

# CHECKLIST FOR SCF DUAL ENROLLMENT



The LRHS deadline to complete **all** steps below is:  
Fall Term - May 5th    Spring Term - November 15th

## Step 1: Determine Eligibility

Must have a minimum unweighted 3.0 GPA, qualifying test scores and prerequisite high school coursework complete by the posted deadline. See [DE Programs Comparison Chart](#) for scores and course requirements.

## Step 2: Complete Dual Enrollment Application

On the [SCF website](#), click the green "Apply Now" button. Click on Dual Enrollment Application and follow directions to complete the application. You will need your Social Security Number to complete the application. *Continuing students will not need to complete a new application.*

## Step 3: Check Email for SCF Credentials

After your application is processed you will receive an email from SCF which will include your SCF ID number (G#), your SCF email address and a link to online orientation.

## Step 4: Submit Test Scores

You must submit official college placement scores to register for courses. Scores may not be more than 24 months old and **must be received before** the deadline.

A) PERT: The PERT test may be completed at the high school or at the SCF campus. You may take the PERT once per term but no more than twice per calendar year.

- If the PERT is completed at SCF, you must bring a copy of the score report to your high school counselor.
- If the PERT is completed at LRHS, the school will send the scores directly to SCF.

B) SAT or ACT: You must send scores directly to SCF from the testing agency. SCF will not accept them any other way. The SCF code for SAT is 5427 and for ACT is 0741.

## Step 5: Complete the Online DE Contract

A) You must complete the [SCF Dual Enrollment contract](#) using the SCF credentials provided in your welcome email. You will indicate 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 (located on the SCF website)
- 3) Parent/Guardian Email Address

B) Your parent/guardian must approve the SCF Dual Enrollment contract online. Please have them check the junk/spam folder!

C) Your high school counselor will review/approve your contract through an online dashboard. If you do not meet the program requirements, the contract will not be approved.

Please note: Contracts may take up to 48 business hours to be processed once all parties have submitted their approval.

## Step 6: Complete Course Approval Form

Complete the [Course Approval Form](#) to indicate what classes you are planning to take. You may contact your SCF Success Coach (found on your MySCF account) with any questions about college courses. Once the form is complete, verify with your high school counselor to ensure that graduation requirements are being met. The form must be signed by both you and a parent.

**Step 7: Complete DE Agreement**

Download, print and sign the [DE Programs Agreement](#). Make sure both you and a parent/guardian have signed. Return to your high school counselor once complete.

**Step 8: Complete Online Orientation**

The link to complete online orientation in CANVAS is included in the Welcome Email. If you do not complete orientation, you will not be able to register. *Required for new students only.*

**Step 9: Register for Courses**

Upon satisfactory completion of the previous steps, registration will be available to you through the MYSCF portal. You may only register for courses that have been approved within your chosen pathway. You may request to meet with an SCF Success Coach if there are questions regarding requirements for the SCF degree program. **Students may only register for full term (16 week) courses.**

**Step 10: Review Schedule**

Once registered for courses, review your schedule found under MySCF. **Print a copy of your schedule for your high school counselor.**

**Step 11: Join Schoology Group**

All students must join the Schoology group for Dual Enrollment so that important updates can be communicated to all students at the same time. The join code is 4C26V-PG4VV. Please make sure that you are checking this group frequently.

**Step 12: Order Textbooks**

The School District of Manatee County will provide all **required** (not optional) textbooks at no cost to you. In order to receive these course materials, you must complete the online [Dual Enrollment Textbook Request Form](#). The link to this form is also available on the LRHS Dual Enrollment website.

**IMPORTANT** - If any changes are made to the course schedule after May 15th or December 1st, you must notify your high 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!

Ms. Rey (A-C) - [reyt@manateeschools.net](mailto:reyt@manateeschools.net)  
Ms.Shackelford (D-Hi) - [shackelford@manateeschools.net](mailto:shackelford@manateeschools.net)  
Ms. Alter (Ho-Me) - [alterm@manateeschools.net](mailto:alterm@manateeschools.net)  
Mrs.Verno (Mi-Sa) - [vernoa@manateeschools.net](mailto:vernoa@manateeschools.net)  
Mrs. Moser (Sb-Z) - [moserj@manateeschools.net](mailto:moserj@manateeschools.net)

[SCF Dual Enrollment Website](#)