

# UCF DUAL ENROLLMENT AND EARLY ADMISSION PROCEDURES

UCF Office of Undergraduate  
Admissions

# Objectives

- ▣ Review DE/EA Program with OCPS Guidance Counselors
- ▣ Learning Outcomes: OCPS participants will be able to
  1. Identify the requirements for a student to participate in the UCF Dual Enrollment and Early Admission Programs
  2. Discuss the course request and authorization process for UCF DE/EA programs
  3. Develop plan to prepare high school guidance counselors to advise DE/EA students

# DE vs EA

## What is the Difference?

- ▣ Dual Enrollment (DE) students enroll on a part time basis and can take a maximum of 6 credits per semester.
- ▣ Early Admission (EA) students enroll on a full time basis and must take at least 12 credits per semester.
- ▣ Both programs present the student with the opportunity to earn 1 ½ years of college education at one of Florida's premier 4-year institutions.

# Things to Consider

## PART-TIME

- ▣ Courses MUST SATISFY high school graduation requirement(s)
  - ▣ TUITION IS FREE
  - ▣ Early morning and late afternoon/evening classes are limited
  - ▣ ALL Dual Enrollment Program student begin registering for classes **after** returning UCF students begin registering
  - ▣ UCF courses cover all course materials in 16-week semesters – there is no 1<sup>st</sup> semester and 2<sup>nd</sup> semester of the same course
- ▣ Courses can satisfy high school graduation requirements AND/OR college degree requirements
  - ▣ TUITION IS FREE
  - ▣ ON-CAMPUS HOUSING AVAILABLE (SELF-PAY)
  - ▣ ALL Dual Enrollment Program student begin registering for classes **after** returning UCF students begin registering
  - ▣ UCF courses cover all course materials in 16-week semesters – there is no 1<sup>st</sup> semester and 2<sup>nd</sup> semester of the same course

# Eligibility Requirements

- ▣ The school/county must have an articulation agreement on file with UCF.
  - Florida Public
  - Eligible Private
  - Eligible Home School
- ▣ The student must meet academic qualifications to be eligible:
  - At least 3.8 GPA (UCF recalculated gpa based on academic core)
  - At least 1200 (Math + Critical Reading) SAT/ 1270 (Evidence-Based Reading & Writing & Math) RSAT or 26 (composite) ACT
  - Be classified as academic level of senior for EA and enrolled in grades 6-12 for DE


# Application Process

- ▣ Complete the application online by the deadlines:
  - November 1 for Spring
  - March 1 for Summer
  - May 1 for Fall
- ▣ DE students do not pay the \$30 fee but EA students are required to pay the fee.
- ▣ Submit official high school transcript
- ▣ Submit SAT or ACT test score

# Authorization Form

- ▣ If admissible, student will be sent an authorization form and checklist.
- ▣ The authorization form must be signed by student, parent and guidance counselor listing courses the student is approved to take.
- ▣ Submission requirements
  - a. New students: mail or deliver to Office of Undergraduate Admissions
  - b. Returning students: HIGH SCHOOL PROFESSIONAL EMAILS TO First Year Advising & Exploration
- ▣ The Authorization Form is required for tuition and instructional materials

# Authorization Form Template



UNIVERSITY OF CENTRAL FLORIDA  
EARLY ADMISSION / DUAL ENROLLMENT AUTHORIZATION FORM

**Instructions For students:**  
 (1) Complete Section A.  
 (2) Ask your high school Guidance Counselor or Principal to complete Section B.  
 (3) Ask your parent or legal guardian to complete Section C.  
 (4) Return completed form to UCF Undergraduate Admissions,  
 ATTN: Christie Hasegawa, P.O. Box 160111, Orlando, FL 32816-0111.

---

**SECTION A: to be completed by student**

Last Name: Knigh      First: Be      Middle: A.      UCF PID Number (ex: a1234567): 01234567  
 Street Address: 1111 Know the Knight's Way Lane      E-mail Address: Beaknigh@gmail.com  
 City: Orlando      State: Florida      Zip Code: 12345      Area Code: (407)      Telephone Number: 555-1234

I am seeking:     EARLY ADMISSION     DUAL ENROLLMENT

For the following term:     Fall, 2014     Spring, 20\_\_\_\_     Summer, 20\_\_\_\_

---

**SECTION B: to be completed by high school counselor or principal.**

AUTHORIZATION FROM Knights HIGH SCHOOL

I hereby give my recommendation and approval for the above named student to be granted EARLY ADMISSION (full-time, minimum of 12 credit hours) or DUAL ENROLLMENT (part-time, maximum of 6 credit hours) at UCF.

The high school or county will cover the cost of instructional materials for this student     YES    or     NO.

In order to earn his/her high school diploma, this student will have to fulfill the following college course or credit hour requirements. Please refer to the UCF Undergraduate Catalog for courses and descriptions or visit [www.catalog.sdes.ucf.edu](http://www.catalog.sdes.ucf.edu)

COURSE PREFIX & NUMBER:	Units/Credits required for graduation	Course will fulfill a specific high school graduation requirement or elective
<u>ENG 1101</u>	<u>1.0</u>	<input checked="" type="checkbox"/> Required Course <input type="checkbox"/> Elective Course
<u>POS 2041</u>	<u>0.5</u>	<input checked="" type="checkbox"/> Required Course <input type="checkbox"/> Elective Course
_____	_____	<input type="checkbox"/> Required Course <input type="checkbox"/> Elective Course
_____	_____	<input type="checkbox"/> Required Course <input type="checkbox"/> Elective Course

Signature of Counselor or Principal: Golden Knightro      Date: April 10, 2014      Student's grade level (i.e. Junior or Senior): Junior  
 Counselor or Principal email address: Golden.Knightro@ocps.net

\*Please note that any course(s) listed in this section does not guarantee registration for your expected term of entry. Course availability will be determined during a scheduled appointment with an academic advisor from the UCF First Year Advising and Exploration office.

---

**SECTION C: to be completed by parent or legal guardian.**

I hereby grant permission for Be A. Knight to attend the University of Central Florida prior to high school graduation as an EARLY ADMISSION or DUAL ENROLLMENT student (as specified above). I further understand that this is his/her responsibility to fulfill the above stated college course or hour requirements in order to earn his/her high school graduation diploma.

Signature of Parent/Guardian: John Knight      Date: April 10, 2014



# Notes

- ▣ DE/EA students do not pay the \$200 enrollment deposit.
- ▣ EA students have the option to apply for on campus housing.
- ▣ They do have to submit the immunization form prior to registration.
- ▣ These students are NOT automatically admitted to UCF after high school graduation.

# Contact Information

- ▣ Website for more information:  
<https://admissions.ucf.edu/dual-enrollment-and-early-admission/>
- ▣ Contact: Cedric Brown, Senior Assistant Director  
Phone: 407-823-1564  
Email: [Cedric.Brown@ucf.edu](mailto:Cedric.Brown@ucf.edu)

# UCF DUAL ENROLLMENT AND EARLY ADMISSION PROGRAM ADVISING POLICIES

UCF First Year Advising and  
Exploration

# Textbooks

- ▣ If a Guidance Counselor or Principal indicates on the Authorization Form that the cost of instructional materials is covered by the high school or county, the student will be able to pick up textbooks from the UCF Bookstore.
- ▣ This cost covers textbooks only. It does not include the following: I-Clickers, Supplies, Kits, Scantrons, or Bluebooks.
- ▣ Textbook pick-up typically occurs the week before the start of classes.
- ▣ The Coordinator takes a copy of the student's schedule and Authorization Form to the UCF Bookstore.
- ▣ UCF does not use a book voucher for Dual Enrollment and Early Admission students to receive textbooks.

# Who Can Help And How

- ▣ High School Guidance Counselor
  - Which high school graduation requirements have been met?
  - Which high school graduation requirements will be met with dual enrollment courses?
- ▣ UCF
  - Prior to Admission: UCF Office of Undergraduate Admission
  - After Admission: UCF Dual Enrollment Coordinator
    - ▣ Am I eligible to enroll in the course I'm interested in?
    - ▣ When can dual enrollment and early admission students register for classes?
    - ▣ What dual enrollment courses will apply to my UCF degree?
    - ▣ Do I need to re-apply to UCF to be a UCF FTIC student?

# What Do I Do Next

- ▣ Check myUCF portal for Admission Status Notification from Undergraduate Admissions
- ▣ If Admissible:
  - Submit Immunization Form ([https://shs.sdes.ucf.edu/docs/immunization\\_form.pdf](https://shs.sdes.ucf.edu/docs/immunization_form.pdf)) to Student Health Services
  - Meet with high school guidance counselor to discuss dual enrollment courses that will meet high school graduation requirements
    - ▣ Consult Florida Department of Education Dual Enrollment Course - High School Area Equivalency List AND UCF Catalog for eligible courses
  - Return Completed Dual Enrollment/Early Admission Authorization Form
    - ▣ Indicate Preferred Courses
    - ▣ Indicate Alternate Courses
- ▣ You **do not need** to schedule an appointment with the UCF Dual Enrollment Coordinator

# Dual Enrollment Procedures

## Requesting Permission to Enroll

Once Authorization Form has been received:

- ▣ The UCF Dual Enrollment Coordinator will approve or deny request for courses listed on the Dual Enrollment Authorization Form based on:
  - Does student meet pre-requisite of course(s)?
  - How many credit hours is associated with course(s)?
  - Has the high school Principal/Guidance Counselor authorized course(s) and total credit hours?
- ▣ Student & high school professional indicated on Authorization Form will be notified about request status:
  - Approved: information provided about registration date (enrollment appointment);
  - Denied: information provided about why request was denied and how to remedy
- ▣ Any change in Authorization Form must go through Request to Enroll in Courses process
- ▣ Upon Approval, The UCF Office Undergraduate Admissions will key the final offer of admission.

# Helpful Resources

- ▣ Dual Enrollment & Early Admission Program  
website: <http://fyae.sdes.ucf.edu/early>
- ▣ Academic Calendar:  
<http://calendar.ucf.edu/2015/summer>
- ▣ UCF Undergraduate Catalog:  
<http://catalog.ucf.edu>
- ▣ Dual Enrollment Course Equivalency List:  
[http://www.fldoe.org/core/fileparse.php/5421/  
urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf)
- ▣ Registration via myUCF:  
[http://registrar.ucf.edu/rovd/docs/registrationo  
verview.pdf](http://registrar.ucf.edu/rovd/docs/registrationoverview.pdf)





Registration Period  
Begins Approximately 1  
month Prior to the First  
Day of Classes

# Dual Enrollment Procedures

There can be no  
Changes to Student  
Schedule After the UCF  
Withdrawal Deadline



## Enrolling in Approved Courses

- Dual enrollment/early admission students may enroll only in approved courses from the Authorization Form
- Students are responsible for processing their own enrollment
  - If classes are full, students will need to place themselves on the waitlist for that course section and/or attempt to enroll in another section or (approved) course
- Dual Enrollment Program students are strongly encouraged NOT to Drop/Swap courses. If you must Drop/Swap courses:
  - You can only do so with a previously approved course from your Authorization Form.
  - You must email your high school Principal or Guidance Counselor AND the UCF DEP Coordinator
  - Math Classes
- **ANY CHANGES TO SCHEDULE AFTER THE ADD/DROP/SWAP PERIOD MUST BE APPROVED BY HIGH SCHOOL GUIDANCE COUNSELOR**
  - Impact on high school graduation status
  - Impact on college admissions status

# Dual Enrollement Procedures Continued

## After You Are Enrolled

- ▣ Purchase instructional materials through the Barnes & Noble Bookstore (located across from the Campus Card Office in the John T. Washington Breezeway) during the 1<sup>st</sup> week of classes
- ▣ Obtain UCF Student ID at the Campus Card Office during the 1<sup>st</sup> week of classes (as needed)
- ▣ Purchase UCF Parking Permit (student cost) during the 1<sup>st</sup> week of classes (as needed)

# Contact Information

- ▣ Website: <http://fyae.sdes.ucf.edu/early>
- ▣ Contact: Claudine Turner, Coordinator  
Academic Advising Services  
Phone: 407-823-3789  
Email: [Claudine.Turner@ucf.edu](mailto:Claudine.Turner@ucf.edu)