

DUAL ENROLLMENT PROCESS

FOR STUDENTS IN MANATEE AND SARASOTA COUNTIES



STEP 1: DETERMINE ELIGIBILITY

Meet with your guidance counselor or school administrator to determine if you are eligible for USF Dual Enrollment based on your academic qualifications.

QUALIFICATIONS:

- Be enrolled as a student in a **Florida secondary** school
- Possess a minimum **3.5 high school GPA**
- Have one of the following sets of test scores:
 - **SAT:** 560 Evidence-based Reading and Writing and 530 Math
 - **ACT:** 21 Reading, 21 English, and 21 Math
 - **PERT:** 123 Math, 106 Reading, and 103 Writing



STEP 2: COMPLETE DUAL ENROLLMENT APPLICATION

Complete and submit application online at usfsm.edu/apply.

Select "Non-Degree Seeking" for your initial term -- do NOT pay the application fee



STEP 3: SUBMIT IMMUNIZATION RECORDS

It is mandatory for dual enrollment students taking classes at USF to submit all required immunization documentation and sign the official Medical History Form prior to course registration. A hold preventing registration will remain on your account until you have fulfilled these requirements.

- Medical History Form
- Measles & Rubella Immunity
- Hepatitis B Immunity
- Meningitis Immunity
- TB Screening

Visit <https://www.usf.edu/student-affairs/student-health-services/immunizations/>



STEP 4: COMPLETE YOUR RESIDENCY INFORMATION

Complete your residency using your parent/guardian's information during the application or submit documentation to the USF Office of Admissions. This will not affect your admissions decision; it is simply a required step in the application process.



STEP 5: SUBMIT YOUR HIGH SCHOOL TRANSCRIPTS

Work with your guidance counselor or school administrator to submit all high school transcripts to the USF Office of Admissions.



STEP 6: REGISTER FOR COURSES

Work with your guidance counselor or school administrator to register for Dual Enrollment courses.



UNIVERSITY of
SOUTH FLORIDA
SARASOTA-MANATEE

USF Sarasota-Manatee Dual Enrollment
8350 N. Tamiami Trail | Sarasota, FL 34243
dualenrollment@sar.usf.edu | 941-359-4331
usfsm.edu/dual

CHECK LIST FOR USF DUAL ENROLLMENT



Please complete all steps in the order they are listed below.

- Step 1: Complete the online application for USF. usfsm.edu/apply-now.aspx.
- Step 2: Student receives welcome letter that has U number. Print a copy of the welcome email. Write the name of the course(s) you want to take on the printed email. (NOT on the Course Approval Form).
- Step 3: Register for the PERT. The PERT test will be administered at BRHS on March 3rd, 4th, 5th, and 6th. If using SAT or ACT scores, they must be sent directly to USF.
- Step 4: Submit immunization records (see link for details) <https://www.usf.edu/student-affairs/student-health-services/immunizations/immuncompliance.aspx>
- Step 5: Complete part (not all) of the USF High School Dual Enrollment Approval Form. Personal Information (Name, Semester & High School) & Parent/Student Signatures. Do **not** put in GPA, Test Scores & Course Information
- Step 6: Return completed Course Approval Form and copy of Email to Student Services by Thursday March 12th

****See step by step application process on Braden River school website****

- Understand that completing the application and approval forms does not automatically mean you will be enrolled in the course. Once your transcript and test scores have been evaluated by USF, they will determine your eligibility for the course
- If you fail to meet any deadlines you will **NOT** be Dual Enrolled at BRHS
- These are College Courses. You will be treated like a College Student.

****See / email your counselor with any specific questions or concerns****