Arcadia Dual Enrollment Instructions

1. Please read the Application Letter and decide if you have the time and motivation to successfully complete a college course.

2. Select **TWO** courses from the course catalog in Self-Service. Remember to select the correct semester in the drop-down menu in “Period.” Then type in the keywords of a subject that you’re interested in.

Next steps…

- Apply to the Dual Enrollment Program using [this link](#) or the one in the Application Letter. Remember to fill in your first and second choice of classes and write down the course name and number.

- After the program coordinator receives your application, she will notify your school guidance counselor or DE administrator to submit your high school transcript.

- Once the program coordinator determines that you have met the eligibility requirements, she will obtain approval from the instructor for you to enroll in the course.

- Then she will notify you to ask your parents/guardians and guidance counselor/DE coordinator to fill out the permission form and submit it using a secure link. Please do this as quickly as possible because some courses have limited seats.

- When the DE coordinator has received all your paperwork, she’ll admit you to the DE Program.

- This will start a process in Arcadia's system that generates a Power Campus ID (Arcadia's student ID#) for you. The Program Director will notify you to check your inbox and spam folder for an email from the IT Help Desk asking you to set up your Arcadia email account so that you can access PortalGuard. Please do this asap so that the DE coordinator can help troubleshoot any problems before the start of the semester.

- In the message from the IT Help Desk, you’ll also find your PCID#. Please use that ID# to fill out the FERPA Form, which grants permission to designated people to access your records at Arcadia. Without your permission, Arcadia cannot share anything with anyone, including your counselor, friends, and family.

- If you need help filling out the FERPA Form, read these instructions.

- Once you’ve completed the form, return it directly to Arcadia’s program coordinator.

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[Schedule a Meeting](#)

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