

# CHECKLIST FOR USF DUAL ENROLLMENT



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

New DE students - start at Step 1.  
Returning students - start at Step 7.

## Step 1: Determine Eligibility

Must have a minimum weighted 3.5 GPA and qualifying test scores by the posted deadline. See [DE Programs Comparison Chart](#) for scores.

## Step 2: Apply as Non-Degree USF High School Dual Enrollment Student

Complete the [USF Non-Degree Seeking Application](#). Make sure to choose the appropriate semester (Fall or Spring) and choose the USF campus closest to you (even if you are only taking classes on the high school campus).

Before starting the application, you should make sure you have the following items available:

- 1) Parent's Driver License
- 2) Parent's Voter ID # (if registered)
- 3) Date that parent started establishing legal Florida residence.

**On the last screen of the application, when asked to pay, just close the screen and your application will be processed and fees waived. DO NOT PAY! Just close your browser.**

## Step 3: Activate USF Student NetID

Approximately three days after submitting the USF application, set up your USF NetID and email account by clicking [here](#). You must regularly check the USF email account for communication regarding course registration. USF will only communicate through the USF email address.

## Step 4: Submit Residency Information

If you submitted your residency information during the online application process, you can skip this step. If not completed during the application the [Residency Form](#) and any supporting documentation must be submitted to the USF Office of Admissions after your application is processed.

## Step 5: Submit Medical History Form & Immunizations Records

All Students must comply with the USF Immunization Policy. This applies to USF courses offered at a USF campus and for USF courses offered at a high school campus. Download and print the [Medical History Form](#). This must be filled out completely and returned directly to the USF Student Health Services Office. Directions for how to submit the form can be found on the second page of the document.

IMPORTANT – The Meningitis vaccine section cannot be left blank. You must indicate if you have received the vaccine or you should mark that you have declined the vaccine

## Step 6: Submit Test Scores

- You must submit official college placement scores to USF. Scores may not be more than 24 months old.
  - A) SAT or ACT: You must send scores directly to USF from the testing agency. USF will not accept them any other way. The USF code for SAT is 5828 and for ACT is 0761.
  - B) PERT: If you are qualifying using PERT, these scores will be sent to USF on your behalf.

## Step 7: Complete online DE Approval Form 1

Once you have your USF U# you can submit [Dual Enrollment Approval Form 1](#). This form is only completed once per year. Please save a copy of the submission to your computer or print your confirmation.

**Step 8: Complete DE Programs 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 9: Complete USF Course Student Planning Worksheet**

Download, print and complete Form 2. Return to your high school counselor. Make sure it is signed by you and a parent/guardian. List the courses for which you plan to take. Make sure you have met all pre-requisites for the courses. PCHS will then submit this directly to USF.

**If you are taking classes on a USF Campus or USF online**, select alternative courses in case your first choices are full. Select multiple CRNs for the same courses in order to have a back-up in case that class is full. For directions on how to look up classes please watch this [YouTube video](#).

**Step 10: Register for USF Campus/USF Online Courses.**

Registration is scheduled to open on August 7th. Review this [YouTube video](#) on how to register for approved courses. You will SELF REGISTER for these courses if they are USF online or USF on campus course(s). **If you are taking a course on a High School Campus, you do not need to register yourself.**

**Step 11: Join Schoology Group**

All students must join a Schoology group for Dual Enrollment so that important updates can be communicated to all students at the same time. The join code is **WW2V-M3HC-MS5WD**. Please make sure that you are checking this group frequently.

**Step 12: Review Schedule**

Once registered for courses, review your schedule in Oasis found under MyUSF and access your CANVAS for orientation and other preparation for your course. **Print a copy of your schedule for your high school counselor.**

**Step 13: 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.

**Step 14: Complete CANVAS Orientation**

Make sure to sign into CANVAS and complete CANVAS orientation before class begins so you know how to complete all assignments/discussions etc. Once the course begins, open all links provided by your instructor to AVOID MISSING work.

Ms. Rey (A-C) - reyt@manateeschools.net

Ms.Shackelford (D-Hi) - shackelford@manateeschools.net

Ms. Alter (Ho-Me) - alterm@manateeschools.net

Mrs.Verno (Mi-Sa) - vernoa@manateeschools.net

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[USF Early University Programs Website](#)