfill a graduation requirement or advance to a higher-level course. CLEP is a series of examinations that allow individuals to earn college credit for what they know, regardless of where they learned it. For more information or to schedule a test contact the [NFC Testing Center](#) at 850-973-9451.

Advanced Placement

Advanced Placement (AP) exams are taken after students complete the corresponding AP course in high school. Students who earn required scores on an AP exam may receive college credit for their demonstrated mastery in these college-level subject areas. Contact your high school guidance counselor for more information.



The NFC Collin P. Kelley Fitness Center is open to all NFC students, where they have access to a basketball court, fully equipped gym, multipurpose workout room, and Wellness Suite.

NFC Campus Resources

Student Support

Academic Success Center:

The [Academic Success Center \(ASC\)](#) is available to provide all students the help and support necessary to ensure successful completion of courses. The ASC offers free services, including peer tutoring, professional tutoring, academic coaching, workshops, study groups, test reviews, and web resources.

Advising:

Students are encouraged to speak with an [academic advisor](#). Academic advisors can review progress toward a degree or certificate, discuss transfer college requirements, provide suggested prerequisite courses for majors, and much more. Appointments are available in-person, by phone, or virtually. Dual enrollment course registrations must be approved by the high school to ensure high school requirements are met.

Career & Transfer Center:

The Career & Transfer Center works with students to determine career interests, offers career assessments, creates career advising plans, hosts mock interviews, and maps out pathways for transferring to a university.

Disability Resource Center:

The [Disability Resource Center \(DRC\)](#) works with students with disabilities to provide a variety of support services to empower students, foster independence, promote achievement of career and educational goals, and assist students in discovering, developing and demonstrating their full potential. All services are provided to qualified students free of charge.

Library:

The [Marshall Hamilton Library](#) is available to support student learning in the classroom. Librarians are on duty to help with questions and research strategies. Access to the library's extensive collection of electronic resources is available 24 hours a day. Wireless internet is also accessible in the library and on the patio after hours. Students receive their official NFC ID badge [here](#).

See page 22 for a list of contact information.

NFC Campus Resources, cont.

Parking

Student parking is designated by white lines. Students parking in Faculty/Staff (yellow lined) or Handicapped (blue lined) may be subject to a citation and/or towing. Please refer to the [College Catalog](#) for details.

Emergency Alerts

Sign up to receive [emergency alerts](#). Register your cell phone and/or email address to receive alerts in the event of campus-wide emergency or closing due to inclement weather.

Student Activities

Student Center:

The Student Center is filled with games, events, and programs every term. Check your NFC email each week for more information. A Snack Bar is available.

Clubs:

Get involved in one of the many clubs or organizations at NFC. Art Club, Gaming and Technology Club, Music Club, Phi Theta Kappa Honor Society, Sentinel Upstage Player Community Theater, and Student Government Association.

Collin P. Kelley Fitness Center:

Students have access to the Collin P. Kelley Fitness Center with their NFC ID badge. Students under the age of 18 must have a parent/guardian register them to use the facility.

Finish at NFC

Finish at NFC

Dual enrolled students who graduate high school are encouraged to finish their degree at NFC.

- ✓ Submit NFC Application for Admission
- ✓ Complete the FAFSA
- ✓ Apply for [NFC Foundation Scholarships](#)
- ✓ Submit official high school transcripts after graduation
- ✓ Submit ACT or SAT scores (if needed)
- ✓ See an [NFC Advisor](#)
- ✓ Register for courses



Dual Enrolled students celebrate their upcoming NFC graduation during the 2024 Spring Grad Fest event. (L to R: Julie Adams, Academic Advisor; Hannah Pollard; Tanner Plat; Lillian Washington; Gracie Jenkins; and Cameron Smith, Academic Advisor.)

Off-Campus Locations

[Live Oak Location](#)

Many services offered at the main campus in Madison are also available at the Live Oak Location including classes, tutoring, admissions, advising, testing, ID badges, computer access, and study areas.

The Live Oak Location is at 210 Ohio Avenue N., Live Oak, Florida 32064.

[Perry Location](#)

On July 13, 2023, NFC opened its second off-campus location in Perry, serving the residents in Jefferson, Lafayette and Taylor counties. The new location also hosts collegiate service offerings along with additional career and workforce courses, including the HVAC/R program.s

The Perry Location is at 319 N. Byron Butler Parkway, Perry, Florida 32347.



The Live Oak Location (left) and Perry Location (right) offer college campus benefits right down the road for students living in Hamilton, Lafayette, Taylor, and Suwannee counties.

Frequently Asked Questions

Q. How do I qualify for dual enrollment?

Students must be enrolled in grades 6-12 in a Florida public, charter, private, home education, or personalized education program. Students must demonstrate college readiness by submitting minimum placement test scores. Students must hold an unweighted cumulative high school GPA of 3.0 to enroll in college credit course and a 2.0 to enroll in Career and Workforce Education programs. Each high school may have additional requirements or deadlines.

Q. What is the deadline to dual enroll?

New dual enrollment students must submit completed applications by December 1 to enroll in the spring term and August 1 to enroll in the fall term. Dual enrolled students register according to the official NFC registration dates each term. Each high school may have additional requirements or deadlines.

Q. How can I access my NFC course schedule each term?

Log in to [MyNFC portal](#). Select Ellucian Banner. Select Student > Registration Status > Student Detail Schedule > Select Term.

Q. What is the difference between dropping a course and withdrawing from a course?

- **Dropping a Course:** The course does not appear on the college transcript. Students must drop a course during the advertised drop period each term. Students may also be dropped from a course for non-attendance.
- **Withdrawal from a Course:** The course is removed after the drop period is over, but before the official withdrawal period ends. The course will remain on the official college transcript and as a final grade of **W**. Dual enrolled students are limited to two attempts per course.

Frequently Asked Questions, cont.

Q. How do I receive accommodations?

Students must request accommodations from North Florida College Disability Resource Center. Contact the NFC Disability Resource Center (DRC) at 850-973-9403. [Disability Resource Center](#)

Q. How long can I dual enroll?

Eligible secondary students may participate in dual enrollment at NFC for a maximum of 70 credit hours. Students must not be over age 19 by the first day of fall term to participate in dual enrollment for that academic year. Students cannot be scheduled to graduate high school prior to the completion of any dual enrollment course.

Q. What is the cost to participate in dual enrollment?

Students are exempt from the payment of registration, tuition, and lab fees. Textbooks are provided to students each term.

Q. Can I pay for extra college courses while still in high school?

Students and/or parents are not allowed to pay for college courses at NFC outside the dual enrollment program.

Q. What happens if I am placed on dual enrollment probation?

Students are placed on dual enrollment probation if they earn a D or F in a course and may not dual enroll for one term. Following the one term probation period, students may register for dual enrollment courses. Students should speak with their guidance counselor for high school specific criteria for dual enrollment probation.

Q. If I become ineligible to participate in dual enrollment, can I attend NFC after graduating from high school?

Yes! Students are encouraged to continue their college education after graduating high school. Former dual enrollment students should complete an [NFC Application](#) and submit all required documentation.

Q. Will credits from NFC transfer to other Florida colleges and universities?

Yes, your credits will be fully transferable to a Florida public college and university. If students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private or out-of-state institutions may or may not grant college credit for courses taken through dual enrollment. [Dual Enrollment Transfer Guarantees](#)

Q. Are dual enrolled students allowed to participate in activities, events, and clubs on the NFC campus?

Yes! As the high school schedules allow, NFC encourages dual enrolled students to fully participate in student clubs, organizations, and activities. Dual enrolled students have access to all services, including the Collin P. Kelly Fitness Center, that NFC offers.

Q. Where do I find the student handbook?

The student handbook, along with other important information, is found in the [NFC College Catalog](#). Students should refer to the catalog for information about NFC, such as college policies and procedures, degrees offered, and more.

Q. How do I get transcripts from NFC?

Official [NFC transcripts](#) can be ordered online through the National Student Clearinghouse. Some State of Florida public colleges and universities allow transcripts to be submitted at no charge via the statewide FASTER system. Call 850-973-1612 or email transcripts@nfc.edu for more information.

Unofficial NFC transcripts can be accessed for free by logging in to your MyNFC portal. Select Ellucian Banner, then select Student > Student Records > Academic Transcript.

List of Terms

Academic Advisor – provide support by exploring academic interests, review progress toward a degree or certificate, discuss transfer college requirements, provide suggested prerequisite courses for majors, and much more.

Application – required to be accepted as a student at North Florida College.

Associate in Arts Degree (A.A.) – designed for students who plan to transfer to a Florida public four-year institution as a junior to complete a bachelor’s degree program.

Associate in Science Degree (A.S.) – designed to complete in two years, or less, and start a career. Credits may also be used toward a coordinating bachelor’s degree if the general education prerequisites are met.

College credit – one college credit hour is approximately one hour of classroom learning plus two hours of independent work. The Associate in Arts Degree requires a minimum of 60 credit hours.

Common Placement Test – used to determine accurate course placement based on the student’s skills and abilities.

Dual Enrollment – qualified students participate in an academic acceleration program where students earn both high school and college credit, simultaneously.

Dual Enrollment Probation – students who earn a grade of D or F will not be allowed to register the following term. After a one term sit out, the student may register with the approval of the high school.

Prerequisite – a course or other requirement that a student must have taken prior to enrolling in a course or specific program.

Transfer College – Florida’s higher education system is designed to allow students to successfully pursue a bachelor’s degree by first earning an Associate in Arts (A.A.) degree at a Florida College System institution and then transferring to a four-year institution. [2+2 Pathways to Success](#)

Registration – required after the student is accepted. This is the process of selecting and enrolling in courses for a given term.



The NFC Marshall W. Hamilton Library is home to NFC's Learning Resources and Academic Success Center. We do all we can to ensure student success.

NFC Contacts

Department	Email	Location	Phone
Academic Success Center	ASC@nfc.edu	Building 4	850-973-1719 850-973-9411
Admissions	admissions@nfc.edu	Building 3	850-973-1622 850-973-9405
Advising	advising@nfc.edu	Building 2	850-973-1737
Career and Transfer Center	hagans@nfc.edu	Building 8 Breezeway	850-973-1605
Disability Resource Center	disabilityresourcecenter@nfc.edu	Building 7	850-973-9403
Financial Aid	financialaid@nfc.edu	Building 2	850-973-1621 850-973-9468
Library	library@nfc.edu	Building 4	850-973-1624
Live Oak Location	tuckert@nfc.edu	210 Ohio Ave North Live Oak, FL	386-364-5093 386-364-5440
NFC Foundation (Scholarships)	foundation@nfc.edu	Building 36	850-973-9414
Office of Dual Enrollment	dualenrollment@nfc.edu	Building 6	850-973-1628
Perry Location	dunklec@nfc.edu	319 N. Byron Butler Pkwy Perry, FL	850-973-9499
Testing Center	testing@nfc.edu	Building 6	850-973-9451

Questions?

NFC Office of Dual Enrollment
 NFC Main Campus - Building 6
 850-973-1628 | dualenrollment@nfc.edu

[NFC.EDU/GETTING-STARTED/ADMISSIONS/DUAL-ENROLLMENT](https://www.nfc.edu/getting-started/admissions/dual-enrollment)