**Step 1: Meet Eligibility Requirementshttps://www.hccfl.edu/admissions/dual-enrollment-and-early-admissions**

**Step 2:**

Complete online application

**Step 3:**

Register your NetID

**Step 4:**

Submit placement test scores (SAT, ACT, PERT)

**If you need to take the PERT test, you must e-mail an HCC campus advising office for a referral after submitting your application.**

Brandon Campus: bradvising@hccfl.edu

Dale Mabry Campus: dmadvising@hccfl.edu

Plant City Campus: plantcityadvising@hccfl.edu

South Shore Campus: southshoreadvising@hccfl.edu

Ybor Campus: ybadvising@hccfl.edu

**EVERY SEMESTER-**

**Step 1:**

Use the “Course Equivalency Chart” to determine which courses you are eligible to take. On the DE website listed above, scroll down to the section that says “Selecting Classes” to find the chart. You can also set up an appointment with an HCC Advisor. Write down course code (Example – ENC1101)

**Step 2:**

Complete Request for Form B from your high school counselor – request available in Guidance lobby(Drop off on Friday, ready for pick up following Tuesday)

**Step 3:**

Submit Form B and necessary paperwork to HCC by completing the Microsoft Form. This can be found on the DE website by scrolling down to “Reapplying Every Semester” and “Submit Paperwork for Approval”

**Step 4:**

Follow directions provided by HCC for registration process. You will receive these via hawk mail.

**Step 5:**

Print out copy of HCC schedule – deliver copy to guidance office

**Step 6:**

Order textbooks ASAPhttps://apps.sdhc.k12.fl.us/dualenroll/ \*New students come to guidance lobby to set up textbook ordering account

**Step 7:**

Guidance staff will contact you when your text book order is ready for pickup.

**Step 8:**

Do your best! Your dual enrollment grades are permanent on your high school and college record.

Directions