

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](#)