

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 4 if so, start with Number 1

- ☐ 1. Meet the 3.5 GPA and testing requirements (see requirements and deadlines on websites)
 - SAT: 560 on Critical Reading / 530 Math
 - ACT: 21 Reading / 21 Mathematics
 - PERT: 106 Reading /103 Writing /123 Math (Mac 1105 & up) / (or 114 for Natural Sciences)
 - CPT (Accuplacer): 256 Reading / 253 Writing / 250 AAF / 261 QAS
 - CLT 38 Verbal + Writing, 16 Quantitative Math = Total 54 minimum
 - PSAT10/NSMQ or PSAT 10 Regular: 24 Reading / 25 Writing/Language / 24 Math
- Digital: 490 Reading/Writing / 480 Math
- ☐ 2. Apply as Non-Degree USF High School Dual Enrollment Student (deadlines on website)
 - If not completed correctly, your academic account will be put on hold.
 - Complete immunization form and questions (check tiny boxes to decline meningitis)
 - Complete residency information
 - <https://www.usf.edu/early-university-programs/dual-enrollment/admission-process.aspx>
- ☐ 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. Watch the videos on how to look up classes in MyUSF using Student Self Services:
<https://www.usf.edu/registrar/register/index.aspx>
- ☐ 5. Select courses that you have met requirements for and get the 5-digit CRN (*course reference number*) to give to your School Counselor, along with the course prefix, number, course name, and modality (Online, USF campus-CL). Select alternative courses in case your first choices are full.
- ☐ 6. Meet with your high school counselor/homeschool administrator and they will complete the digital Counselor Approval Form (CAF) for USF processing. Make sure to bring your **U Number** and **course information** for approval by your high school counselor. (See student course planning sheet here: <https://www.usf.edu/early-university-programs/forms.aspx>)
- ☐ 7. Review video in number 4 on how to self-register for counselor approved courses, you will SELF REGISTER for these courses unless taking them on your high school campus; USF will register you as a courtesy.
- ☐ 8. Once registered for courses, review your schedule in the Student Portal found under MyUSF and access your CANVAS for orientation and other preparation for your course
- ☐ 9. High School Campus courses use district purchased textbooks. Online and USF campus students order your **required** textbook(s) only (not recommended textbooks). **Textbooks must be purchased by Thursday the first week of classes.** <https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx>
- ☐ 10. 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.
- ☐ 11. Review drop/add week deadlines <https://www.usf.edu/registrar/calendars/index.aspx> Be sure to complete dropping and adding courses by Friday the first week of class or it will result in F grades.

Dual Enrollment link to review with your parents:

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