

USF Dual Enrollment Checklist for Counselors/Homeschool Administrators

- Select student who 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.)**
- Confirm student has completed the USF Application as a **Non-Degree** High School Dual Enrollment Student. Remind them to complete **Immunization and Residency** requirements on their application. A Signed Medical History Form is required. See Number 8 under application procedure: <https://www.usf.edu/early-university-programs/dual-enrollment/admission-process.aspx>
- Check that returning students have not missed 2 semesters in a row including summer session. **If so, direct student to complete a NEW USF DUAL ENROLLMENT APPLICATION**
- Confirm whether student/parent has filled out Approval Form 1 on the Dual Enrollment website:
 - If not, please be sure we have an Approval Form 1 for new students to better serve them (So the student does not get missed in case Approval Form 2 is not submitted before registration).
- Meet with the student to approve the USF courses they have selected including the alternative courses in case their first choice is full. They will provide the 5 digit CRN (course reference number), along with the course prefix, number, course name, and modality (online-AD, Campus-CL). (Example: MAC 1105, College Algebra, CRN 11111, CRN 22222, or CRN 33333; AD codes means all online. The CL code means the course is on a campus)
- Submit USF Approval Form 2 with above information provided by the students. The form is on our Dual Enrollment Website under Forms <https://www.usf.edu/early-university-programs/forms.aspx>
- Remind students to order their **required** books only, not recommended – or follow instructions provided by their school or district. <https://www.bkstr.com/usfstore/shop/textbooks-and-course-materials>
- Have the students verify through MyUSF Oasis that their classes are scheduled once they are registered. They will have access to the learning platform Canvas that is found on MyUSF a day before the semester starts.
- On Day 1 of the course, student must log into their online course or attend their on campus course.
- Remind students to sign into their MyUSF and go to CANVAS do all assignments/discussions etc., and open all links provided by their instructor to AVOID MISSING work.
- Review drop/add week deadlines; review each semester's timelines on USF website. <https://www.usf.edu/registrar/calendars/>
- Remind high school on campus instructors to take attendance in CANVAS the first week of the semesters so that students are not dropped. They must also enter mid-term grades and final grades by the deadlines provided. <https://www.usf.edu/registrar/calendars/>

Dual Enrollment link to review with your students and their parents:

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