



Lake Sumter
State College

Navigating **DUAL ENROLLMENT**

▶ **Guide for a successful *flight***





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EARLY COLLEGE

What is an Early College program?

Lake-Sumter's Early College Programs (lssc.edu/ecp) are a set of pre-college experiences available to the youth of Lake and Sumter counties that promote college readiness. The purpose of all Early College Programs is to foster a community of

college-ready students by providing targeted college and career preparation programs, college credit opportunities, holistic student development, and a sense of belonging for youth in Lake and Sumter Counties.



What is Dual Enrollment?

Dual enrollment is a type of Early College Program that allows secondary students to take postsecondary coursework and simultaneously earn credit toward a high school diploma, a career certificate, an industry certification, or an associate or baccalaureate degree at a Florida public or eligible private institution.



DUAL ENROLLMENT ELIGIBILITY

Dual Enrollment Eligibility

To participate in the Dual Enrollment Program at Lake-Sumter State College, a student must meet the following requirements:

- Currently attending a school within Lake or Sumter County
- Currently in grade 6th-12th
- 3.0 unweighted high school GPA
- Academic college readiness as demonstrated through scores on a common placement test (see below)

Test	Reading	Writing	Math
PERT	106	103	114
ACT	19	17	19
SAT	490		480
CLT	38		16

Additionally, a student must be an active high school student, not scheduled to graduate before the completion of a dual enrollment course. For example, if a student is scheduled to graduate on May 15, they may not enroll in a summer dual enrollment course that ends in August, even if the course begins before May 15.

Home Education Student Eligibility

- Home education students are eligible to dual enroll at LSSC for a maximum of eleven (11) credits in the fall and spring semesters and eight (8) credits in the summer semester.
- Home Education students must submit a signed DE Home Education agreement along with their application, and submit an annual signed agreement each year in the program.
- Once a graduation date is established on the DE Home Education application, the graduation date cannot be changed.
- Once eligibility for HE dual enrollment expires, students must provide proof of high school graduation and matriculate to LSSC degree-seeking status.

Personalized Education Program (PEP)

- PEP students are eligible to dual enroll at LSSC for a maximum of eleven (11) credits in the fall and spring semesters and eight (8) credits in the summer semester.
- Parents must provide proof of the scholarship award and participation in PEP along with their application and submit an annual signed agreement each year in the program.
- Once a graduation date is established on the DE application, the graduation date cannot be changed.
- Once eligibility for PEP dual enrollment expires, students must provide proof of high school graduation and matriculate to LSSC degree-seeking status.



DUAL ENROLLMENT ELIGIBILITY

Dual Enrollment Eligibility

PERT Pilot Program

Students who meet the minimum requirements in reading and at least one of the two other sections of the PERT may be conditionally accepted to Dual Enrollment as a PERT Pilot student.

- A PERT Pilot English student is a student who meets the college-ready scores for writing and reading but not math. PERT Pilot English students may take the following courses: SLS 1122, ENC 1101, ENC 1102, and ENC 2210.
- A PERT Pilot Math student is a student who meets the college-ready scores for math and reading but not writing. PERT Pilot Math students are eligible to enroll in the following courses: SLS 1122, MAT 1033, MGF 1100, MGF 1130, MGF 1131, MAC 1105C, MAC 1105, MAC 1106, and STA 2023. Based on math placement test (PERT, CLT, ACT, and /or SAT).

PERT Pilot students, once all eligible courses are taken, must submit a Program Change Form with updated test scores before continuing in the Dual Enrollment program. Please talk to your school counselor or dual enrollment advisor for assistance.

Alternative Credit

LSSC will accept alternative credit from a variety of methods, including, but not limited to, Advanced Placement (AP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), and CLEP. For a list of alternative ways to earn college credit, visit the [LSSC Catalog & Student Handbook](#). Students may only earn college credit or alternative credit for a single class, not both.





TESTING

Types of Testing

PERT Testing at LSSC

Students who would like to take the PERT at the LSSC campus may visit the [LSSC Testing Center](#) site to schedule an appointment.

- PERT testing fee is \$25. There is an additional \$3.50 Register Blast scheduling fee. All testing fees must be paid online with credit or debit card only. Cash is not accepted.
- Students are limited to taking the PERT test on an LSSC campus three times a year, and must have 30 days in between test attempts.
- Students must present a receipt of testing payment and a valid photo ID on the day of testing.
- Students who are late to their scheduled appointment will not be permitted to test.
- It is highly recommended that Dual Enrollment students provide their XID when taking the test to expedite grade reporting.
- Students will receive a copy of the test results. This document may be submitted with a DE application to verify test scores.

FCLE Testing

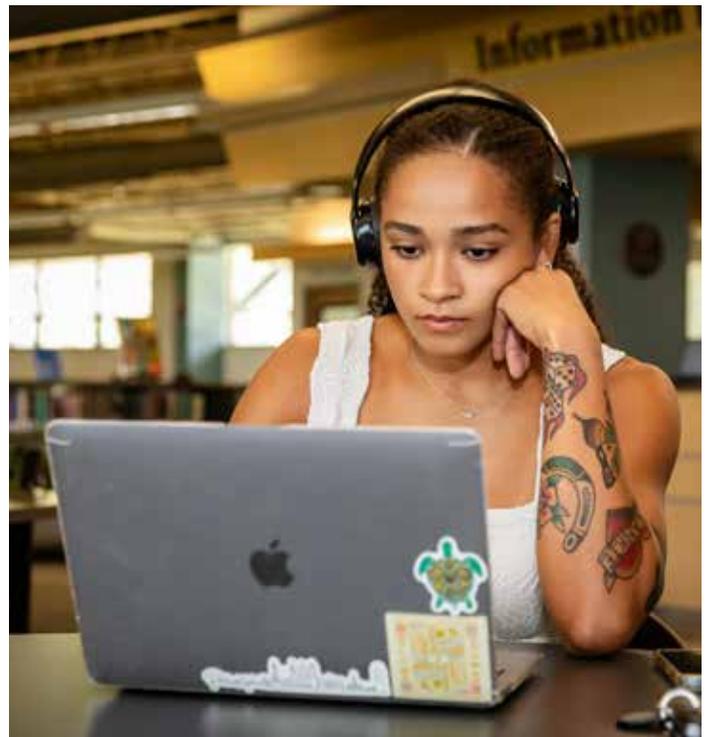
Starting the 2022/2023 academic year, state guidelines prevent dual enrollment students from taking the Florida Civic Literacy Exam (FCLE) at the LSSC campus. Dual Enrollment students must take the exam at their high school and must pass the exam to meet LSSC AA graduation requirements.

Online Course Testing

Some online dual enrollment courses utilize test proctoring software for test administration. Students who register for these courses are expected to have access to this test proctoring software as part of the course. While many computer systems can handle the software with no problems, some systems, such as certain models of Chromebooks, have experienced difficulties with test proctoring software.

The Leesburg and South Lake LSSC campuses offer test proctoring services for these courses. It is the student's responsibility to communicate with the LSSC testing centers to schedule an appointment for taking proctored online tests if necessary.

Students who would like to schedule a test at the LSSC campus may visit the [LSSC Testing Center](#) (libguides.lssc.edu/testcenter) site to schedule an appointment.





DUAL ENROLLMENT TYPES

Types of Dual Enrollment

There are several types of Dual Enrollment programs offered at Lake-Sumter State College.

SLS Pilot Program

- **Eligibility:** There are no GPA or Test Score requirements.
- **Key Feature:** Allows students to gain dual enrollment experience by enrolling in SLS 1122: Strategies for Student Success.
- **Best For:** 6th–12th grade students who may not yet meet the GPA or qualifying test score requirements and are seeking an entry point into Dual Enrollment.

PERT Pilot English Program

- **Eligibility:** 3.0 unweighted High School GPA, Qualifying Test Scores in Reading and Writing.
- **Key Feature:** Allows student to enroll in SLS 1122: Strategies for Student Success and 2 additional English courses.
- **Best For:** 6th–12th grade students who have a qualifying GPA but have not yet received qualifying mathematics test scores

PERT Pilot Math Program

- **Eligibility:** 3.0 unweighted High School GPA, Qualifying Test Scores in Reading and Mathematics.
- **Key Feature:** Allows student to enroll in SLS 1122: Strategies for Student Success and 2 additional Mathematics courses.
- **Best For:** 6th–12th grade students who have a qualifying GPA but have not yet received qualifying Writing test scores.

Dual Enrollment

- **Eligibility:** 3.0 unweighted High School GPA, Qualifying Test Scores in Reading, Writing and Mathematics.
- **Key Feature:** Allows students to enroll in college courses for which they have met the prerequisites. Students may take up to 11 credits in the fall and spring terms and up to 8 credits during the summer.
- **Best For:** 6th–12th grade students interested in earning college credit while continuing to take courses at their high school.





DUAL ENROLLMENT TYPES

Types of Dual Enrollment

There are several types of Dual Enrollment programs offered at Lake-Sumter State College.

Health Science Collegiate Academy

- **Eligibility:** Must enter in 11th grade and have a 3.0 unweighted high school GPA, along with qualifying test scores in Reading, Writing, and Mathematics.
- **Key Feature:** Allows students to enroll at LSSC as full-time college students. Students receive a structured schedule designed to support completion of an associate degree that includes all prerequisites for their intended program of study.
- **Best For:** Students entering 11th grade that plan to pursue a career in a health sciences or STEM-related field.

Early College Academy General/AICE Pathway

Lake County | Sumter County

- **Eligibility:** Must enter in 11th grade and have a 3.0 unweighted high school GPA, along with qualifying test scores in Reading, Writing, and Mathematics.
- **General Pathway Key Feature:** Allows students to enroll as full-time students taking up to 18 credits a semester in the Fall and Spring.
- **AICE Pathway Key Feature:** Student accepted into their AICE program at their High School are able to use this pathway to earn both their A.A. Degree and with AICE Diploma.
- **Best For:** Students entering 11th grade that plan to pursue a general studies degree.





RECORDS

Student Privacy of Records

FERPA

FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records. Even though dual enrollment and early college students may be considered “dependent minors”, under FERPA they have rights to privacy in all matters relating to their collegiate educational record. Generally, LSSC, including the faculty members, will not release information relating to protected student information to non-LSSC officials without the student’s written consent. The practice of not releasing information extends to the release of information to parents and guardians. Information may not be released to parents or guardians unless the student has signed the LSSC FERPA waiver form.

FERPA allows for the sharing of a student’s educational records between educational institutions without a FERPA waiver on file. This agreement allows LSSC to share dual enrollment student data with the high school and vice versa. Once the information has been shared with the high school, K-12 FERPA rules apply, and the high school may share the information with a student’s parent or guardian, regardless of whether the student has a FERPA waiver on file. However, LSSC may not share student information with a parent or guardian unless they can verify that there is a FERPA waiver on file.





DUAL ENROLLMENT APPLICATION

Dual Enrollment Application Process

Enrollment in the Dual Enrollment Program at LSSC requires the following steps.

1. Meet with the School Counselor to discuss interest in the different dual enrollment programs.
2. Complete [placement testing](#), meeting the minimum scores listed above.
3. Submit the [Dual Enrollment Application](#), providing the following supporting documentation:
 - School Transcript indicating: GPA and 2 HS classes (Public, Private, and Charter school students)
 - Proof of Qualifying Test Scores (All students)
 - Proof of alternative credit such as AP or IB (All students)
 - Proof of enrollment in Lake or Sumter County (Home Education students only)
 - DE Home Education Agreement (Home Education students only)
4. Once accepted, log into [myLSSC](#) as instructed in the emailed acceptance letter.
5. Schedule your [New Student Advising and Registration Orientation](#) on the LSSC website.
6. Once Orientation is complete and the student's hold is removed, the student should register for classes. See Course Registration Instructions below. Classes are not finalized until the School Counselor and LSSC DE Advisor approve courses.
7. Students should arrange to pick up textbooks and supplies for classes. See the [Dual Enrollment Textbooks](#) section for textbook pickup instructions.





ACADEMIC EXPECTATIONS

Academic Expectations of Dual Enrollment

Dual Enrollment students are considered college students, even if they are still in high school. This means that Dual Enrollment students are expected to adhere to all college requirements and expectations. To assist students, transition from high school to college expectations, LSSC provides workshops throughout the year:

- **New Student Advising & Registration** is a required part of the registration process, as this is where the DE Advisor will provide the student with valuable college resources and explain the course registration process. A registration hold will be placed in a DE student's account until they complete the orientation. It is the student's responsibility to register for one of the upcoming orientation sessions at [Orientation: New Student Advising & Registration](#) (lssc.edu). If the student does not register for any of the sessions, no new sessions will be added and the student will have to wait until next semester to take classes.



A brief summary of these expectations is found below. Students are expected to review and adhere to [LSSC Catalog and Student Handbook](#) for a full description of LSSC student expectations.

- DE students should meet with their LSSC DE Advisor to ensure their DE schedule meets college graduation requirements.
- DE students should meet with their HS Counselor to ensure their DE schedule meets high school graduation requirements.
- College courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA, viewable by any college a student attends.
- College courses are more rigorous than high school courses. Two to three hours of homework is expected for each hour spent in a classroom setting.
- College assignment deadlines are firm. Students are expected to complete and submit all assignments by the deadlines listed on the course syllabus. Instructors are not required to accept nor grade any late assignment.
- LSSC course content is presented on an adult level and classroom discussions require a mature understanding of different viewpoints and the ability to think critically. Courses will not be modified to accommodate variations in student age and/or maturity.
- Unlike traditional high school or college classes, Dual Enrollment classes require a C or higher to pass. Any grade lower than a C will require a retake per the dual enrollment course policy stated in the next section.



REGISTRATION

Course Registration Instructions

Course Delivery Methods

Fully Traditional Online Courses

An online course with no scheduled meeting times and students complete work individually.

Real-Time Online Courses

An online course that requires student attendance at virtual class meetings designated on the course schedule and in the syllabus.

Hybrid Courses

A hybrid class blends online and face-to-face on-campus delivery of the course content and instruction. A substantial proportion of the content is delivered online!

On-Campus, Fully Seated

Course content and instruction is delivered in-person on campus.





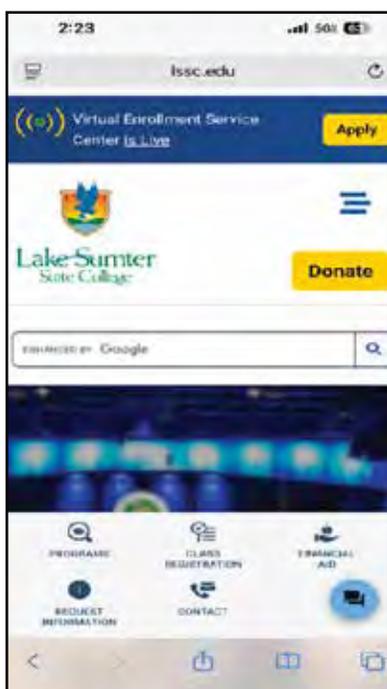
REGISTRATION

Registration Directions

1. Open web browser of choice and go to <https://www.lssc.edu/>
2. For Desktop, in top, right corner locate “myLSSC” tab and click it.



3. For Smartphone, in top, right corner click the mega menu and locate “myLSSC”.

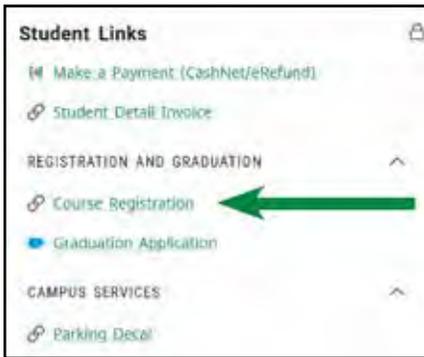




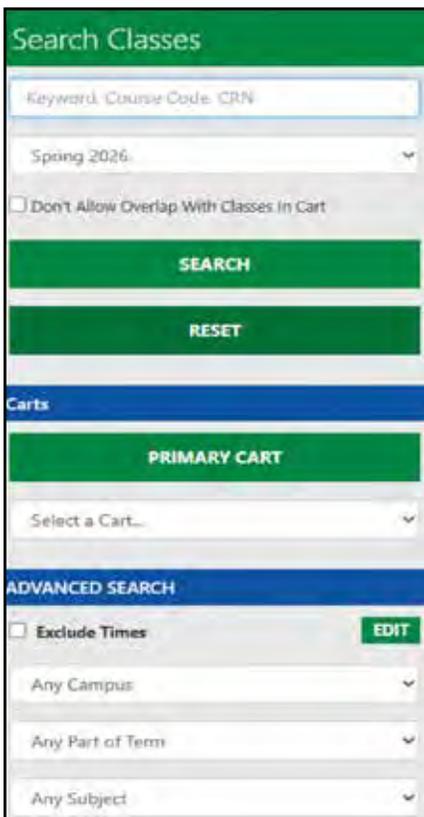
REGISTRATION

Registration Directions - Continued

- Log into myLSSC by using your student email and password.
- Once logged in, find the “Student Links” block and click “Course Registration” link



- Use the **Class Search** panel (left side) to search by keyword, course code, or CRN.
Tip: Use filters like campus, instructor, or modality (Online vs. In-Person) to narrow your results.





REGISTRATION

Registration Directions - Continued

7. Review course details and move your choices into your cart.
 - Click on a class to view details (seats, syllabus, part of term, etc.).
 - Click “**Add to Cart**,” select “**OK**,” and then click “**Save Changes**.”

Tip: Additional options like swapping classes or waitlisting appear on the screen after adding to the cart.
8. Check your cart icons and prepare for final submission.
 - **Check your status:** A **Blue Cart Icon** means the class is saved but not registered. A **Checkmark** means you are already registered.
 - Click “**Go to Registration**” to begin finalizing.
9. Complete the process and verify your enrollment.
 - Click “**Submit Registration**.”
 - Look for the “**Registration Results**” message to confirm the class has been officially added.

Note: To view your full finalized schedule, go to your **Primary Cart**.
10. Screenshot and send a copy of the class schedule to your counselor.

[Course Registration - Lake-Sumter State College](#)

Browse available courses, review course types, and review tips for registering for classes in *myLSSC*!

Course Approvals

After registering for courses through the online portal, DE students must receive course approval from their School Counselor and LSSC DE Advisor. Once the student registers, their high school counselor will receive a notification of the course request. They will have the option to approve or deny.

If counselor approves, the DE Advisor will receive a notification of the course request. They will have the option to approve or deny. If the DE Advisor approves, the student will receive a confirmation email that their course has been approved.

If either the counselor or DE advisor denies the course, the student will receive an email notification of the denial. The student should reach out to the counselor or DE advisor to address any issues that resulted in the denial.

Note: Home Education and PEP students only need DE Advisor approval.

Failure to complete the course approval process will result in the student being dropped from all courses. Once dropped from a course, there is no guarantee that seats will be available in the same section for registration.



REGISTRATION

Dropping a Class

- Log in to “myLSSC” and on the “Student Links” card, click on “Course Registration.”
- Select Primary Cart, and you should see the courses you are currently registered to take.
- Click on the course you wish to drop or withdraw from.
- Click on the “Drop or Withdraw” button.
- Click on “Go to Registration.”
- Click on “Continue” and “Submit.”
- After it processes, you should no longer see if the course in your Primary Cart.

Registration Deadlines

Students must adhere to all Dual Enrollment registration deadlines posted on the [Dual Enrollment website](#). This includes:

- Dual Enrollment application deadline
- Dual Enrollment course add deadline
- Dual Enrollment course drop deadline
- Early Admission application deadline
- Early College Academy application deadline

The course add deadline includes approvals from the HS Counselor and DE Advisor that are required after the student registers for the course. Deadlines can be found in the LSSC Academic Calendar (lssc.edu/academics/academic-calendar).



Registration Error Messages

Registration errors may be displayed after the registration has been submitted. The reason for the error will be stated in the “status” field. Typical registration errors include:

- **Prereq & Test Score error:** You have not completed the prerequisite requirement for entry into the course.
- **Closed Section error:** No longer seats available in the course that you have selected. Choose another section.
- **Course is not available for registration at this time:** The course has been canceled. Choose another section.

If you receive a different error message, contact Enrollment Services Center at 352-787-3747 for assistance.

Short Term Courses

Courses that are shorter than the traditional 16-week semester are called Short Term Courses, labeled as A7, A10, A11, B7 and B10 courses in the registration portal. Registration for short term courses varies based on the type of DE student. If a student’s school does not allow short term courses, student must ensure that they register only for full semester courses, or the courses will be denied and the student will be dropped from the course.

Lake County Schools: Students are allowed to take short term courses in the summer semester.

Students are not allowed to take short term courses in the fall and spring semester

Sumter County Schools: Students are allowed to take short term courses in the summer, fall, and spring semesters.

*Note: Villages High School students are not allowed to take short-term courses in fall and spring.

Private Schools: Private schools individually decide whether to allow short term courses. Students must ask their School Counselor whether or not their school allows short term courses.

Home Education students: Home education students are allowed to take short term courses in the summer, fall, and spring semesters.



TEXTBOOKS

Dual Enrollment Textbooks

Home Education Students and Private School Students

Students will receive an email with instructions and a voucher code to purchase their textbooks. Please read directions carefully, only purchase the required items, and order by the deadline to avoid having to purchase your books on your own.



Public School Students

- An email notification will be sent to the student's Lakehawk email when classes are approved.
- School pickup information will be provided by the school district.
- Students must bring a Course Materials list for each class in which they are enrolled. Students may bring a hard copy or have a screenshot on their phone.
- **Lake County Schools ([website](#))**
 - Lake County Textbook pick-up location: **509 S. Palm Ave. Howey-in-the-Hills**. Contact Lake County Schools with any questions 352-253-6770
 - Textbook return location: **509 S. Palm Ave. Howey-in-the-Hills**
 - Textbooks should be returned when your semester ends or when you pick up books for your next semester.
 - If books are not returned in a timely manner, a hold may be placed on student's account and Lake County Schools will send you a bill for the cost.
- **Sumter County Schools**
 - Textbook/materials are delivered to the respective high schools (South Sumter/Wildwood). The guidance counselor will then distribute materials to students. Upon completion of the course, students will return textbooks to the guidance counselor.
 - Students may contact 352-793-5719 with any questions they may have.
 - If students do not return textbook at the end of the course they will be responsible for the cost of the book.
- **Villages High School Early College Program**
 - Textbook/materials are provided by instructors



COURSE POLICIES

Dual Enrollment Course Policies

D, F, or Withdrawal (W) Policy

DE students who receive a “D” or “F” in a class, or withdraw “W” from a class after the add/drop deadline, **will be limited to taking only that class the subsequent semester** provided that they are still eligible for Dual Enrollment based on GPA. Upon demonstration of acceptable academic performance (C or better), the student will once again qualify for regular dual enrollment maximum course loads. Students may only retake the course for grade forgiveness after they graduate from high school and reapply for admission with LSSC, after two unsuccessful attempts in a course. Withdrawal doesn’t impact GPA.

Students who fall below a 2.0 GPA as a result of the D, F, or W may not continue in the dual enrollment program without an appeal.

The only exception is for first-semester students who fall under the “First-Term Grace Period” rule (see below).

Drop vs. Withdrawal

The consequences of dropping a dual enrollment class depends on when the drop occurs. A student who drops a class before the posted drop deadline (usually a week after classes begin), will not see the course included in the academic transcript. A student who drops a class after the drop deadline but before the withdrawal deadline, will receive a “W” on their transcript in place of a grade. A student will be unable to withdraw from a class after the posted withdrawal deadline.

The decision to withdraw from a course is a serious one and should not be taken lightly. Withdrawals impact the completion rate of courses for financial aid, and limits the number of courses a student may take the next semester as described in the previous section. Students considering withdrawal from a course should meet with their LSSC DE Advisor before submitting an official withdrawal form. Often, students can refocus their efforts and seek out academic assistance or work directly with their instructor as a means of successfully completing the course instead of withdrawing.

The withdrawal form are found online by logging in to “myLSSC,” “Student Resources;” scroll down, and clicking “Student Forms”. Click +CASE button, then search Withdrawal for Dual Enrollment and Athletes form.





COURSE POLICIES

Dual Enrollment Course Policies

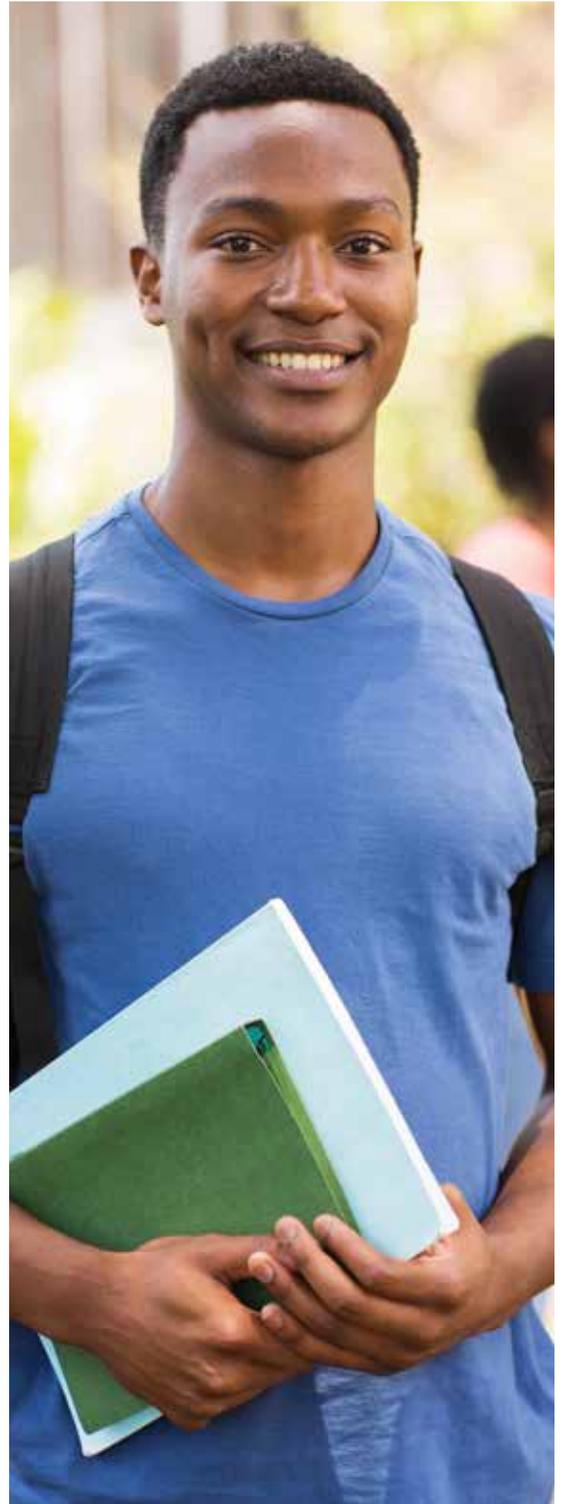
First-Term Grace Period

In an effort to support student success, a first-term grace period rule was put into effect for all DE students. A student with a D, F, or W in their first DE term may be allowed to retake the failed course even if their GPA drops below a 2.0, without the need for an appeal. The DE staff will work with these students to set them on a path for success on their second course attempt. Failure to pass the course on the second attempt will result in dismissal from the dual enrollment program.

Dual Enrollment Classes at the High School

Some dual enrollment classes are offered at a partner high school, either by an LSSC instructor or a high school instructor credentialed by LSSC as an LSSC instructor. Although the class takes place at a high school campus and taught by an individual with whom a student may recognize as their high school teacher, for the time period of the dual enrollment course, all LSSC policies apply. Dual Enrollment instructors, regardless of class location, will expect dual enrollment students to read, review, and follow the posted class syllabus.

Any questions or concerns relating to a dual enrollment class located at a high school should be communicated to the LSSC Dual Enrollment Team at Advising@lssc.edu.





COURSE POLICIES

Dual Enrollment Course Policies

Maximum Course Loads

Dual Enrollment students may take a maximum of 11 credit hours each fall and spring semester, and a maximum of 8 credit hours each summer semester, as long as they did not have a D, F, or W in the preceding term. Please note that course maximums are different for Early Admission students and Early College Academy students. Please see the sections “Early Admission” and “Early College Academies” for more information.

Multiple Course Attempts

A Dual Enrollment student may repeat a course once, for a total of two attempts. A student may not attempt a course a third time under the Dual Enrollment program. A student who fails the same course two times will be dismissed from the dual enrollment program.

Courses Not Eligible for Dual Enrollment

The following courses are not eligible for Dual Enrollment:

- LSSC Independent Study courses
- LSSC developmental education courses
- LSSC physical education skills courses
- LSSC’s Associate in Science in Nursing, Medical Laboratory, Respiratory Care limited access programs
- DE students may not audit any LSSC courses

Student Grade Posting

DE Faculty assigned to teach LSSC courses assign letter grades (A, B, C, D, and F) to all LSSC courses available for dual enrollment. Dual Enrollment students access final grades via the myLSSC student portal. DE Counselors receive a report of DE grades for their assigned students through established grade-reporting procedures between LSSC and the partner school.

All decisions and actions related to final course grades must be consistent with LSSC’s Standards of Academic Progress, rules, and procedures posted in the LSSC Catalog & Student Handbook (lssc.edu/catalog). Once LSSC assigns grades, no grade changes can be made when recording or posting grades to the high school transcript. The school of record records the Dual Enrollment credit and letter grade on the school transcript.

Students wishing to appeal a course grade must follow LSSC’s grade grievance procedures as described in the LSSC Catalog & Student Handbook (lssc.edu/catalog).





APPEAL PROCESS

Dual Enrollment Appeal Process

A student who wishes to appeal a posted Dual Enrollment policy due to a unique or extenuating circumstance must adhere to the following steps:

1. Student discusses appeal request with School Counselor (or parent/guardian for Home Education students).
2. If School Counselor approves, they will submit the Appeal Request Form to the LSSC DE Advisor. The School Counselor may ask questions or ask for additional documentation in the process.
3. The DE Advisor reviews the request. The DE Advisor may ask questions or ask for additional documentation in the process. If the DE Advisor agrees with the Appeals Request, they will complete the LSSC Appeals Form with their recommendation. If they do not agree with the Appeals request, the appeal will not move forward to the Appeals Committee.
4. The DE Appeals Committee reviews the request and any supporting documentation and makes a decision.
5. The decision is relayed to the DE Advisor, School Counselor, and student. All appeal decisions are final.
6. To submit an appeal, the school counselor must submit the [Appeal Request Form](#).





CATALOG & HANDBOOK

LSSC Catalog & Student Handbook

The [Catalog & Student Handbook](#) is intended to provide students with easy access to the policies, academic programs, degree requirements, and rights and responsibilities in effect for a given academic year.

Highlights Include:

- Safety & Security
- Student Rights
- Student Disciplinary Action
- Student Sanctions
- Complaints & Grievances
- Grade Grievance





APPENDIX A *Dual Enrollment Checklist*

DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS:

- Un-weighted 3.0 high school GPA
- Complete at least two (2) high school-level classes with a passing grade (HOPE credit not eligible)
- Qualifying Test scores
 - o SAT: Reading and Writing 490, Math 480
 - o ACT: Reading 19, English 17, and Math 19
 - o PERT: Reading 106, English 103, Math 114
 - o CLT: Reading and Writing 38 combined, Math 16
- Submit by Dual Enrollment Deadline published on [Early College Programs Webpage](#)
Test scores must be less than two years old and may be mixed for eligibility purposes.
 1. Complete [placement testing](#), meeting the minimum scores listed above.
 2. Submit the Dual Enrollment Application, providing the following supporting documentation:
 - a. GPA and 2 HS-class Verification through Transcript (Public, Private, and Charter school students)
 - b. Proof of Qualifying Test Scores through Transcript (All students)
 - c. Proof of alternative credit such as AP or IB through Transcript, if applicable (All students)
 - d. Home Education Verification Form (Home Education students only)
 - e. Signed Dual Enrollment Home Education Agreement (Home Education students only)
 3. Check email for an LSSC Acceptance Letter that provides your XID and Lakehawk Email
 4. Once accepted, log into your [LakeHawk account](#) and LSSC email as instructed in the acceptance letter.
 5. Schedule your [New Student Advising and Registration](#) (NSAR) Orientation.
 6. Once Orientation is complete and your hold is removed, you may register for classes before the deadline. Classes are not finalized until School Counselor and LSSC DE Advisor approve courses.
 7. Students should arrange to pick up textbooks and supplies for classes.
 - **Public School Students- Lake County**
 - i. Lake County Textbook pick-up location: 509 S. Palm Ave. Howey-in-the-Hills
 - ii. Contact Lake County Schools at 352-253-6770 with any questions.
 - **Public School Students- Sumter County**
 - i. Textbook/materials are delivered to the respective high schools (South Sumter/Wildwood). The guidance counselor will then distribute materials to students.
 - ii. Contact Sumter County Schools at 352-793-5719 with any questions.
 - **Private School Students**
 - i. A textbook voucher will be emailed to their Lakehawk email around 2 weeks before classes start. Textbooks are obtained at the LSSC online bookstore around 2 weeks before classes start.
 - **Home Education Students**
 - i. A textbook voucher will be emailed to their Lakehawk email around 2 weeks before classes start. Textbooks are obtained at the LSSC online bookstore around 2 weeks before classes start.
 - **Charter School Students**
 - i. A textbook voucher will be emailed to their Lakehawk email around 2 weeks before classes start. Please speak to your counselor for textbook pickup instructions as they vary by school.



Lake-Sumter
State College

THANK YOU!



**CONNECT
With Us!**

Learn about Dual
Enrollment Today!

