NORTH FLORIDA COLLEGE

Dual Enrollment Counselor Guide

Resources, Guidance, and Support for High School Counselors & Staff



2026 - 2027 Academic Year

Welcome High School Counselors & School Support Staff!

At North Florida College, we believe education creates hope, opens doors, and helps students turn big dreams into achievable goals. Every day, school counselors and school support staff across our six-county service district play a vital role in that journey. Through your advising, encouragement, and advocacy, students take important steps toward college, career, and lifelong success.

This Dual Enrollment Counselor Guide was created to support your work by providing a convenient, quick-reference resource for the 2026-2027 academic year. Within these pages, you will find summaries of key Dual Enrollment policies, procedures, deadlines, student resources, and counselor tools designed to help you guide students through their college experience while still in high school.

Because this guide is intended as a reference tool, it should not replace the official source materials. Counselors are encouraged to consult the NFC Academic Calendar, College Catalog, Dual Enrollment Articulation Agreements, Student Handbook, and information published on the NFC website for the most current and authoritative guidance. Policies, procedures, and deadlines are subject to change, and the official source documents should always be considered the final authority.

Thank you for partnering with North Florida College to create opportunities for students, strengthen our communities, and help the next generation take confident steps toward a brighter future. Together, we are helping students discover what is possible and empowering them to become the Sentinels of tomorrow!

- NFC Dual Enrollment & Early College Programs

NFC Dual Enrollment Counselor Guide

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Appendix: Helpful Handouts & References

- NFC Dual Enrollment Articulation Agreement (2026 - 2027)
- NFC Collegiate Academy Early College Contract & Maps (2026 - 2027)
- NFC Academic Calendar
- NFC Course Catalog
- NFC Career Dual Enrollment Pathway Guide
- FDOE HS Course Equivalency Chart (2026 - 2027)
- Forms
- Dual Enrollment Daily Success Tips Poster
- Quick Start Guide for Students Needing Help
- How Students Can Access FREE 24/7 Virtual Tutoring
- ASC Online Writing Consultation Instructions

Explore even more tools, forms, advising resources, and training materials on the Counselor Resources webpage.

NFC Dual Enrollment Counselor Guide

NFC Dual Enrollment & Department Contact List

Name	Title	Email	Phone
Mary Frances Mauldin	*Coordinator of Dual Enrollment*	mauldinm@nfc.edu	850-973-1628
Johnathan A. Cooks	*Associate Director, Dual Enrollment & Early College Programs*	cooksj@nfc.edu	850-973-9474

Department	Email	Phone
Academic Affairs	AcademicAffairs@nfc.edu	850-973-9402
Academic Success Center	ASC@nfc.edu	850-973-1719
Advising	Advising@nfc.edu	850-973-1737
Office of Accessibility Services	OAS@nfc.edu	850-973-9403
Career & Transfer Center	CareerTransferCenter@nfc.edu	850-973-1605
Library	Library@nfc.edu	850-973-1624
Live Oak Location	LiveOak@nfc.edu	386-364-5093
Foundation / Scholarships	Foundation@nfc.edu	850-973-9414
Dual Enrollment & Early College Programs	DualEnrollment@nfc.edu	850-973-1628
Perry Location	DunnellD@nfc.edu	850-973-9499
Recruitment	Recruiting@nfc.edu	850-973-9407
Testing Center	Testing@nfc.edu	850-973-9451

NFC Dual Enrollment Counselor Guide

Dual Enrollment & Early College Programs Comparison

Career Dual Enrollment

Career Dual Enrollment allows high school students to earn industry-recognized certifications and gain workforce training while still in high school.

Academic Dual Enrollment

Academic Dual Enrollment allows eligible students to earn college credits that count toward both high school graduation and a college degree.

Sentinel Scholars Collegiate Academy

Collegiate Academy allows a cohort of selected rising 10th-grade students to earn an Associate degree while completing high school through a structured map.

Strategies for Academic Success Course

This three credit hour course teaches study skills, time management, and college success strategies while introducing students to NFC resources.

Enrollment Requirements Students must be at least 16 years old and enrolled in a Florida public, private, home education, or PEP program.	**Enrollment Requirements** Students must be enrolled in a Florida public, private, home education, or PEP program (grades 6–12).	**Enrollment Requirements** Eligible 10th-grade students will receive an invitation from their High School & NFC.	**Enrollment Requirements** Recommended for first-time dual enrollment students -or- second semester seniors planning to attend college.
GPA Requirements 2.0 HS 2.0 NFC	**GPA Requirements** 3.0 HS 2.0 NFC	**GPA Requirements** 3.0 HS 3.0 NFC	**GPA Requirements** 3.0 HS
Testing Requirements N/A	**Testing Requirements** College Ready Scores in Reading, Writing, and Math on an accepeted College Placement Test		**Testing Requirements** N/A

Reference(s):

- *NFC Dual Enrollment Articulation Agreement (2026 - 2027)*
- *NFC Early College Contract (2026 - 2027)*

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Important Dual Enrollment Dates (2026-2027)

Fall 2026

- August 1, 2026 – Dual Enrollment Application Deadline (Fall Term)
- August 17, 2026 – Fall Classes Begin
- August 26-28, 2026 – Attendance Verification Period (Fall Main & Mini A)
- September 7, 2026 – Labor Day (College Closed)
- September 8-14, 2026 – Early Alert Reporting Period (Mini A)
- September 10, 2026 – Last day for Private School, Home Ed., & PEP to ADD a Mini B Course
- October 5-12, 2026 – Early Alert Reporting Period (Fall Main Term)
- October 16, 2026 – Last day to DROP a Fall Mini B Course
- October 21 – Last day to withdraw from a fall main term course and receive a W. This withdrawal deadline may differ for classes that do not span the full term (see NFC Academic Calendar)
- October 21-23, 2026 – Attendance Verification Period (Fall Mini B)
- October 27-30 – Early Registration (Spring 2027)
- November 2, 2026 – Open Registration Begins for Spring 2027
- November 11, 2026 – Veterans Day Holiday (Campus Closed)
- November 25-27, 2026 – Thanksgiving Break (College Closed)
- December 1, 2026 – Dual Enrollment Application Deadline (Spring Term)
- December 11, 2026 – January 3, 2027 – Winter Break (College Closed)

Spring 2027

- January 11, 2027 – Spring Classes Begin
- January 18, 2027 – Martin Luther King Jr. Day (College Closed)
- January 21-25, 2027 – Attendance Verification Period (Spring Main & Mini A)
- February 1-8, 2027 – Early Alert Reporting Period (Mini A)
- February 6, 2027 – NFC Open House and Free Application Event
- February 15, 2027 – Presidents' Day (College Closed)
- March 1-8, 2027 – Early Alert Reporting Period (Spring Main Term)
- March 17-19, 2027 – Attendance Verification Period (Spring Mini B)
- March 22-26, 2027 – Spring Break (College Closed)
- March 29 – Last day to withdraw from a spring main term course and receive a W. This withdrawal deadline may differ for classes that do not span the full term (see NFC Academic Calendar)
- March 30, 2027 – NFC Foundation Scholarship Application Deadline for High School Seniors
- April 1, 2027 – New Dual Enrollment Student Application Reopens (Fall 2027)
- April 5-9, 2027 – Early Registration for Summer 2027
- April 12, 2027 – Open Registration Begins for Summer 2027

Summer 2027

- May 17, 2027 – Summer Classes Begin
- July 6-12, 2027 – Early Registration Period (Fall 2027)

Reference(s):

- *NFC Academic Calendar*

NFC Dual Enrollment Counselor Guide

New Dual Enrollment Student Application Process

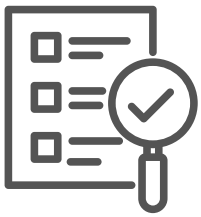


STEP #1

STUDENT AND PARENT COMPLETE REQUIRED ONLINE FORMS

To begin the dual enrollment process:

- The student submits the ONLINE New Dual Enrollment Student Application
- A parent or guardian completes the ONLINE Parent Approval Form
- Forms can be found at: www.nfc.edu/academics/dual-enrollment/de-application-steps



STEP #2

SCHOOL COUNSELOR / SCHOOL STAFF REVIEWS THE APPLICATION

School counselors or designated school staff login to the DE Portal to:

- Enter the student's High School GPA
- Verify that the Parent Approval Form has been submitted
- Indicate whether the student is pursuing Academic Dual Enrollment, Career Dual Enrollment, or only taking Strategies for Academic Success
- Submit qualifying test scores (Academic Dual Enrollment Only)
- Approve the application & Enter the application approval date



STEP #3

APPLICATION MOVES TO NFC FOR PROCESSING

- After the school approves the application, NFC will review and process the student's admissions file.
- Processing may take up to ten (10) business days



STEP #4

STUDENT RECEIVES ADMISSIONS LETTER & ACTIVATES MYNFC ACCOUNT

- If the student meets dual enrollment eligibility requirements, the student & counselor will receive an official admissions letter from NFC via email.
- The student must then follow the instructions in the admissions letter to activate their myNFC student portal credentials.



STEP #5

STUDENT COMPLETES THE ONLINE NEW STUDENT ORIENTATION TUTORIAL

The online orientation tutorial explains:

- How to submit course registration requests (with Counselor Approval)
- Important dual enrollment procedures
- Key student resources and expectations
- At the end of the tutorial, students will receive a Confirmation of Completion Email. It is recommended that students share this Confirmation with their high school counselor or school staff for school records. NFC staff can automatically verify tutorial completion through the system.

NFC Dual Enrollment Counselor Guide

Academic Dual Enrollment Initial Eligibility & Placement

TEST		PERT	SAT	Digital SAT (Since June 2023)	ACT or ACT with Writing	Next-Generation ACCUPLACER	Classic Learning Test
READING		106	24	490*	19	256	38**
WRITING/ ENGLISH/ LANGUAGE		103	25		17	253	
MATH	MAT 1033 MGF 1130 MGF 1131 STA 2023	114-122	24-26	480	19-20	261 (QAS)	16
	MAC 1105	123-150	26.5-40	530	21-36	263 (AAF)	19
	MAC 1114 MAC 2140 MAC 2233	150	28.5-40	*PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement*	25-36	273 (AAF)	*PERT, ACT, SAT, or ACCUPLACER Next Gen AAF scores required for placement*
	MAC 2311		31-40		30-36	276 (AAF)	

**Score is Evidence-Based Reading and Writing section.* ***Score is the sum of the Verbal Reasoning and Grammar/Writing sections.*

Updated October 2025

A combination of scores is accepted. Scores that are more than two years old may not be used for initial placement, 1008.30, Florida Statute. Rule 6A-10.0315 Demonstration of Readiness for College-Level Communication and Computation.

ACCUPLACER Next Generation and Mathematics:

- The QAS sub-test cut score for "college ready" per FLDOE is 261 | This qualifies students to take "gateway" courses MAT 1033, MGF 1130, MGF 1131, or STA 2023 at NFC.
- Students planning to take the algebra sequence of courses at NFC must take the AAF sub-test and score a minimum of 263 to be eligible for MAC 1105. Otherwise, students can use MAT 1033 as a prerequisite for MAC 1105 eligibility without a score from the AAF sub-test.

Schedule an appointment for the PERT or ACCUPLACER at one of our convenient testing locations

NFC Testing Center

325 NW Turner Davis Dr. | Madison, Florida (BLDG. 6)



Email: Testing@nfc.edu
Phone: 850.973.9451

Live Oak Location

210 Ohio Ave N. | Live Oak, Florida



Email: LiveOak@nfc.edu
Phone: 386.364.5093

Perry Location

319 N. Byron Butler Parkway | Perry, Florida



Email: DunnellD@nfc.edu
Phone: 850.253.3416

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Dual Enrollment Course Registration Request Process

BEFORE SUBMITTING A REQUEST

To begin the course registration request process, students must:

- Be admitted to NFC Dual Enrollment & Must Have Received their Admissions Letter
- Activate their MyNFC student portal account following the directions on the Admissions Letter
- Complete the ONLINE Dual Enrollment Orientation module



STEP #1

COURSE PLANNING

- Students are encouraged to meet with a Guidance Counselor and/or NFC Academic Advisor to review the NFC course schedule, and select courses aligned with their goals and plans
- Students should record Course Reference Numbers (CRNs) for each course and section (required for registration)
- Career Dual Enrollment students may use the Career Dual Enrollment Pathway Guide to identify courses and record CRNs from the course schedule



STEP #2

STUDENT SUBMITS REQUEST

- Students complete the online registration request form (they are shown how to do this in the ONLINE Orientation Module)
- They must know the CRNs for their selected courses & sections



STEP #3

COUNSELOR REVIEWS REQUEST

- Submitted requests appear in the Dual Enrollment Portal
- Counselors review and approve or deny each request



STEP #4

NFC PROCESSES APPROVED REQUESTS

- Approved requests are sent to NFC for processing
- NFC registers students during their assigned registration period, based on the Academic Calendar

AFTER SUBMITTING A REQUEST

- **View Registration Status**
  - After early registration, counselors and school staff can view student schedules in the Registration Detail tab of the Dual Enrollment Portal
  - Students should verify their schedule by logging into the MyNFC student portal and navigating to the Student Information section.
- **Adding or Dropping Courses (During Add/Drop Period)**
  - Students may request to add or drop a course by following the initial request process. All requests must be approved by the counselor using the same approval workflow as initial registration
- **Withdrawing from a Course (After Add/Drop Period)**
  - If a student needs to withdraw they must meet with their school counselor to complete a hardcopy Course Withdrawal Form (available on the Counselor Resources page on the NFC Website)

COURSE MODALITIES

FACE TO FACE



- **In-person** in an NFC classroom (Madison, Perry, or Live Oak).
- **Same days/times** each week.
- For remote students? **NO.**

ONLINE



- All instruction is available **online**.
- **No live meetings** or set days/times.
- For remote students? **YES!**

FACE TO FACE ENHANCED



- **In-person** in an NFC classroom (Madison, Perry, or Live Oak).
- **Same days/times** each week.
- There will be an opportunity to join virtually **some weeks**.
- For remote students? **MAYBE.** Check the syllabus!

NOTE: **Dedicated Dual Enrollment Classes** will be listed as Face to Face Enhanced if the instructor will teach the class virtually (students will be in the High School classroom, but the instructor will be on Zoom).

HYFLEX



- **Students choose** how to attend **each week**:
  - **In-person** (live)
  - **Virtually** (live)
  - **Online** (not live)
- **Same days/times** each week (**if attending live**).
- For remote students? **YES**, AND students needing a classroom environment too.

Dual Enrollment
DualEnrollment@nfc.edu
850.973.9474
850.973.1628

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High School Equivalency for Common NFC Courses

NFC Course		HS Credit
MAC 1105 MGF 1131 STA 2023		1.0 Mathematics
MAT 1033		.5 Mathematics
AML 2010 ENC 1101 ENC 1102 LIT 1000 LIT 2020		1.0 English
CRW 2001		.5 English
AST 1002 *(with AST 1002L -Lab)* BOT 1000C BSC 1010C CHM1045 *(with CHM 1045L -Lab)* EVR 1001 *(with EVR 1001L -Lab)*		1.0 Science
BSC 1084 OCE 1001		.5 Science
AMH I -or- II WOH I -or- II POS 2041 FIN 1100 ECO 2013 Electives CWE (75 Clock Hours)		.5 US History .5 World History .5 US Government .5 Financial Literacy .5 Economics .5 Elective .5 CTE -or- Elective Credit

Reference(s):

- *FDOE Dual Enrollment Course-High School Subject Area Equivalency List (2026 - 2027)*

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Common NFC Courses with Prerequisites

Course	Title	Prerequisite(s)
AML 2010	American Literature I	ENC 1102 or CRW 2001 with a grade of C or higher
CHM 1033C	Survey of Chemistry	MAT 1033, High School Chemistry, or qualifying placement score
CHM 1045	General Chemistry I	High School Chemistry or CHM 1033 with a grade of C or higher
ECO 2023	Microeconomics	ECO 2013 with a grade of C or higher
ENC 1102	Freshman English II	ENC 1101 with a grade of C or higher
HUM 1020	Introduction to Humanities	ENC 1101 with a grade of C or higher
HUM 2210	General Humanities I	ENC 1101 with a grade of C or higher
LIT 1000	Introduction to Literature	ENC 1101 with a grade of C or higher
MAC 1105	College Algebra	MAT 1033 or qualifying placement score
MAC 1114	Trigonometry	MAC 1105 or qualifying placement score
MAC 2140	Precalculus	MAC 1105 or qualifying placement score
MAC 2311	Calculus I	MAC 2140 and MAC 1114 with grades of C or highere
MCB 2010C	Microbiology	BSC 1010C or BSC 2085C with a grade of C or higher
PHI 2010	Introduction to Philosophy	ENC 1101 with a grade of C or higher
REL 2300	Introduction to World Religion	ENC 1101 with a grade of C or higher

Reference(s):

- *NFC Course Catalog (2026 - 2027)*

NFC Dual Enrollment Counselor Guide

Course Withdrawals for Dual Enrollment Students

Students wishing to withdraw from a Dual Enrollment course must contact their high school guidance counselor. Home Education and PEP students should confer with a parent or guardian. The completed hardcopy withdrawal form must be submitted to the NFC Dual Enrollment & Early College Programs Office.

Withdrawal forms are processed only after the drop/add period and attendance verification have ended. Students should continue attending class until the withdrawal is officially processed.

Students should not take withdrawals lightly. A withdrawal after drop/add results in a grade of W on the NFC transcript, counts as a course attempt, and may affect future college admissions, scholarships, financial aid, and academic standing. Dual Enrollment students are limited to two attempts per course.

Note: Some school districts and student groups have additional withdrawal requirements as outlined in the Dual Enrollment Articulation Agreement.

District/Student Type	First Withdrawal (W)	Multiple Withdrawals (W)
Hamilton County	Student may only enroll in the number of credit hours successfully completed in the term of withdrawal.	Two or more W grades result in Dual Enrollment ineligibility. **Principal may approve exceptions for extenuating circumstances.*
Jefferson County	Guidance counselor/designee determines whether the student may enroll the following term.	Evaluated on a case-by-case basis. **W courses may be repeated with counselor/designee approval.*
Lafayette County	Student may only enroll in the number of credit hours successfully completed in the term of withdrawal.	Two or more W grades result in Dual Enrollment ineligibility. **Principal may approve exceptions for extenuating circumstances.*
Madison County	Student may only enroll in the number of credit hours successfully completed in the term of withdrawal.	Two or more W grades result in Dual Enrollment ineligibility. **Principal may approve exceptions for extenuating circumstances.*
Suwannee County	Guidance counselor/designee determines whether the student may enroll the following term.	Evaluated on a case-by-case basis. *W courses may be repeated with counselor/designee approval.
Taylor County	Student may only enroll in the number of credit hours successfully completed in the term of withdrawal.	Two or more W grades result in Dual Enrollment ineligibility.
Private Schools	Student may only enroll in the number of credit hours successfully completed in the term of withdrawal.	Two or more W grades result in Dual Enrollment ineligibility.
Home Education & PEP	Student may only enroll in the number of credit hours successfully completed in the term of withdrawal.	Two or more W grades result in Dual Enrollment ineligibility.

Reference(s):

- *NFC Dual Enrollment Articulation Agreement (2026 - 2027)*

Where students access their instructional materials depends on the type of materials required for the course. Most courses use one of the following formats:

eBook - An eBook is a digital textbook that students access through the BibliU Bookshelf in D2L. The textbook will be available on the first day of class.

Courseware (Access Code Required) - Courseware may include a digital textbook, assignments, activities, videos, quizzes, and other learning resources. Students must retrieve an access code from the BibliU Bookshelf in D2L and then follow their instructor's directions to access the courseware.

To Locate an Access Code
1. Log in to D2L.
2. Open the BibliU Bookshelf
3. Locate the resource labeled Courseware.
4. Open the resource to find the access code and instructions.

Courseware (LTI Integration)
Some courseware is integrated directly into D2L through a Learning Tools Interoperability (LTI) connection. These materials may include a textbook, assignments, videos, assessments, and other resources.

Students should access these materials by:
- Selecting the link provided by the instructor in D2L
- The link will connect students directly to the publisher's website and course materials.

Printed or Physical Materials
Printed textbooks, course kits, and supplies are provided directly to public school students by their high school during the Fall/Spring terms. Materials may come from the school's existing inventory or may be ordered through the BibliU website. Private School, Home Education Students, and PEP students can checkout physical materials from the NFC Dual Enrollment & Early College Programs Office.

Open Educational Resources (OER)
Some courses use Open Educational Resources (OER) instead of a traditional textbook.
These materials are not accessed through BibliU. Students should follow their instructor's directions for locating and accessing course materials.
Materials may be found:
- Under Content in D2L
- In an Activity Feed post
- In a course announcement or email
- Within the course syllabus

Digital Textbooks, eBooks, Access Codes, or Courseware

If a student is having difficulty accessing a digital textbook, access code, or courseware, have them contact BibliU Support directly:

Email: support@bibliu.com

Students should include:

- Their full name
- Student ID number
- Course name
- A detailed description of the issue
- Screenshots, if available

Issues with Printed Materials or Kits

For recently ordered textbooks, kits, or supplies that are missing, damaged, or incorrect, contact the Campus Store:

Email: CampusStore.NFC@bibliu.com

Phone: 877-859-2652

Examples of issues include:

- Wrong item received
- Damaged materials
- Incomplete shipment

SCAN QR Code to Visit Virtual Bookstore



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Course Material Reference Guide

Note: Course material formats are subject to change. Facilitators and students should always refer to the course syllabus and instructions provided by the instructor for the most current information.

Course (Schedule Title)	Material Type	How Students Access Materials
Abnormal Psychology	Courseware (LTI)	Access through the course link provided in D2L.
All English Courses	OER	Follow directions in D2L Content, announcements, or syllabus.
Amer History I	Printed	Use school-provided materials.
Amer History II	Printed	Use school-provided materials.
Career & Workforce Education Courses	See Program / Course Syllabus	
Child Growth & Development	OER	Access resources through D2L Content, course announcements, links, or the syllabus.
College Algebra	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Computer Apps I	Courseware (LTI)	Access through the course link provided in D2L.
Concept/Issues CJ	eBook	Open the BibliU Library in D2L on the first day of class.
Constitution Law	eBook	Open the BibliU Library in D2L on the first day of class.

Counseling and Interviewing	Courseware (LTI)	Access through the course link provided in D2L.
Elem Spanish I & II	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Environmental Science (Course)	OER	Access resources through D2L Content, course announcements, links, or the syllabus.
Environmental Science (Lab)	Kit	Materials provided by High School ordered from BibliU website
Fund Human Nutrition	eBook	Open the BibliU Library in D2L on the first day of class.
Gen Chem I & II	Courseware (LTI)	Access through the course link provided in D2L.
Gen Humanities I	Printed	Use school-provided materials.
Human A&P I & II	Courseware (LTI)	Access through the course link provided in D2L.
Human Development	Courseware (LTI)	Access through the course link provided in D2L.
Inter Algebra	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor directions.
Intro to Astronomy	OER	Access resources through D2L Content, course announcements, links, or the syllabus.
Intro to Health Professions	eBook	Open the BibliU Library in D2L on the first day of class.

Intro to Human Services	Courseware (LTI)	Access through the course link provided in D2L.
Intro to Oceanography	Courseware (LTI)	Access through the course link provided in D2L.
Intro to Soil Science	Printed	Use school-provided materials.
Intro to Teaching Profession	eBook	Open the BibliU Library in D2L on the first day of class.
Intro World Religion	eBook	Open the BibliU Library in D2L on the first day of class.
Marriage and the Family	Courseware (LTI)	Access through the course link provided in D2L.
Mathematical Thinking	Printed	Use school-provided materials.
Mathematics in Context	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor
Microbiology I	Courseware (LTI)	Access through the course link provided in D2L.
Personal Finance	Courseware (LTI)	Access through the course link provided in D2L.
Precalculus	Courseware (Access Code)	Retrieve the access code from BibliU in D2L and follow instructor
Small Business Management	Courseware (LTI)	Access through the course link provided in D2L.
Social Psychology	Courseware (LTI)	Access through the course link provided in D2L.
Spreadsheet Apps for Business	Courseware (LTI)	Access through the course link provided in D2L.
Strat. for Academic Success	OER	Follow directions in D2L Content, announcements, or syllabus.
Survey of Chemistry	Courseware (LTI)	Access through the course link provided in D2L.
Survey of the Human Body	Courseware (LTI)	Access through the course link provided in D2L.
World History to 1600	Printed	Use school-provided materials.

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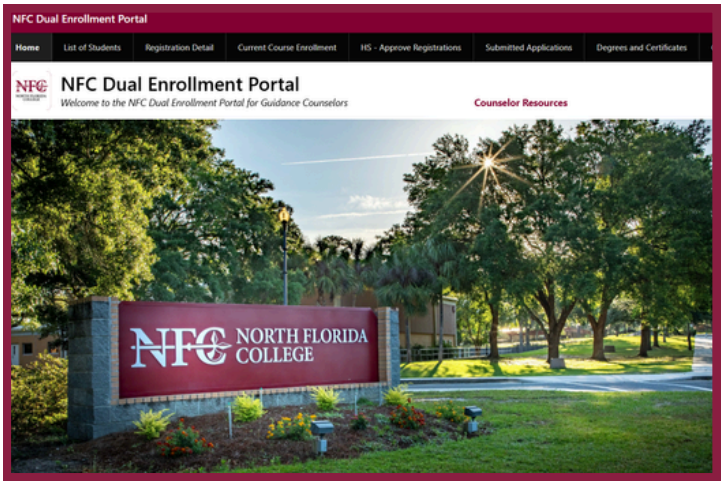
NFC Dual Enrollment Portal for Counselors & School Staff

The **NFC Dual Enrollment Portal (DE Portal)** is the online system used to manage Dual Enrollment applications, approvals, and course registration requests. Students submit applications and registration requests, parents provide approvals, and guidance counselors and school staff review and approve requests through the portal. If a school/district staff needs access to the DE Portal, they can request access by emailing DualEnrollment@nfc.edu.

The DE Portal also provides access to student records, registration details, grade reports, Early Alerts, Collegiate Academy information, and counselor resources.

Key Features

- Approve Dual Enrollment applications
- Approve or deny course registration requests
- View student enrollment and registration details
- Access grade reports and Early Alerts
- View Collegiate Academy, degree, and certificate information
- Access Counselor Resources, forms, guides, and advising materials



Dual Enrollment Portal Training

An online training tutorial is available for guidance counselors and school staff. The tutorial provides a walkthrough of portal features and common tasks, including applications, registration requests, student records, grade reports, Early Alerts, and Counselor Resources.

SCAN QR Code to View

DE Portal Training Tutorial

NFC Dual Enrollment Counselor Guide

Troubleshooting Common Student Issues

Student Cannot Log In to D2L

Verify:

- Student is using their NFC username and password.
- Student can successfully log in to their NFC email.
- Student is accessing the correct D2L website.

Try:

- Refreshing the browser.
- Closing and reopening the browser.
- Using Google Chrome.
- Clearing browser cache and cookies.

Student Cannot Access a Course

Verify:

- Student is registered for the course.
- The course has officially started (Mini B courses begin later in the term).

Try:

- Logging out and back into D2L.
- Waiting up to 24 hours after registration changes.

Student Cannot Find a Course When Requesting Registration

Verify:

- The course is offered during the selected term.
- The course has available seats by checking the NFC Dynamic Schedule and filtering by "Seats Available."
- Possible Cause: College Readiness Requirements
  - The student may not have met the required college readiness scores in reading, writing, and/or mathematics.
  - If the Student Has Earned Qualifying Credit Through AP, CLEP, or Transfer Credit, the student should submit official score reports or transcripts to NFC as soon as possible for evaluation.

Student Gets an Error Message when they try to Request to Register for Dual Enrollment Courses

- Verify the Student Is Using the Correct Registration Link
- Dual Enrollment students must submit requests through the maroon "Dual Enrollment Registration Requests" button located under Student Resources in the myNFC Portal.
  - Do not use the gray "Register for Classes" button located under My Info.
  - The gray button is intended for regular college students and will generate an error message for Dual Enrollment students.

Student Has a Hold

- Admissions Hold: "New Application after HS"
  - All Dual Enrollment students have this and this hold does not prevent registration.
- Holds That Will Prevent Registration
  - Academic Dishonesty Hold
  - Student Conduct Hold
  - Unreturned Materials Hold
  - Dual Enrollment Suspension or Ineligibility

Student Does Not Understand an Assignment

Encourage the Student To:

- Read the assignment instructions carefully.
- Review the grading rubric.
- Review the course syllabus.
- Review any instructor announcements.