**DUAL ENROLLMENT
ONLINE APPLICATION PROCESS**

**Step 1:** Go to [www.CF.edu](http://www.CF.edu) and click on the Apply Now tab on the top of the page. Click the blue Dual Enrollment Student button at the bottom.

**Step 2:** Read the instructions and complete the online application. You will be asked to create a password; make note of the password as you will need it later. Make sure you enter information for all required fields and click the Submit button. Make sure to select the term you wish to start Dual Enrollment. If the term does not appear, stop and save your application until that term application window is available. Check dates with your counselor or at CF.edu/dual.

**Step 3:** After you submit your application you will receive an email notification indicating receipt of your application. Print the parent approval form from the link in this email. Your parent or guardian must sign this form granting permission for you to participate in the Dual Enrollment program. Return the signed form to your guidance counselor.

**Step 4:** In a few weeks, you will receive a second email from CF containing your CF ID and instructions on how to log in to your MyCF account.

**Step 5:** Visit your MyCF account to view the requirements needed to complete the application process. Go to [www.CF.edu](http://www.CF.edu), click the MyCF tab on the top of the page. Enter your CF ID and the password that you created when completing the application.

**Step 6:** Click the Admissions Status tab. The items that are required to complete the process will be listed in the Requirements Not Yet Met box. Items may include: transcripts, placement test scores, parent approval signature page, home school affidavit or others.

**Step 7:** Turn in your placement test scores to your guidance counselor. You will need to have all required information turned in to your guidance counselor prior to the application deadline. Your guidance counselor will send your transcript electronically or provide an official transcript to the CF Dual Enrollment Coordinator. Home school students will turn in all paperwork to the CF Dual Enrollment Coordinator prior to the application deadline.

**Step 8:** Once all required documents have been received and evaluated by CF, the items will appear in the Requirements Met box on your portal. You will receive an email stating you have been admitted to the Dual Enrollment program, and the next step is to complete the online orientation. Your high school transcript will continue to appear on your portal until you graduate high school and provide CF with a final transcript.

**Step 9:** Complete the online Dual Enrollment Orientation and quiz. You will receive an email when you are ready to complete the orientation. Orientation is located on your student portal under Quick Links. Click My Courses and select Orientation. Follow the To Do List for completing orientation. Once you complete the quiz, mark it as final, wait 24 hours to check the status on the Academics tab, select holds. If the hold is released, then click In-Person Registration. Select an available registration session from the list. (Citrus/Levy students and Career Academy will not select a registration session.)