

In order to meet USF deadlines, the PHS deadline for completing all these steps is May 1 for Fall Semester and November 15 for Spring Semester, to give time for unforeseen circumstances.

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

**Step 1: Determine Eligibility**

Verify that you meet both the GPA and test score requirements. (see DE Comparison Chart for a listing of requirements).

**Step 2: Test Scores**

If you do not have qualifying test scores, you will need to register for the SAT, ACT or PERT test. SAT can be scheduled at [www.collegeboard.org](http://www.collegeboard.org) and ACT at [www.actstudent.org](http://www.actstudent.org). All qualifying scores must be earned before the USF May 15<sup>th</sup> deadline to participate in dual enrollment.

**Step 3: Complete Application**

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.

Complete the [USF Non-Degree Seeking Application](#). **Do not pay the application fee.**  
*Continuing Dual Enrollment students will not need to complete a new application.*

**Step 4: Submit Residency Information**

Residency information can be entered during the online application process. 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 Immunizations Records**

Complete the [Medical History & Immunizations](#) form and return to USF Student Health Services. This can be scanned and uploaded via this [link](#). This form must be submitted to USF (not your high school counselor) before course registration.

**Step 6: Print USF Application Confirmation Email**

Once your application is submitted, you will receive an email from USF confirming that your application has been processed. Please print and return to your high school counselor or forward the email to them (counselor email addresses are listed on the back).

**Step 7: Complete the Dual Enrollment Agreement**

Student and parent must print, sign and return the [Dual Enrollment Agreement](#) to the high school counselor.

**Step 8: Request High School Transcript**

Request a copy of your high school transcript to be sent to USF using the online transcript request form at <https://manateeschoolsfl.scribborder.com/>. See your high school counselor for a

coupon code to use for payment.

**Step 9: Complete the High School Dual Enrollment Approval Form**

Student and parent must complete Step 1 on the High School Dual Enrollment Approval Form and return to the high school counselor. Please make sure that the form has the parent initials in the appropriate spots and that both student and parent have signed the form. If taking classes on the USF campus, student will work with the high school counselor on completion of Part 2 of the Approval Form.

**Step 10: Check Schoology for Messages**

All students will become a member of a Schoology group for Dual Enrollment so that important updates can be communicated to all students at the same time. Please make sure to check this group frequently.

**Step 11: Get Instructional Materials for Courses (classes on the USF Campus only)**

If taking classes on the USF campus, obtain textbooks for approved courses by following the [Early College Textbook Procedures](#). *Please note, making changes to the schedule after the posted deadline will result in a delay receiving textbooks.*

**PHS Counselor Email Addresses**

Mrs. Durshimer (A - D) - [durshimerm@manateeschools.net](mailto:durshimerm@manateeschools.net)

Mrs. Hall (E - K) - [hallr@manateeschools.net](mailto:hallr@manateeschools.net)

Mrs. Liles (L - Q) - [lilesc@manateeschools.net](mailto:lilesc@manateeschools.net)

Ms. Bell (R - Z) - [bellj@manateeschools.net](mailto:bellj@manateeschools.net)