

USF Dual Enrollment Checklist for Students

For New students start with Number 1

For returning students: If you have not missed 2 semesters in a row (including summer semester), continue with number 5 below with the class selection and meet with your counselor/ homeschool administrator.

If you have missed 2 semesters in a row: (including summer semester), you must complete a NEW USF DUAL ENROLLMENT APPLICATION

- 1. Meet 3.5 GPA and testing requirements
 - SAT: 560 on Critical Reading / 530 Math
 - ACT: 21 Reading / 21 Mathematics
 - PERT: 123 Math / 106 Reading / 103 Writing (**Offered at State Colleges**)
 - CPT (Accuplacer): 256 Reading / 253 Writing / 250 AAF (**Students must Apply as Non-Degree Students and Have a U#, Must bring Photo I.D.**)
- 2. Apply as Non-Degree USF High School Dual Enrollment Student (deadlines on website) **DO NOT PAY**
 - If not completed correctly, your academic account will be put on hold.
 - Complete medical history form with immunization records (check box to decline meningitis/hepatitis)
 - Complete residency information
- 3. Set up your Net ID which is your USF Email-you will be sent your U number to your USF email
 - Refer to <https://www.usf.edu/early-university-programs/dual-enrollment/admission-process.aspx>
- 4. Fill out Dual Enrollment Informational Approval Form 1 found on the website: <https://www.usf.edu/early-university-programs/forms.aspx>
- 5. Watch the YouTube video on how to look up classes in My USF Oasis:
<https://www.usf.edu/registrar/register/index.aspx>
- 6. Using your planning sheet, select courses for which you have met requirements and get the 5-digit CRN (*course reference number*) to give to your counselor, along with the course prefix, number, course name, and modality (online-AD, Tampa campus-CL). 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. (Example: MAC 1105, College Algebra, CRN 11111, CRN 22222, or CRN 33333; AD codes mean all online. The CL code means the course is on a campus)
- 7. Meet with your high school counselor/ homeschool administrator to complete Approval Form 2. Provide the planning sheet you completed in number 6 with your courses so that Form 2 can be submitted. Make sure you include your NetID (email), **U Number**, and **course information** for approval by your high school counselor/ homeschool administrator. ENC 1101 and ENC 1102 on high school campus only.
- 8. Review video on how to self-register for the counselor or homeschool administrator approved courses. You will SELF REGISTER for these courses if they are USF online or USF on campus course. If you are taking a course on a High School Campus, you do not need to register yourself. USF will register you as a courtesy. (See timeline for registration dates: <https://www.usf.edu/registrar/calendars/index.aspx>)
- 9. Once registered for courses, review your schedule in Oasis found under MyUSF and access your CANVAS for orientation and other preparation for your course
- 10. Order your **required** textbook not recommended or secure with your school or contact your high school counselor to use district purchased textbooks. <https://www.bkstr.com/usfstore/shop/textbooks-and-course-materials> (Pay for your own ID and Parking Pass)
- 11. Make sure to sign into CANVAS, complete CANVAS orientation before class begins so you know how to do all assignments/discussions etc. Once the course begins, open all links provided by your instructor to AVOID MISSING work.
- 12. Review drop/add week deadlines <https://www.usf.edu/registrar/calendars/#fall2021>

Dual Enrollment link to review with your parents:

<https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx>