

For USF Early College Information, please visit the USF website at:
<https://www.usf.edu/early-university-programs/dual-enrollment/>

**In order to meet USF deadlines, the MHS deadline for completing all these steps for Dual Enrollment is May 15 for Fall Semester and December 1 for Spring Semester.
(Note: Early Admission deadline is March 1)**

Prior to beginning this process, students and their parents/guardians will be required to attend/view the Dual Enrollment Mandatory Meeting/Power Points and submit required paperwork indicating this was done. In addition, students and their parents/guardians are encouraged to read through [USF's Application Procedure](#) on the USF website to ensure all requirements have been completed for USF.

Please complete all steps in the order they are listed below.

NEW DE students – Start at Step 1

Returning students- Start at Step 7

Step 1: Determine Eligibility

Verify that you meet both the 3.5 weighted GPA and test score requirements. See [University of South Florida Requirements and Deadlines](#) at <https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx>

Step 2: Test Scores

If you do not have qualifying PERT test scores, you will need to register for the SAT/ACT or CLT.

SAT can be scheduled at www.collegeboard.org

ACT can be scheduled at www.actstudent.org

CLT can be scheduled at www.cltexam.com/tests/clt/

PERT testing was given at MHS on January 28.

All qualifying scores must be earned before the May 15 deadline to participate in dual-enrollment and before March 1 for Early Admission.

REMINDER: SAT/ACT/CLT scores must be sent directly to USF from College Board, ACT, or CLT.

Step 3: Complete Application on a Computer or Laptop (NOT on a CELL PHONE)

Before starting the application, you should make sure you have the following items available:

- 1) Parent/Guardian's Driver License
- 2) Parent/Guardian's vehicle VIN number
- 3) Parent/Guardian's Voter ID # (if registered)
- 4) Date that parent started establishing legal Florida residence.

For Dual enrollment: Complete the [USF Non-Degree Seeking Application](#). **Do not pay the application fee, just close your browser at this point.** *Continuing Dual Enrollment students will not need to complete a new application.*

For Early Admission: Complete the [USF Degree Seeking Application](#).

Step 4: Activate USF Student NetID

Approximately 3 days after submitting your USF application, set up your USF NetID and email account by [clicking here](#), or at <https://netid.usf.edu/Activate>. You must regularly check your USF email account for communication regarding course registration. USF will only communicate through your USF email address.

Step 5: Submit Residency Information

If you submitted your residency information during the online application process, you can skip this step. If not completed during the application the [Residency Form](#) and any supporting documentation must be submitted to the USF Office of Admissions after your application is processed.

Step 6: Submit Medical History Form & Immunizations Records

All students must comply with the USF Immunization Policy. This applies to USF courses offered at a USF campus or courses offered at a high school campus. Complete the [Medical History & Immunizations](#) form and return it to the USF Student Health Services Office. Directions for how to submit the form can be found on the second page of the document.

IMPORTANT: The Meningitis vaccine section cannot be left blank. You must indicate if you have received the vaccine, or you should **check the box to decline meningitis/hepatitis**

Step 7: Submit 2025-2026 (DE) Informational Approval Form 1

Once you have received the email from USF with your Student NetID, use your USF U# to complete the [Dual Enrollment Informational Approval Form 1](#) . This form is completed once per year.

Step 8: Complete the USF (DE) Student Planning Worksheet

Download, print and complete the [USF \(DE\) Student Planning Worksheet](#). Make sure it is signed by you and your parent/guardian. Using your planning sheet, list the courses you plan to take. Make sure you have met the pre-requisites for each course and return this to your high school counselor. Your school counselor will use this to complete the USF Form 2.

Step 9: Order Textbooks

The School District of Manatee County will provide all required (not optional) textbooks at no cost to you. In order to receive these course materials, you must complete the online [Early College Textbook Request Form](#).

Please note: If any changes are made after May 15 or December 1, you must notify your high school counselor and Dr. Nelson at the District Office immediately. Otherwise, there may be a delay in receiving your course materials.

Step 10: Complete CANVAS Orientation

Make sure to sign into CANVAS and complete [CANVAS](#) orientation before class begins so you know how to complete all assignments/discussions etc. Once the course begins, open all links provided by your instructor to avoid missing work.

MHS Counselor Email Addresses

Mrs. Johnson (A - D) - johnso7j@manateeschools.net

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