



DUAL ENROLLMENT ONLINE APPLICATION PROCESS

Step 1: Complete Online Application

- Go to www.CF.edu and click on the Apply Now tab on the top of the page.
- You will be asked to create a password. **Make note of the password, as you this will be the same password to log in to your MyCF student portal.**
- Be sure to enter your **date of birth, Social Security number, and a 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: Submit Parent Signature Form and Access the MyCF Portal

- After you submit your application, you will receive a confirmation email with a link to the parent signature form. Your parent or guardian must sign this form for participation in the Dual Enrollment program. Return the signed form with your CF ID to your guidance counselor or Dual Enrollment Services.
- In a few days, you will receive an email containing your CF ID and instructions on how to log in to your MyCF student portal. Remember, your **application password is the same as your MyCF portal password.** Your CF ID is also required on the parent signature form, so be sure to include that information on the form.
- 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 and only have an incomplete transcript, 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 guidance 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.

Step 4: Submit Transcripts and/or Home School Enrollment Letter

- For public school students, your guidance counselor will send your transcript electronically. You may also provide an official (sealed) transcript to Dual Enrollment Services in person.
- 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.

Step 5: Complete the Online Orientation and Quiz

- You will receive an email to complete the online orientation and quiz. Orientation is located on your student portal under the Academics tab. Under the All My Courses section you will find your online orientation. Follow the To-Do List for completing orientation.
- When you complete the online orientation quiz, mark it as final and submit the quiz. Be sure to check your Enrollment tab. You will have a Dual Enrollment First-Time Registration hold, which will be removed upon registration. Any other holds will prevent us from registering you in classes.