

DUAL ENROLLMENT ONLINE APPLICATION PROCESS

Step 1: Complete Online Application

- Go to www.CF.edu/Apply. You may need to use the Google Chrome Internet browser to complete the application.
- You will be asked to create a password. **Make note of the password, as this will be your MyCF password.**
- Be sure to enter your **date of birth, Social Security number, and an appropriate A.A. or A.S. program of interest on the application.** Failure to provide this information will delay your application and require the submission of additional documentation. **Note: The program of interest can be changed at any time after admission.**
- Save your work as you go! If you need to go back or advance in the application screen, use the Previous Page or Next Page links at the bottom of the application. If you use the Back button at the top of your browser, your work will be lost and you will need to start your application over again.

Step 2: Forms and Access to the MyCF Portal

- In about 5 to 7 business days after you submit your application, you will receive a confirmation email with your CF ID number, links to required forms and instructions for accessing your MyCF Portal. Your parent or guardian must sign the parent form for participation in the Dual Enrollment program. Return the signed form with your CF ID to your high school counselor or Dual Enrollment Services.
- Complete and sign the parent signature page and registration agreement. Public and Private school students will turn in completed forms to high school counselor. Home School students must complete forms noted above and the home school articulation agreement signature page and request a home school letter.
- Your MyCF student portal will grant you real-time access to your admissions requirements, course search, current and future courses, and the important college dates and deadlines. To view your admissions status, click on the red Admissions Status tab at the top of the page. **Note: As you are still a high school student, the high school transcript requirement will remain listed under missing admissions documents but will not hinder your admissions to the Dual Enrollment program.**

Step 3: Submit Test Scores

- Turn in your official placement test scores (ACT/SAT/PERT) to your high school counselor or Dual Enrollment Services. You can access your official ACT/SAT scores from their websites.
- You can take the PERT on your high school campus or at CF. We will pay for the first time you take the PERT (with a signed waiver from Dual Enrollment Services). If taken at CF, you will need a photo ID and high school or CF ID number. You may retest over any section of the PERT at CF for \$5 per section. Visit www.CF.edu/Testing for scheduling information.

Step 4: Transcripts and/or Home School Enrollment Letter

- For public school students, your counselor will send your transcript electronically. You may also provide an official (sealed) transcript to Dual Enrollment Services in person.
- Public and Private school students: all forms, test scores and transcripts will be sent as a complete packet to CF by your high school counselor. NOTE: you must have all required documents to your counselor to allow time to meet the CF deadlines.
- Home school students will submit all paperwork, including a **current home school education letter** from your county Home School Education Office, to Dual Enrollment Services **prior to the admissions deadline.**
- You will receive an email stating that you have been admitted to the Dual Enrollment program when everything has been received and processed.

Step 5: Attend Information Session

- You are required to attend a Dual Enrollment Information Session as a part of the admissions process. Information sessions will be held at some high schools and virtually through CF. Register for a session by signing up at your high school or online at <https://www.cf.edu/events/category/dual-enrollment/list/>. The link will also be provided in your CF admissions email.

Once you have turned in your completed packet, submitted any additional items if requested and attended an information session, you will receive an email that you have been admitted to the CF Dual Enrollment program. You will need to sign up for a New Student Orientation and attend the in-person orientation at the CF Campus nearest you in order to register for your first semester of dual enrollment classes.