

University of Central Florida Dual Enrollment & Early Admission





OBJECTIVES

- Defining Dual Enrollment (DE) vs. Early Admission (EA)
- Application Requirements
- Eligibility Requirements
- Authorization Form
- Helpful Hints
- Policies & Procedures
- Notes & Resources



DE vs EA: What's 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 but not exceed 15 credits per semester.
- Both programs present the student with the opportunity to **earn 1.5 years of college** education at one of Florida's premier 4-year institutions.



WHO 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, First Year Advising & Exploration (FYAE)
 - 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?

A large, golden statue of a knight on a horse, holding a flag with the letters 'UCF' on it. The statue is set against a bright, golden background, likely a sunset or sunrise, with a building visible in the distance. The statue is the central focus of the left side of the slide.

HOW TO APPLY

- ✓ **Complete an application form**
(UCF online application *only*)
 - ✓ November 1 for Spring
 - ✓ March 1 for Summer
 - ✓ May 1 for Fall
- ✓ **Submit Official high school transcript**
(GPA is recalculated on academic core)
- ✓ **SAT/ACT scores**



ELIGIBILITY REQUIREMENTS

- The school/county must have an articulation agreement on file with UCF.
 - Florida Public
 - Eligible Private
 - Eligible Home School

Students must meet academic qualifications
to be eligible:

3.8 Recalculated GPA | 1330 rSAT | 28 ACT





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
 - New students: Mail or deliver to Office of Undergraduate Admissions
 - Returning students: **High School Professional Submits** to First Year Advising & Exploration
- The Authorization Form is required for tuition and instructional materials



AUTHORIZATION FORM



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: Ashley Frost, P.O. Box 160111, Orlando, FL 32816-0111.

SECTION A: to be completed by student

Last Name: _____ First: _____ Middle: _____ UCID Number (ex: 1234567) _____

Street Address: _____ E-mail Address: _____

City: _____ State: _____ Zip Code: _____ (Area Code) Telephone Number: _____

I am seeking EARLY ADMISSION (Full-time, minimum of 12 credit hours) or DUAL ENROLLMENT (Part-time, maximum of 6 credit hours)

For the following term: Fall, 20____ Spring, 20____ Summer, 20____

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

AUTHORIZATION FROM _____ HIGH SCHOOL

I hereby give my recommendation and approval for the above named student to be enrolled at UCF:

EARLY ADMISSION (Full-time, minimum of 12 credit hours) _____ DUAL ENROLLMENT (Part-time, maximum of 6 credit hours) _____

The high school or county will cover the cost of instructional materials (textbooks only) 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.ucf.edu

COURSE PREFIX & NUMBER:

Please state specific course prefix and number*	<i>Units/Credits required for high school graduation (0.5 or 1.0)</i>	<i>Course will fulfill a specific high school graduation requirement or elective</i>
_____	_____	<input 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
_____	_____	<input type="checkbox"/> Required Course <input type="checkbox"/> Elective Course

Signature of Counselor or Principal: _____ Date: _____ Student's current grade level as of this date: _____

Print Name of Counselor or Principal: _____

Counselor or Principal e-mail address: _____
*Please note that any courses 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. Participation as an Early Admission or Dual Enrollment student does not guarantee admission to UCF as an Incoming Freshman or FTIC (First-time in College) student.

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

I hereby grant permission for _____ 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

WHAT'S NEXT?



- Check **myUCF portal** for Admission Status Notification from Undergraduate Admissions
- **If Admissible:**
 - Submit documents for declaration of Florida residency, if applicable.
 - Submit Immunization Form 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 (FYAE)



UNIVERSITY OF CENTRAL FLORIDA
1963



POLICY & PROCEDURES

Requesting Permission to Enroll

Once Authorization Form has been received:

- The UCF Dual Enrollment Coordinator (FYAE) 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?



POLICY & PROCEDURES

- Student & high school professional indicated on Authorization Form will be notified about request status by FYAE Dual Enrollment Coordinator:
 - 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.



IMPORTANT NOTES

- Submit documents for declaration of Florida residency, if applicable.
- EA students have the option to apply for on campus housing.
- DE/EA students do not pay the \$200 enrollment deposit.
- Submit the immunization form prior to registration.
- Orientation is required for EA students.
- DE students are NOT automatically admitted to UCF after high school graduation.



RESOURCES

- Dual Enrollment & Early Admission Program website: <http://fyae.sdes.ucf.edu/early>
- Academic Calendar: <http://calendar.ucf.edu>
- UCF Undergraduate Catalog: <http://catalog.ucf.edu>
- Dual Enrollment Course Equivalency List: <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>



FOR MORE INFO

Website:

<https://admissions.ucf.edu/dual-enrollment-and-early-admission/>

Admissions Contact

Ms. Ashley Frost,
Assistant Director

Phone: 407.823.6104

Email: Ashley.Frost@ucf.edu

First Year Advising Contact

Ms. Cassandra Burningham,
Coordinator, Academic Support

Phone: 407.823.3789

Email: Cassandra.Burningham@ucf.edu

