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## USF Dual Enrollment Checklist for Counselors/Homeschool Administrators

Select student who meet 3.5 GPA and testing requirements

ACT: 21 Reading / 21 Mathematics

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**(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