

Online Dual Enrollment Program School Counselor's Guide

I. Introduction:

- University of Florida Dual Enrollment (DE) is a program for eligible accelerated high school students. Our fully online courses are taught by University of Florida (UF) faculty, provide students with a college learning experience, and adhere to the UF academic calendar.
- University of Florida Dual Enrollment is part of the Office of Distance and Continuing Education at the University of Florida. The courses offered are from different colleges around campus providing the students with diverse course options.
- Upon acceptance into the program, each student has access to a Dual Enrollment Advisor. This advisor works one-on-one with students to complete orientation, discuss career options, and enroll in the course of their choice. The students can contact their advisor at any time regarding their course, tutoring needs, or any issues that might come up.

II. Enrollment Criteria/Registration Instructions:

- 3.6 cumulative unweighted GPA or higher
- A minimum score in one of the following:
 - ACT 22 or
 - PSAT 10/NMSQT 1130 or
 - SAT 1100
- **Registration:**
 - First, the student should browse the Courses section of our website to familiarize themselves with available courses:
<http://dualenrollment.dce.ufl.edu/courses/>
 - Next, the student will complete the DE Application found on our website: <http://dualenrollment.dce.ufl.edu/> . This application is to request enrollment into our program.
 - **Once we receive this application, a member of the DE staff will email the school counselors to verify that the information provided by the student is accurate.**
 - Once we have confirmation from the school counselor, the student will be accepted into the program. Student will receive acceptance email which will include link to a Registration Form, which is how they will establish their Student Record with UF.
 - Once the Student record is established student will receive an email which will include:

- UFID- student number
- Instruction on setting up a UF email account
- Dual Enrollment Agreement, which must be signed by parent and the student and returned to our office.
- Once the signed agreement has been received, students will get instruction on setting up an advising appointment with our office and/or link to our virtual advising video. It is at this point that final course will be verified.
- All communication will be done via the email the student has provided in application.

III. **School Counselor Responsibilities:**

- The guidance department at the school has the responsibility of:
 - Advising the students and their parents as to dual enrollment course offerings.
 - **Providing the recommendation for admissions via criteria verification email.**
 - Advising the specific course(s) in which eligible students are to be enrolled if replacing a high school credit.
 - Explaining the curricular expectations of university-level academic work, as well as the impact of performance in dual enrollment courses, including explanation of course withdrawal consequences.
 - All dual enrollment students are responsible for notifying the school counselor of any schedule changes. The school counselor must submit all student withdrawal request, in writing to our office.

IV. **UF Dates and Deadlines:**

Spring 2023 application will open on October 12, 2022 and closes on November 18, 2022.

Note: All students (returning and new) must complete a new application each term to continue in the program.

Contact Information:

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