

Steps to Begin Dual Enrollment: SLS

Students must have 4 high school credits to take SLS, and GPA requirements vary depending on the course.

Step 1: Complete the online IRSC admission application through the link below. Create a new account if needed using a personal email address.

<https://wd5-student.myworkdaysite.com/irsc/IRSCAdmissionApplication>

Select Associate Level Application on the right side.



Admissions

Associate Level Application

Start New Application will be the only option unless you have previously started to apply.

Your Applications

Dual Enrollment - DE: Business Administration Track - 2025 Fall
Application: Not Submitted

Start My New Application

On the applicant profile page, complete the fields as follows:

Academic Level = Associate

Student Type = Dual Enrollment

Program of Study = Dual Enrollment

Program Focus = Choose an area of interest

Anticipated Start = Choose the semester that you intend to begin taking classes. If you are undecided, select the next semester.

Campus = Select your current High School: *Indian River Charter High School*

**** See the next screenshot to see the items on the application. It's too big to fit on this page!**

Academic Level *

×

Associate

:

:

:

Applicant Type *

×

Dual Enrollment

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:

Program of Study (If program is not listed, applications are not being accepted at this time. Before applying to a Health Science or Nursing program, make sure you meet the eligibility requirements. Refer to the website for more information) *

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Dual Enrollment

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Program Focus *

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DE: Business Administration
Track

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Anticipated Start *

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2025 Fall

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Campus Preference for Services (Your preference will not impact your choice of location for courses.) (If Dual Enrollment, select current High School.) *

×

Indian River Charter High School

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** Any question with a red star is mandatory. Questions without red stars can be skipped if you do not know the answer, but it's better to include the information. Go through each section, filling out the personal information requested.

**Complete the sections below in any order, once you have completed the Student Demographics section.
When you are finished, click Submit Application.**

Student Demographics

Start

Contact Information

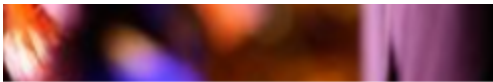
Previous Education

Additional Applicant Information

Application Details

Step 2:

After you hit submit. Click back on the Associate level Application link.



Admissions

[Associate Level Application](#)

Click on the Dual Enrollment Application that you submitted.

Your Applications



Dual Enrollment - DE: Business Administration Track - 2025 Fall

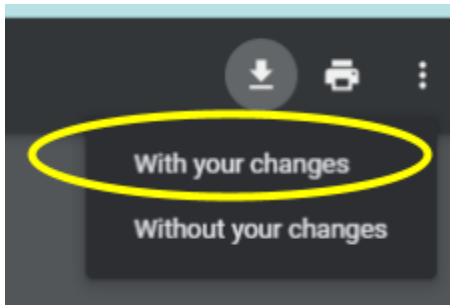
Fill out the *508 Dual Enrollment Agreement Form* below by typing in the needed information. Signatures and printing are not required. You can type in the names for the "Typed" name sections. Make sure that you type your parent's name with their permission!

https://irsc.edu/wp-content/uploads/2025/07/508_Dual-Enrollment-Form.pdf

** You can leave ID # blank. Special boxes are for Seniors only.

**In the box, the principal or designee is your school counselor, you have our permission to type our name because we will be approving you later electronically after reviewing your eligibility.

Step 3: Save the 508 Form WITH CHANGES and upload it into your application. I do not have a screenshot of this, but after going back into the application, there is a place that says outstanding items with a yellow or orange exclamation point that you click on that opens the upload box location.



Step 4: Take all sections of the P.E.R.T., or submit official college placement scores (ACT® or SAT®) that are no more than two years old. Schedule an appointment through the link below to sign up for the P.E.R.T assessment.

<https://calendly.com/muellerassessment/pert-test?month=2021-11>

- You will need to report to the front office at the Mueller Campus (Building D) on the day of testing. A fee (\$20 each time for 1 to 3 sections) and a photo ID will be needed. A school ID is OK to use.
- ***To help prepare for the P.E.R.T., study material is listed below.*

<https://irsc.libguides.com/TutoringCenters/PERT>

- Scores that are needed for college placement are as follows
 - Reading: 106
 - Writing: 103
 - Math: 114 for Intermediate Algebra, 123 for College Algebra

Step 5: Use the below link to review "Next steps required before registering for classes."

<https://irsc.edu/programs/dual-enrollment-for-high-school-students.html>

- Search the email you registered for an activation email for "MyPioneerPortal."
- Read about how to check the registration requirements you still need to complete.
- To find your previous application, remember to go to the application link, then click Associate Degree, and you will see the blue link for the already started application.

Step 6: For assistance with registering or questions, stop by the Mueller Campus (Building D) to meet with a college advisor or sign into the QLess Center for a phone meeting. An appointment is not needed. There are walk-in advisors on call each day. The QLess Center link is listed below for phone meetings.

- <https://irsc.edu/admissions/qless.html>
- Go to "Join from the Web," "Mueller Campus (Vero Beach)"
- Sign in
- Choose "Advising"
- On the last page, choose "Join the line."

***The full Dual Enrollment link has been provided below if needed.

<https://irsc.edu/programs/dual-enrollment-for-high-school-students.html>