



UNIVERSITY *of* WEST FLORIDA



Dual Enrollment Student Handbook

UWF Dual Enrollment
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A Message from the Dual Enrollment Office

We welcome you to explore the opportunities of dual enrollment at the University of West Florida. This handbook is designed to help students, counselors, and parents with the dual enrollment processes at UWF.

Dual enrollment students are non-degree seeking students who are eligible to earn college credits while simultaneously earning high school credits. Since dual enrollment students are considered non-degree seeking, they will not need to identify any particular program of study for focus. Instead, students will be guided as registration is approved on behalf of the students' high school. Students should work closely with their high school guidance counselor (or parents, if homeschooled) to identify any remaining coursework needed for high school graduation. Students will be referred to our General Education coursework, but they are able to take other courses, as approved. Students looking for specific guidance should reach out directly to the Dual Enrollment Office.

As part of the dual enrollment program, students are expected to uphold the UWF Student Handbook as well. This official guide includes policies and procedures pertaining to UWF students, including the Rights and Responsibilities, Policies and Regulations, Student Engagement, Health and Wellness, and much more.

Dual enrollment eligibility ends at the time of high school graduation. Students who wish to attend UWF as a degree-seeking student after high school graduation are encouraged to submit a freshman admissions application in early fall of their senior year.

We encourage those with questions to contact our office directly at dualenrollment@uwf.edu, or drop by our campus office located in Building 18. All information related to the dual enrollment program can be found on our webpage, uwf.edu/DE.

We can't wait to see the progress your student makes toward their future, and we're happy to help.

Go, Argos!

Tiffany Braun
Associate Director
Enrollment Affairs

Getting Started

What is Dual Enrollment?

Dual enrollment is a coursework acceleration program that allows qualified secondary school students to begin postsecondary coursework without paying tuition and fees, while earning credits toward their high school diploma at the same time. Dual enrollment is established by law ([Florida Statute 1007.271](#)) for public, private, charter, and home-school secondary students.

Eligibility

For any student to be eligible for dual enrollment at UWF, students must meet the following general admissions requirements:

1. Attained grade level of at least sixth through twelfth, Section 1007.271(2) F.S.
2. Earned a minimum of no less than three high school core academic credits.
3. Possess a minimum, unweighted GPA of 3.00 on a 4.00 scale.
4. Have already taken the PERT or one of the following entrance exams for a course that would require academic placement:
 - a. PERT minimum scores: Reading-106; Writing-103; Math-114
 - b. Next-Generation ACCUPLACER, The College Board (through July 2022) minimum scores: Quantitative Reasoning, Algebra, and Statistics (QAS)-242; Reading-245; Writing-253
 - c. Next-Generation ACCUPLACER, The College Board (Since August 2022) minimum scores: Quantitative Reasoning, Algebra, and Statistics (QAS)-261; Reading-256; Writing-253
 - d. SAT or Digital SAT minimum scores: Math-480; Reading and Writing-490
 - e. ACT minimum scores: Reading-19; English-17; Math-19
 - f. CLT minimum scores: Sum of Verbal Reasoning and Grammar/ Writing Sections-38; Quantitative Reasoning Section-16

Homeschool students must also provide proof of enrollment as noted in Florida Statute [1007.271, section \(13\)\(a\)](#) to participate in the dual enrollment program. An eligible homeschool student must meet the following general admissions requirements:

1. Provide proof of enrollment in a home education program pursuant to [s. 1002.41](#).
2. Be responsible for his or her own transportation unless provided for in the articulation agreement
3. Sign a home education articulation agreement.

Getting Started

The proof of eligibility and articulation agreement will be part of the application process and will be requested at that time. Eligibility ends when a student graduates high school or meets an ineligible status.

Articulation Agreements

An articulation agreement is required to participate in the dual enrollment program at the University of West Florida. Agreements are made with the specific school districts, private schools, or individual homeschooled students within the State of Florida. Schools and home education outside of Florida are not eligible for dual enrollment at UWF. These agreements outline the specifics of dual enrollment eligibility, participation, expectations, funding requirements, and more. If your school does not have an articulation agreement on file, you can submit a request to our office and we can reach out to initiate an agreement if the opportunity is viable. Agreements may vary among districts or private schools should the respective parties have additional requirements for participation in the program.

All homeschool students will enter upon the same individual agreement outlining the states minimum requirements for dual enrollment along with UWF's terms. Please be sure to review the individual agreements based on your school enrollment to best understand the expectations of your participation in the dual enrollment program.

To determine if your school has an active agreement on file, you can contact your high school guidance counselor or view our list of active [UWF Dual Enrollment Articulation Agreements](#).

Next Steps

Dual Enrollment Application

Eligible students will need to submit the [Dual Enrollment Application](#). This application collects the student's basic information and allows UWF to admit the student accordingly. The student is required to provide their Social Security Number, appropriate test scores, transcripts, proof of enrollment, among other eligibility requirements. The application cannot be submitted without the required information requested in the form.

The Dual Enrollment Application can be found on the UWF Dual Enrollment webpage at UWF.edu/DE.

The application is an electronic dynamic form. If the student has never used dynamic forms, they will be directed to create a new account. Once they become a UWF student, a UWF account will be created on their behalf that can utilize a single sign-on feature for future dynamic form account access.

This form should be initiated by the student and will be routed to the counselor for confirmation of eligibility before being routed to the Dual Enrollment Office for processing. The application requires signatures from all parties to be complete. Pending applications will not be processed. The system will send automatic email notifications to the user as a reminder if the form has not been completed within 7 days.

ArgoNet Account Activation and Upgrading

Once a student has been admitted to the University, they will receive a communication noting their UWF ID. The student can then [Activate their ArgoNet account in MyUWF](#). With an activated account, the student will be able to view basic information such as holds and personal information.

Roughly one hour after registration is processed, students will be alerted to upgrade their UWF account. Upon entering their account, the student will see a red alert in the top right-hand corner. Select the alert and follow the instructions accordingly. Students can also upgrade their account by going straight to the My Account section within their MyUWF account. Upgrading the account will generate a student email address and provide the student with full access to the resources available within MyUWF.

Next Steps

Student Status

Active - Dual Enrollment

Once admitted, the student becomes active. They will receive a communication noting their official UWF ID number, along with information on how to proceed with their enrollment. The student's record is then established. During an active status, the student can register for courses and utilize the various resources provided to them.

Inactive - Dual Enrollment

When a student is admitted and never registers for the semester they were enrolled in, they are made inactive and must be readmitted to register for any future semesters. A student will also be made inactive after three semesters of non-registration. During an inactive status, the student is unable to register for courses or utilize any of the resources available at UWF. Students will need to re-enroll by submitting a new Dual Enrollment Application to become active.

Probation - Dual Enrollment

A dual enrollment student may be placed on a probationary period if they do not meet the minimum grade required in an attempted course, or if the student withdraws from a course. The probationary period prevents them from registration in the next semester if they do not meet the minimum grade required in an attempted course or if the student withdraws from a course. The students will not see their actual status in the system update since they are non-degree seeking students, but will be notified accordingly should they be placed on a Probationary period. Please review the school's articulation agreement to see if there are any additional instances that could result in a probationary period.

Credit Hours

Dual enrollment students can earn a total of 60 credit hours within the dual enrollment program. They can take a maximum of 15 credit hours in the fall and spring semesters, but only a maximum of 6 credit hours in the summer semesters. There is no minimum set for a semester.

Students coming in with previous dual enrollment credit(s) will have those credit hours counted towards their total credit hours earned within the dual enrollment program regardless of where the credits are earned. However, credit earned through AP, CLEP, or other proficiency examinations do not count towards the total credit hours earned.

Next Steps

Hold

Upon initial enrollment at the University of West Florida, students will have two holds placed on their account:

Financial Responsibility hold: The Financial Responsibility hold is placed on all records for the student to acknowledge their financial responsibility while enrolled at the University. While dual enrollment students don't pay tuition and associated fees, the student would be responsible for any additional fees they may incur (equipment fee for any non-returned equipment, parking fine, etc). This hold applies to *all* students taking classes at UWF and will appear on the student's records every semester they are actively enrolled. This hold needs to be satisfied before registration can be completed. To remove this hold, go to the [Financial Responsibility Hold](#) page and follow the directions.

Immunization hold: To comply with Florida Statute and the Florida Board of Governors Regulations, UWF requires the submission of shot records to address immunization and related concerns. You will only have to address this hold once. The activation of an ArgoNet account in MyUWF is required to proceed with satisfying the Immunization hold. If this hold is not satisfied by the second semester of enrollment, the student will not be able to register for classes until the hold is satisfied.

The submission of shot records and any additional immunization documents should be submitted to satisfy the immunization hold. However, please do not submit immunization records to the dual enrollment coordinator. Students should log into MyUWF to complete the UWF Mandatory Immunization Health History Form. The form can be found by using the MyUWF search bar to look for the [Immunization Status app](#). Open this app to complete the form and upload supporting documentation. If there are any questions or concerns related to this requirement, contact [Student Health Services](#) at 850.474.2172 (select Option 2).

Dual Enrollment Course Approval Form

A [Dual Enrollment Course Approval](#) form is required for each course registration. A copy of this electronic form is included in the confirmation of admittance sent to the student once enrolled into the program, but can also be located at uwf.edu/DE. If this is the student's first time submitting the form, they will need to use the Dynamic form account information they used when they applied. Once the student can access their MyUWF dashboard (my.uwf.edu), a UWF Dynamic form account is created on behalf of the student to utilize a single sign-on feature for future form access. The form can then be located as an app within their MyUWF dashboard.

Next Steps

Dual Enrollment Course Approval Form (continued)

The Dual Enrollment Course Approval form should be initiated by the student and routed to the counselor for approval before being sent to the Dual Enrollment Office for processing. The student will have the opportunity to select the classes they want to register for by providing the course section (CRN).

Once the form has been received by the counselor, they will be able to approve, or deny, registration for the requested course.

If the counselor approves registration and the specific section is available, the Dual Enrollment Office will process the registration as requested. If the section provided is full, closed, or unable to accept registration, the student will be notified. The student will then review what course sections are currently available and proceed with self-registration as approved.

If the counselor denies registration for a course, then the student will not be permitted to proceed with registration for that given course for that specific term.

If a student is waitlisted for a course, they have not been registered for the course and will need to follow up when registration has been released to them.

Students are welcome to change sections without submitting a new form if the course has already been approved. However, if a new course is requested, a new Course Approval form will be required.

The Dual Enrollment Office uses the Dual Enrollment Course Approval form as a guide to process the dual enrolled student's registration. The submission and approval for each course is not a guarantee of the course's registration. Students are encouraged to confirm their registration status through the Classmate App on their MyUWF dashboard.

Approved Courses

Postsecondary instruction approved for dual enrollment must be creditable toward the high school diploma and the baccalaureate degree.

Dual enrollment students may not take:

- Courses that are not creditable to both the high school diploma and the college degree
- Any courses for which the student already has credit or may earn AP/IB credit
- Courses graded on an S/U basis, P/F basis, or not graded at all
- Recreation, physical skills, or leisure courses, including dance, yoga, karate, tennis, or weightlifting
- Courses with unmet prerequisites

Next Steps

- Courses designated as limited access or restricted to specific cohorts, programs, or student types, including Kugelman Honors-designated sections
- Graduate-level courses (5000-8000 level)
- Internships, capstones, independent/directed study, study abroad courses or 990 courses
- Applied Music courses, including, but not limited to MVB, MVK, MVP, MVS, MVV, and MVW courses
- 0 Credit hour courses

The University shall assume responsibility for the maintenance of the instructional quality in accordance with the requirements of Florida Statutes [Section 1007.271\(5\)](#).

Enrollment and Registration

Registration

To support enrollment, the Dual Enrollment Office processes registration on behalf of the student, per the receipt of their Course Approval form. Dual enrollment students are provided the same registration window as degree-seeking students, allowing them the opportunity to register for courses before open registration.

The first Course Approval form received by a dual enrollment student serves as a release of registration for the semester. When the first form is processed, the student's advising pin is released to allow them the opportunity to self-register moving forward.

A student is considered registered for a course when they have been placed in an available seat. Students are not registered for a course if they have been added to the waitlist.

The dual enrollment registration window is outlined on the UWF Dual Enrollment webpage found at uwf.edu/DE.

Waitlist

If a class is full, the student will be added to the waitlist. They must wait for an available seat to open in order to proceed with registration in the specific course section. A student can be added to the waitlist of multiple sections of the same course but will only be able to register for one section at a time. When a waitlist seat is released, the first student on the list will receive a notification to proceed with registration within the allotted timeframe. All releases are applicable for a 24-hour window. If a student misses their opportunity to register for the released seat, the student is then removed from the waitlist and must be re-added manually, at which point they are added to the end of the list and the next student is notified. Please note: These notifications are not shared with the Dual Enrollment Office, and therefore the Dual Enrollment Office is unable to proactively register students during their release period.

To process any waitlist releases, the student will proceed with self-registration. If the student has any difficulty processing, the Dual Enrollment office asks that the student send the waitlist notification directly to the Dual Enrollment Office email account at dualenrollment@uwf.edu for processing. Since there is a short 24-hour window for registration, we ask that these be forwarded as soon as received. Requests not shared within a reasonable timeframe cannot be guaranteed.

Enrollment and Registration

Drop/Add

Students can drop or add courses via the Dual Enrollment Course Approval form any time prior to and through the first week of the semester. The first week of the semester is a drop/add period in which a student can make last minute changes to their current registration without penalty including section changes, course changes or course drops. A student must have current registration or have been on the waitlist prior to drop/add to be able to make changes or add registration during drop/add week.

During the drop/add period, if a course is dropped the course will be removed from the student's attempted course work and will not be part of the student's transcript.

Course Section Changes

When a student submits a Dual Enrollment Course Approval form, the counselor approves the course to be taken, not a specific section. Therefore, if a student decides to make a change with the section of a course such as swapping the sections, then the student is allowed to update their registration without submitting a new approval form. Since multiple registrations can not exist for a course, if a student is trying to switch sections to a course they are currently registered for, the student will need to drop the existing section before registering for the new section, otherwise the student will have an error message.

Example: A student is requesting to change their currently registered section of ENC 1101 from CRN 12345 that meets MWF 11:00-11:50 a.m. to CRN 15432 that meets TR 11:00 a.m.-12:15 p.m. This CRN can be updated if it does not create a time conflict with any other registration a student might already have. To proceed, the student would need to drop CRN 12345 and process the update before adding CRN 15432.

Course registration statuses will not be updated on the students record without an active Dual Enrollment Course Approval form on file. Should a student register for a course in which they do not have approval, the Dual Enrollment Office will notify them of removal.

As a reminder, if a student would like to change the course completely (Ex: from ENC1101 to LIT2000) then a new Course Approval form is required, as *all course registration must be approved* by the student's counselor.

Enrollment and Registration

Semester Changes

If a student has applied for a semester and would like to update their admitted term, they can request their application be updated to the following (or previous depending on timeframe) semester by submitting a Student Data Change form. If a student is moving to a future semester, they will not be able to register for any courses from the previous semester. However, if the student is moving to a prior semester (from fall to spring), then the student would be eligible for registration in both semesters but must register for at least the admitted semester. Students cannot have their semester updated if the semester has already begun.

All students who were enrolled, but never held registration will be made inactive. To be readmitted, these students will need to reapply.

Withdrawals

Students can withdrawal from a course with counselor approval through the withdraw window, per the academic calendar. Should a student be approved to withdrawal from a course, the student will receive a “W” for that course. While the “W” will not count towards the GPA, it will count towards the number of credit hours attempted, but not earned. (Warning: when a student becomes degree-seeking, the credits a student attempts versus credits earned will have an impact on a student’s [Successful Academic Progress](#) (SAP). Additionally, any student that is withdrawn from a course must take the next semester of registration off as a probationary period. Please review the school’s articulation agreement to see if there are any additional instances that could result in a probationary period.

High School Enrollment Updates

If a student switches schools at any time after enrollment, the student needs to submit a Student Data Change form to have their high school information updated in our system. This is important for bill and reporting purposes. Please be sure to notify our office as soon as possible to update this information.

When relocating, the student will need to reach out to their new counselor to ensure there is an active articulation agreement on file and that there are no additional requirements to proceed with dual enrollment at UWF. Students moving from a public or private school to home education are required to reapply to submit their proof of enrollment and sign their individual Articulation Agreement.

Enrollment and Registration

Advising

Dual enrollment students are assigned to an academic advisor within the Dual Enrollment Office. Since these students are not degree-seeking, they are not assigned to a major/program advisor within the colleges. Since the intent of the dual enrollment program is for students to earn high school credit while earning college credit, the priority of high school credit completion is emphasized. Core subjects for high school completion often align with the General Education requirements at the post-secondary level.

If a student is looking to plan strategically within the course selection, the Dual Enrollment Office can help guide the student accordingly. However, the students high school counselor is aware of the students pending high school requirements and should be appropriately aligning these requirements to allow the student successful progress in their high school education. For specific advisement at the post-secondary level, please reach out directly to the Dual Enrollment Office or your listed advisor.

Students can request a meeting by emailing the Dual Enrollment Office directly or through the Navigate application on their MyUWF dashboard. Upon accessing Navigate, students will scroll down to the bottom of the Overview tab. In the bottom right-hand corner, there is a section titled “Your Success Team.” Here, the student will see the name(s) of their academic advisor that is assigned to them. Students can also email the advisor directly through this tool.

Advising Pins

While dual enrollment students are non-degree seeking, we do issue an advising pin to allow students the opportunity to expedite registration once their initial Course Approval form has been received and processed. After the first approval form for a semester has been processed, the Dual Enrollment Office releases the student’s Advising PIN. The student should receive a confirmation email noting PIN at the time of release. The student can also view the PIN by accessing the My Account app on their MyUWF desktop.

Advising PINs are released (once) each semester.

While the Advising PIN allows the student to process any registration on their own, the student is still required to have a Course Approval form on file for that course. Should the registration not coincide with the original approval, the student can submit a new form with the new request.

Preparing for the Semester

Nautilus Card

Students will be charged a \$10 Nautilus card fee at the time of enrollment and then annually every fall semester they are registered. This is the only fee the student is responsible for as a dual enrollment student, and is charged to the annually regardless of whether the student has a new card printed or not.

The Nautilus card serves as the student's official UWF ID and can be used in various places on campus including the library, gym, and more.

Textbooks and Instructional Materials

Textbooks and other instructional materials are issued to the students at no cost. Students should not personally order any instructional material to be reimbursed out of pocket as the University provides the appropriate instructional material needed for each dual enrollment registration. Any instructional material purchased by the student will forfeit reimbursement.

Textbook orders are fulfilled by the University Bookstore (Follett) based on current registration. The University Bookstore does not contact students to notify them of their materials being ready. Instead, students are expected to purchase their materials through the UWF Bookstore under their Dual Enrollment account. Any digital materials required outside of the Follett Access materials will also need to be purchased at checkout. Students can begin purchasing materials the week prior to the semester starting. The student can then drop by the bookstore with their Student Nautilus ID and printed required materials list to pick up their order the week prior to the semester beginning.

Instructional materials formats include:

- Hard copy and digital copy – Must be purchased from the UWF Bookstore.
- Follett Access – These materials are automatically digitally issued. If your course materials are assigned through Follett Access, you will need to activate your account within the Follett Access Portal.

Late registration can impact the availability of instructional material. Additionally, if a class is dropped, it is the student's responsibility to return any instructional material to avoid liability for the associated cost.

Preparing for the Semester

Dual Enrollment Orientation Module

Once admitted to the program, students will need to self-enroll in the Dual Enrollment Orientation module. This Canvas module is intended to help new dual enrollment students understand the process and expectations of the program. To self-enroll, students will need to go to the Classmate app in their MyUWF account and select the e-Learning tab at the top left of the screen. Students will see the associated Dual Enrollment Orientation Module and will need to select the “ENROLL” hyperlink to enroll in the module. The student should complete this module prior to the beginning of their first semester. The module will remain active in the students eLearning while they are enrolled to be used as a resource.

Transportation and Parking

Transportation is the student’s responsibility. UWF only offers the campus trolleys as a transportation option. To learn more about UWF’s campus trolleys, please visit our [Parking and Transportation](#) webpage.

Students planning to park on campus will be issued a free parking permit through an official request. Students will be notified prior to the semester start of the appropriate form to complete for the permit to be issued. All permit applications are processed and issued through the [UWF Parking Services Office](#).

All vehicles parking on campus require a parking permit. Without an appropriate permit, a ticket may be received. Parking tickets are the responsibility of the student/driver and will not be waived.

Communication

During initial enrollment into the dual enrollment program, students will have their personal email listed as their preferred method of communication by default. After the program registration has been processed, students will be prompted to upgrade their account, which will include activation of their UWF student email address. It is important to upgrade promptly to avoid missing any important communications from the University.

After activation, the student's UWF email address becomes the preferred method of communication. It is important to check the student email address regularly to stay aware of current university dates and deadlines, as well as any upcoming changes or requests. Our office asks that all dual enrollment students reach out via their preferred email address on file.

Communications will be shared by the Dual Enrollment Office various times throughout enrollment in preparation for a semester's dates and deadlines. Communications may also come from several other offices on campus including the Office of the Registrar, Undergraduate Admissions, Office of the Cashier, Athletics, etc. You are welcome to reach out to those offices directly for more information.

If you have questions about the dual enrollment program, you are encouraged to reach out directly to the Dual Enrollment Office via email, phone, or in person. Individual meetings can be scheduled to assist you in your dual enrollment planning.

FERPA

FERPA is the 1974 Family Educational Rights and Privacy Act, also known as the Buckley Amendment, is a federal law ([20 U.S.C. 1232g](#)) that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level.

If a student of any age is attending a postsecondary institution, the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

Preparing for the Semester

Student Contact and Privacy Information

The Contact and Privacy Info app within MyUWF allows students to manage and update their student address, emergency contacts, text notifications election, privacy, and info release information. If there is any required action, the student will be prompted to update those fields.

Students can use the MyUWF app to update their preferred name, marital status, release their Nautilus student ID photo, directory information, or confidentiality through the Privacy tab. Students can also use this app to create a release for anyone who may need access to information from the student's record. In this release, the student can specify what information can be shared with this individual and for how long.

Resources

General Education Curriculum

The General Education curriculum consists of 36 credit hours shared across the areas of communication, mathematics, social science, humanities, and natural sciences. The curriculum includes three requirements: Florida Common Core, UWF Breadth Requirement, and General Education Electives.

For a listing of all General Education courses organized by distribution area, please reference the [2024-2025 General Education Courses](#).

UWF Applications

Below are a few helpful applications within the MyUWF account. These applications are accessible once the student upgrades their account:

Classmate

The Classmate application allows the student to view all class registration by semester. Within this application, the student is able to see the details of their courses, including the meeting schedule, instructor name, meeting location, required textbooks, and syllabus information for that course section.

Degree Audit

The Degree Audit application allows students to see completed or in-progress course work and how it applies to a program of study. Students can use the “What If” scenario to view any missing requirements for a desired program. While this application serves as a tool, students are encouraged to meet with an academic advisor for a more accurate depiction.

e-Learning (Canvas)

Students will use the e-Learning (Canvas) application to access any online courses. Through this application, students can view all of the course content including weekly assignments, discussions, resources from the instructor as well as communicate with your instructor and other classmates.