

PENSACOLA STATE COLLEGE

Dual Enrollment Process

New Student Instructions for Dynamic Forms

Please confirm with your High School Counselor that you are eligible for Dual Enrollment before completing this request. The number of courses you can take is dependent on your grade level. You can find eligibility requirements and guidelines in the Articulation Agreement at

<https://www.pensacolastate.edu/academics/programs/dual-enrollment/>

1. Complete the online PSC Dual Enrollment Application located on Pensacola State College's Dual Enrollment website. Then, click "How To/ Public School" <https://www.pensacolastate.edu/academics/programs/dual-enrollment/>
2. PSC will receive the application and send an email to your personal email account. This email will provide the link to the Dynamic Forms website.
3. Once in Dynamic Forms, complete all of page 1. Then, agree to the Dual Enrollment Terms and Conditions and click "next" at the bottom of the page.
4. On Page 2, enter the following for all the courses you are requesting:
 - a. Course Number
 - b. Section Number (Days and times for courses can be found on PSC's Course Search.) <https://www.pensacolastate.edu/coursesearch.asp>
 - c. Course Title
 - d. Campus LocationThen, click "next" at the bottom of the page.
5. On page 3, click "next" at the bottom.
6. On page 4, choose your High School and Counselor from the drop down menu.
7. Then, electronically sign the form. This will take you to the confirmation screen where you can print a PDF of your request.

You will receive email confirmations when your request has been submitted, when your High School Counselor has approved or denied the request, and when the PSC Advisor has approved or denied the request.

If the request is denied, you should meet with your High School Counselor.

If the request is approved, the PSC Advisor will register you. You can then access your schedule in your Spyglass account on the PSC website.

New to Spyglass? You can use your Social Security Number as your ID and your initial PIN is your birth month and the last two digits of your birth year. (ex. March 1998 = 0398)

