

CHECKLIST FOR SCF DUAL ENROLLMENT



The SCF deadlines posted on their website are May 15 for Fall Semester and November 15 for Spring Semester.

Step 1: Determine Eligibility

You must have a minimum unweighted 3.0 GPA, qualifying test scores, and prerequisite high school coursework completed by the posted deadline. See the SCF Early College Programs Page on the SCF website for scores and course requirements.

Step 2: Complete DE Agreement

Meet with your counselor to receive the DE Programs Agreement. Make sure both you and a parent/guardian have signed it. Return the form to your high school counselor once it is complete.

Step 3: 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 4: 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 5: Submit Test Scores and AICE Transcript

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 PHS, 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.

C) Submit your AICE transcript to SCF by going on the PHS website and submitting a request.

Step 6: 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 will 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 7: Complete Course Approval Form

Meet with your high school counselor to complete the Course Approval Form to determine what classes you are planning to take and those that are still required for graduation. These courses will be listed on the form and signed by both you and a parent.

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. *This is 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 register only 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.

Step 10: Review Schedule

Once registered for courses, review your schedule which is found under MySCF. **Print a copy of your SCF class schedule that has your name on it for your high school counselor.**

Step 11: 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 PHS website under School Counseling.

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. Vogt (A-D) - vogtj@manateeschools.net

Mrs. Hall (E-K) - hallr@manateeschools.net

Mrs. Liles (R-Q) - lilesc@manateeschools.net

Ms. Bell (R-Z) - bellj@manateeschools.net

[SCF Dual Enrollment Website](#)