

CHECKLIST FOR USF DUAL ENROLLMENT



BRHS Deadlines to Complete ALL Registration Steps:

Fall Term – May 1st

Spring Term – November 15th

Please complete all steps in the order listed below:

- Step 1: DETERMINE ELIGIBILITY:**
Eligible students must have a minimum cumulative, weighted GPA of 3.50 GPA and must earn qualifying test scores on PERT, SAT, or ACT. See DE Comparison Chart for Test Scores.
SAT and ACT scores must be submitted to USF directly from the testing agency by the student.
- Step 2: COMPLETE DUAL ENROLLMENT APPLICATION:**
A – Visit the BRHS Dual Enrollment website and click on the USF Application link.
B – Click on the USF “Non-Degree Seeking” Application link in Step 2.
C – Directions for completing the application are available on the BRHS Dual Enrollment website.
D – Do **not** pay the application fee.
- Step 3: COMPLETE YOUR RESIDENCY INFORMATION:**
Residency information should be submitted during the application process.
If it is not completed at that time, students will be required to submit the Residency form to the USF Office of the Registrar.
- Step 4: ACTIVATE USF STUDENT NetID AND EMAIL:**
Approximately three days after submitting the USF application, students should set up the USF NetID and email account. Students should **regularly check** the USF email account for communication regarding course registration.
- Step 5: SUBMIT MEDICAL HISTORY FORM (IMMUNIZATIONS):**
Students will need to download the form in Step 8. This form must be completed by a medical professional and returned directly to the USF Student Health Services Office.
Instructions for submitting the Medical History Form are on the second page of the document.
IMPORTANT – The Meningitis vaccine section cannot be left blank. Students must indicate if they have received the vaccine or they should mark that they have declined the vaccine.
- Step 6: COMPLETE DUAL ENROLLMENT APPROVAL FORM – STEP 1:**
Students will need to submit the online form that is listed in Step 5.
A copy of the responses to the form should be downloaded and emailed directly to the high school counselor.
- Step 7: COMPLETE THE DE VERIFICATION FORM AND EARLY COLLEGE/DUAL ENROLLMENT PROGRAMS AGREEMENT:**
When the school counselor receives the USF DE Approval Form – Step 1 from the student, a copy of the BRHS forms will be sent directly to the student. Parent/guardian and student signatures are required on both forms. BRHS Staff will complete USF DE Approval Form – Step 2.

Communication with your counselor is the key to success!!

Student Last Names	School Counselor	Email Address
A – F	Mr. Swann	SwannK@manateeschools.net
G – M	Mr. Inman	InmanD@manateeschools.net
N – V	Mrs. Lawlor	LawlorK@manateeschools.net
W – Z	Mrs. Bowling	BowlingK@manateeschools.net