DUAL ENROLLMENT APPLICATION AND REGISTRATION INFORMATION HOME SCHOOL STUDENTS MARION, CITRUS AND LEVY COUNTIES

Thank you for your interest in the dual enrollment program at the College of Central Florida. Students who wish to enter the dual enrollment program must meet the eligibility requirements for the program by the posted deadlines. As a home school student you must be registered with the home education office in the public school district in which you reside.

Admission Requirements:

- Eligible students in grades 6-12 with at least 4 high school credits completed
- Submit an online CF dual enrollment application
- Submission of acceptable, current scores on approved placement test (SAT, ACT or PERT)
- Provide a letter from the home education office in your school district

Additionally, the dual enrollment office requests a copy of the applicant's transcript to assist in the determination of appropriate coursework. This is not a requirement; however there may be educational benefits to the student for sharing his or her education background.

To complete the online dual enrollment application, go to the MyCF portal admissions tab (https://mycf.cf.edu/ICS/Admissions) and select Dual Enrollment Student to complete the online dual enrollment application.

Important Dates:

2017 Application Deadlines - NEW STUDENTS ONLY:

Final Spring Application Deadline	Nov. 3, 2016
Final Summer Application Deadline:	April 14, 2017

[NOTE: Marion County students ONLY - New students will select a time to register after completing the online orientation. Returning students who have previously completed a dual enrollment course will register at the specific times outlined below.] Citrus and Levy counties – registration will be coordinated via email by the parent/home school administrator and the CF dual enrollment coordinator.

	Spring 2017	
Returning student registration:	**Oct. 12, 2016**	Returning students – 9 a.m.
Priority registration:	**Oct. 19, 2016**	New students who have been admitted by Oct. 12 – select time on portal starting at 9 a.m.
Late registration:	**Nov. 16, 2016**	New students – select time on portal starting at 9 a.m.
	Summer 2017	
Returning student registration:	**March 29, 2017**	Returning students – 9 a.m.
Priority registration:	**April 19, 2017**	New students who have been admitted by April 12 – select time on portal starting at 9 a.m.
Late registration:	**April 26, 2017**	New students – select time on portal

If you miss your designated registration day, you must attend the next posted dual enrollment registration day.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.

Registration Information – Marion County:
On registration days students will be registered by our advisors on a first-come, first-serve basis. Registration will be held on the Ocala Campus in Building 5, Bryant Student Union. Students will be allowed to sign in at the times posted on the previous page and must be present to sign in. They must have their permission form with them when signing in. Sign in will begin 30 minutes prior to the posted registration times listed above.

Returning student registration is for current dual enrollment students (completed or enrolled in classes). All new students will register on the priority registration date or late registration date based on admissions status.

New applicants will be registered on the dates indicated on the previous page. Students will choose a registration session time after they complete their online orientation. Students must come to registration at the time they selected.

All students must select the section number for the desired classes and an alternate option in case the course is full. A parent or guardian may accompany a student on registration day, but it is not required for students to enroll.

If a student qualifies for the priority application deadline but the student or parent is unable to attend priority registration day, he or she must register on the late registration day or call for an appointment after the late registration day.

Registration Information - Citrus and Levy Counties:
Registration will be coordinated via email by the parent/home school administrator and the CF dual enrollment coordinator. The same registration dates apply as listed on the previous page. The course request should be sent to the CF dual enrollment coordinator two days prior to the registration date. Please complete the permission form and scan/email or fax to the CF dual enrollment specialist. Registration confirmation or any issues will be communicated by email.

If a student qualifies for the priority application deadline, but the schedule request is not sent prior to or on priority registration day, he or she will be registered on the late registration day. It is the student's responsibility to make sure the schedule request is sent to the CF dual enrollment coordinator for each term.

All students: How to choose courses?
Go to www.CF.edu/Courses. Use this schedule to look up the times and days of the available courses and then ask your guidance counselor for advice.

Dual Enrollment Website and Contact Information

Our website has more information about this program for qualified students. Visit www.CF.edu/Dual. On the main Dual Enrollment page, you can choose from the informational links for public, private and home school students. Talk to your guidance counselor to make sure that you qualify.

Email dualenrollment@cf.edu if you have any questions.

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Equity Officer, Ocala Campus, Ewers Century Center, Room 201C, 3001 S.W. College Road, 352-854-2322, ext. 1437, or smithc@cf.edu.