

# CHECKLIST FOR SCF DUAL ENROLLMENT



## BRHS Deadlines to Complete ALL Registration Steps:

Fall/Summer Term – May 1<sup>st</sup>

Spring Term – November 15<sup>th</sup>

Please complete all steps in the order listed below:

**Step 1: DETERMINE ELIGIBILITY:**

Eligible students must have a minimum cumulative, unweighted GPA of 3.00 GPA and must earn qualifying test scores on PERT, SAT, or ACT. **See DE Comparison Chart for Test Scores.**

**Step 2: COMPLETE DUAL ENROLLMENT APPLICATION:**

A – Visit the BRHS Dual Enrollment website and click on the SCF Application link.

B – Click on the Dual Enrollment Application link in Step 1.

C – Directions for completing the application are available on the BRHS Dual Enrollment website.

D – Students will receive a welcome email with SCF credentials.

**Steps 3 and 4 should be completed concurrently.**

**Step 3: SUBMIT TEST SCORES TO SCF:**

A – **PERT:** The PERT test may be completed at the high school or SCF campus.

Student may attempt the PERT once per term but no more than twice per calendar year.

If the PERT is completed at SCF, student must bring a copy of the score report to the high school counselor.

If the PERT is completed at BRHS, the school counselor will fax the results directly to SCF.

B – **SAT or ACT:** Student must send scores directly to SCF from the testing agency.

The SCF code for SAT is 5427 and for ACT is 0741.

*Any student who wishes to participate in Accelerated Dual Enrollment must earn qualifying scores in all three areas (Reading, Writing & Mathematics).*

Note about AP and USF DE credits: A student must submit AP scores directly to SCF from the College Board for college credit. Additionally, if a student has completed DE coursework with USF, he/she would need to send an official USF transcript directly to SCF.

**Step 4: COMPLETE ONLINE DE CONTRACT:**

A – Student will complete the SCF Dual Enrollment contract with SCF credentials in welcome email. Student will include the following information on the contract:

1 – Level of Participation: Dual Enrollment, Accelerated Dual Enrollment, or Early Admission

2 – Preferred Pathway: General Education, STEM or Business

3 – Parent/Guardian Email Address

B – Parent/Guardian will complete the SCF Dual Enrollment contract. Check Junk folder!

C – School Counselor will review student contract through online dashboard. If a student does not meet the program requirements, the contract will not be approved.

# CHECKLIST FOR SCF DUAL ENROLLMENT



**Step 5: COMPLETE SCF COURSE APPROVAL FORM AND EARLY COLLEGE/DUAL ENROLLMENT PROGRAMS AGREEMENT:**

Student must meet with school counselor to determine the appropriate classes to select during registration. Student must obtain parent/guardian signature on both forms.

**Step 6: COMPLETE ONLINE ORIENTATION:**

The link to the SCF Online Orientation is included in the Welcome Email. Student will not be allowed to register for classes until the orientation is completed.

**Step 7: REGISTER FOR CLASSES:**

Student will select courses through the MYSCF Portal. Student may request to meet with an SCF Success Coach if there are questions regarding requirements for the SCF degree program.

**Step 8: SUBMIT SCF SCHEDULE TO SCHOOL COUNSELOR:**

Student will submit a copy of the detail student schedule to the school counselor by May 15<sup>th</sup> for fall/summer term and December 1<sup>st</sup> for spring term.

**Step 9: COMPLETE SDMC EARLY COLLEGE TEXTBOOK REQUEST FORM:**

The School District of Manatee County will provide all required textbooks at no cost to the student for fall and spring terms. In order to receive these course materials, the student will need to complete the online Dual Enrollment Textbook Request Form. The link to this form is available on the BRHS Dual Enrollment website and should only be completed for fall and spring terms.

**\*Students will need to work with SCF directly to obtain textbooks for the summer term.\***

*IMPORTANT* - If any changes are made to the course schedule after May 15<sup>th</sup> or December 1<sup>st</sup>, the student will notify the school counselor and Dr. Nelson at the District Office **immediately**. Otherwise, there may be a delay in receiving course materials.

**Communication with your counselor is the key to success!!**

Student Last Names	School Counselor	Email Address
A – F	Mr. Swann	<a href="mailto:SwannK@manateeschools.net">SwannK@manateeschools.net</a>
G – M	Mr. Inman	<a href="mailto:InmanD@manateeschools.net">InmanD@manateeschools.net</a>
N – V	Mrs. Lawlor	<a href="mailto:LawlorK@manateeschools.net">LawlorK@manateeschools.net</a>
W – Z	Mrs. Bowling	<a href="mailto:BowlingK@manateeschools.net">BowlingK@manateeschools.net</a>