



DUAL ENROLLMENT

THINGS TO KNOW...

Visit the [Seminole State College](#) or [University of Central Florida](#) dual enrollment page for information on where to begin and other helpful resources.

Please schedule a meeting with your school counselor to determine eligibility, discuss course options, and obtain an application for dual enrollment.

SCPS dual enrollment students must be enrolled in a minimum of 1 high school credit, excluding summer and may take no more than 6 (UCF) to 9 (SSC) credit hours per term. Additionally, courses taken must apply directly towards the student's general requirements for high school graduation. *Please see your school counselor for early admission requirements.*

How do I get my textbooks for Dual Enrollment?

Before getting textbooks the following steps must be completed:

1. Meet with your school counselor to complete the dual enrollment application.
2. Submit completed application to the college and get your college ID number.
3. Create a college account at [SSC](#) or [UCF](#).
4. Work with your school counselor to select appropriate courses.

After completing steps 1 to 4:

5. Fill out [Form 868](#). Print a copy of the completed 868 form to give to your school counselor who will have the principal sign the form.
6. Pick up your schedule from SSC or UCF and then bring a copy of your schedule and form 868 to the bookstore.

Please note: SCPS Instructional Materials will pay for **required textbooks and/or lab books** with form 868. Items such as calculators, goggles, notebook paper, graph paper, or general school supplies are the student's responsibility.

Who do I contact?

For questions about the DE application process, including eligibility, course selection and approval, please contact your school counselor. Click the appropriate school below for student services contacts.

SCPS HIGH SCHOOLS:

[Crooms Academy of IT](#)
[Hagerty High School](#)
[Lake Brantley High School](#)
[Lake Howell High School](#)
[Lake Mary High School](#)
[Lyman High School](#)
[Oviedo High School](#)
[Seminole High School](#)
[Winter Springs High School](#)
[Seminole County Virtual School](#)

For questions about Dual Enrollment Instructional Materials, please contact:

Brittany Myers 407-320-0351
Julie Myers 407-320-0163
Maureen Scanlan 407-320-0161

Important Dates:

[SSC Application Deadlines:](#)

- Fall 2018 – August 14th
- Spring 2019 – January 2nd

[UCF Application Deadlines:](#)

- Summer – March 1st
- Fall – May 1st
- Spring – November 1st

Please note test scores and transcripts may be due to the Dual Enrollment site prior to the application deadline. Click site links above for details or see your school counselor.

Instructional Materials Returns:

All Dual Enrollment textbooks must be returned to the student's school of enrollment per the schedule posted at the end of each term.