

**DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES AND
BROWARD COUNTY PUBLIC SCHOOLS**

THIS DUAL ENROLLMENT ARTICULATION AGREEMENT (“Agreement”), between the **University of Florida Board of Trustees (the “University”, or “UF”)**, a public body corporate of the state of Florida, and Broward County Public Schools (**the “School Board”, or the “District”**), Florida, is entered into on this 1st day of April, 2016, for the purpose of enhancing learning opportunities for qualified high school students who are attending public high schools in Broward County through the Dual Enrollment program, as encouraged by Section 1007.22 and 1007.271 of the Florida Statutes.

NOW IN CONSIDERATION OF THE FOREGOING, the mutual undertakings and benefits to accrue to both parties, UF and the School Board, collectively (the “Parties”), agree as follows:

I. TERM

The term of this Agreement shall be effective as of July 1, 2016, is subject to annual review, and shall continue until June 30, 2017, unless terminated by either party or extended by amendment to this Agreement, in accordance with this Agreement. Such termination shall be upon thirty (30) days advance written notice. Such termination shall not affect the rights and duties of the Parties under this Agreement with respect to the Dual Enrollment students enrolled in the then current UF academic semester.

II. PROGRAM REQUIREMENTS

- A. Purpose.** The purpose of Dual Enrollment is to allow acceleration of eligible secondary students while still enrolled in school to take courses offered by UF, through its online process, that count toward high school credit and toward a university degree.
- B. Length.** Participation in Dual Enrollment may not exceed two academic years. For the purposes of this agreement, students transition from one school year to the next in August of each year. Students are authorized to take up to 2 courses and no more than 11 credit hours per semester.
- C. Credits.** Dual Enrollment credits may be in addition to the normal school load or a part of the student's regular load. The list of UF's eligible Dual Enrollment courses is available in **Appendix A**, which is attached hereto and incorporated herein by reference.
- D. Initial Eligibility Criteria.** UF agrees to permit students enrolled in Broward County Public Schools, who have been certified by their school official as qualified, to enroll in the approved dual credit courses. UF retains the right to change the GPA and minimum test score requirements within its sole discretion. The District Liaison will be notified in writing if a change is made. Exceptions to these requirements may be granted on an individual basis if agreed upon in writing and signed by both Parties. Students participating in Dual Enrollment options must meet the following initial student

eligibility requirements:

1. Enrolled in a course of study which will fulfill requirements for high school graduation;
2. 3.5 cumulative unweighted high school GPA;
3. One of the following minimum standardized test scores: composite PSAT score of 142 (New PSAT 1030) composite SAT score of 1490 (New SAT 1000) or composite ACT score of 21;
4. Satisfy any course prerequisites, including but not limited to placement exams; and,
5. Meet any additional criteria set by the post-secondary institution.

E. Continuing Eligibility Criteria. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Exceptions to these requirements may be granted on an individual basis if agreed upon in writing and signed by both Parties. Dual Enrollment students are responsible for following UF's student code of conduct that outlines acceptable and unacceptable academic or behavioral misconduct for UF students, such behavior includes cheating and plagiarism, etc. The student code of conduct delineates appropriate disciplinary procedures and sanctions in the case of unacceptable behavior. Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process; violate UF code of conduct or regulations and/or School Board Rules; or violate federal, state, or local laws. In addition to the requirements above, to continue in the Dual Enrollment program, students must:

1. Maintain a 3.5 cumulative unweighted high school GPA, and
2. Maintain a 3.0 cumulative UF GPA as confirmed by the District and UF's Registrar's Office.

F. Registration Procedures. Documents required for each student must be submitted to UF, prior to registration and in accordance with guidelines and registration deadlines posted on the UF Dual Enrollment website. **Appendix B**, which is attached hereto and incorporated herein by reference, sets forth further details in connection with the registration procedure.

G. Withdrawal Procedures. All Dual Enrollment students are responsible for officially withdrawing from classes they are no longer attending in accordance with published University requirements and deadlines. Students who do not officially withdraw from a class may receive a failing grade. Such a failing grade becomes a part of their permanent transcript records and could have a negative effect on future college admissions, scholarship opportunities, and/or financial aid. All Dual Enrollment students are responsible for notifying the high school guidance counselor, in writing, prior to withdrawal from any Dual Enrollment course. All pre-registration advising, including but not limited to posted withdrawal procedures, is the responsibility of the District.

H. Publicity. The District may not use UF's name, logos, trademarks or images or the name or image of any employee or official of UF in any fundraising, publicity, advertising or media release without the prior written consent of UF on each occasion, which may be

given only by the UF Vice President for University Relations or her designee. UF may not use the District's name, logos, trademarks or images or the name or image of any employee or official of the District in any fundraising, publicity, advertising or media release without the prior written consent of the District on each occasion.

III. ROLE OF THE UNIVERSITY

The University will:

- A. Publish deadlines and procedures on the Dual Enrollment website.
- B. Advise students of college level expectations and procedures as delineated in the attached **Appendix C**, which is attached hereto and incorporated herein by reference.
- C. Provide advising, as appropriate, to ensure proper course placement and selection.
- D. Notify the student of his or her grades as is regularly done with University students. In addition, a document will be sent via postal mail or an electronic transmission system to the High School indicating work completed.
- E. Have a process in place for virtual instructors to comply with student IEPs and 504s as well as serve the needs of English Language Learners.
- F. Assign a letter grade to each student enrolled in a Dual Enrollment course. The letter grade assigned by the postsecondary institution shall then be posted to the high school transcript by the District pursuant to s. 1007.271(20), F.S.
- G. Be responsible for making an annual report to the Commissioner of Education on the operation of the Dual Credit Enrollment program. The District will provide to the University any information requested to complete such reports.
- H. Be responsible for monitoring the quality of curriculum to ensure that instruction is consistent with the University of Florida's policies and procedures.

IV. ROLE OF THE DISTRICT

The School Board will:

- A. Verify the enrolled students are residents of the school district and eligible for enrollment in accordance with Section 1002.45 Florida Statutes.
- B. Verify that the high school student and his/her parent(s) or guardian(s) have been counseled on the advisability of taking one or more college courses while in high school and on the specific requirements of the Dual Enrollment program. Pre-registration advising will include the curricular expectations of university-level academic work that typically exceed the work required of high school courses. Pre-registration advising will also include information regarding UF's published add/drop policies and deadlines, as well as the impact of performance in Dual Enrollment courses, which become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
- C. Provide any required services to support a student's IEP consistent with the legal requirements for serving students with special needs in a virtual school.
- D. Provide access to computers and equipment, with internet access as necessary.
- E. Inform students and their parents about opportunities for students to participate in Dual Enrollment with the University.

- F. Designate a District Liaison to act for School Board in all matters pertaining to this Agreement and to accept and approve all deliverables and invoices.
- G. Pay UF the standard tuition rate per credit hour plus the tuition differential set forth in UF Regulation 3.0375, as amended, from the Florida Education Finance Program funds to the University. The current amount is \$149.24 per credit hour for all District students enrolled. This rate is subject to change annually.
- H. Reimburse UF for tuition for all students who are registered by the end of UF's Drop/Add period, within 30 days of receipt of the invoice. The District will have no obligation to pay tuition for summer terms.
- I. Provide Dual Enrollment students, free of charge, required college textbooks and other instructional materials in accordance with Florida Statutes §1007.271(17). Instructional materials purchased by the District on behalf of Dual Enrollment students shall be the property of the District against which the purchase is charged.
- J. Award high school credit for the course(s) upon its (their) successful completion by the Dual Enrollment student and assign grade points, equivalent to those for AP/IB/AICE courses. Courses not taken for a grade are ineligible for Dual Enrollment. The Dual Enrollment Course—High School Subject Area Equivalency List published by the Florida Department of Education mandates the minimum subject area credit awarded for specific courses taken through Dual Enrollment. Courses not appearing on this list will be awarded high school elective credit with 3 University credit hours translating to 0.5 high school credits.
- K. Perform the initial screening and monitor student performance while participating in the Dual Enrollment program. The District's counselors will communicate, as needed, with UF Dual Enrollment staff in connection with student monitoring (and, if necessary, providing support for) while participating in the Dual Enrollment program.

V. JOINT RESPONSIBILITIES

- A. UF and the District warrant and agree that all Dual Enrollment courses shall meet the provisions of the current State of Florida laws and regulations.
- B. UF and the District will establish budgetary procedures to support specialized Dual Enrollment programs which will include the following provisions:
 - 1. UF and the District will be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules.
 - 2. Dual Enrollment students are exempt from the payment of registration, tuition and, laboratory fees for courses taken through Dual Enrollment at Florida public colleges or universities.
- C. UF and the District will inform students and parents of the following:
 - 1. Dual Enrollment college credit will transfer to any Florida public college or university offering a course with the same prefix and number and must be treated as though taken at the receiving institution.
 - 2. If students do not, upon high school graduation, attend the same college or university where they earned the Dual Enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution.
 - 3. If students choose to enroll in courses that require placement exams, the students will be required to pay for any/all placement exams.

VI. MISCELLANEOUS PROVISIONS

- A. **Liability**. To the extent permitted by Florida law, each Party agrees to be fully responsible for its acts of negligence or its agent's acts of negligence when acting within the course and scope of their employment under this Agreement.
- B. **No Waiver of Sovereign Immunity**. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.
- C. **No Third Party Beneficiaries**. The Parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the Parties intend to directly or substantially benefit a third party by this Agreement. The Parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the Parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third Parties in any matter arising out of any contract.
- D. **Equal Opportunity Provision**. The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.
- E. **Remedies**. All rights and remedies provided in this Agreement are not intended to be exclusive of any other rights or remedies, and all rights and remedies shall be cumulative and shall be in addition to any other rights or remedies now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof.
- F. **Annual Appropriation**. The performance and obligations of both, Broward County Public Schools and UF, under this Agreement, shall be contingent upon an annual budgetary appropriation by its governing body and/or the legislature. If either party does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by such party at the end of the period for which funds have been allocated upon written notice to the other party at the earliest possible time before such termination. No penalty shall accrue to such terminating party in the event this provision is exercised, and such terminating party shall not be obligated or liable for any future payments due or any damages as a result of termination.

- G. Excess Funds.** Any party receiving funds paid under this Agreement agrees to promptly notify the other party of any funds erroneously received upon the discovery of such erroneous payment or overpayment and to refund such excess funds payment.
- H. Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with laws of the State of Florida. In the event of any legal or equitable action arising under this Agreement, the Parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Alachua County, Florida, and the Parties specifically waive any other jurisdiction and venue.
- I. Public Records.** Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public records request served upon it pursuant to Chapter 119, Florida Statutes. Each party acknowledges that this Agreement and all attachments thereto are public records.
- J. Student Records:** Notwithstanding any provision to the contrary within this Agreement, both Parties to this Agreement shall fully comply with the requirements of FERPA, and any other state or federal law or regulation regarding the confidentiality of student records.
- K. Safeguarding the Confidentiality of Shared Student Records.**

The Parties agree to:

1. Hold the student records and information in strict confidence and not use or disclose except as required by this Agreement or permitted by law. All shared student records will be disclosed only to those who have a need to access the information in order to perform their assigned duties.
 2. Safeguard the student records through administrative, physical and technological safety standards to ensure adequate controls are in place to protect these student records in accordance with FERPA's privacy requirements.
 3. Continually monitor its operations and take all actions necessary to assure that the student information and records are safeguarded in accordance with the terms of this Agreement.
- L. Background Screening.** Dual Enrollment students attending courses at UF are deemed to be post-secondary students. UF instructional personnel are not required to submit to the same level background screening as secondary school instructional personnel. Accordingly, applicable UF instructional personnel will not require access to Broward County Public Schools grounds nor require direct contact with secondary school students beyond the scope of its post-secondary curriculum delivered through its online process or the on campus process for Alachua County residents only.
- M. Entirety of Agreement.** This Agreement ratifies or modifies all other agreements between Broward County Public Schools and UF that may affect Dual Enrollment. This

document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

- N. **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and assigns. Reference in the preceding sentence to “assigns” shall not be deemed or construed to authorize, legitimize or render effective any assignment in violation of the provisions of paragraph O below.
- O. **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments.
- P. **Incorporation by Reference.** All Exhibits/Appendices attached hereto and referenced herein, Appendices A-C, shall be deemed to be incorporated into this Agreement by reference.
- Q. **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way effect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.
- R. **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.
- S. **Preparation of Agreement.** The Parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to, herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other.
- T. **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.
- U. **Waiver.** The Parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material

term hereof. Any party 's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

V. **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

W. **Default.** The Parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days notice. Such termination shall not affect the rights and duties of the Parties under this Agreement with respect to the Dual Enrollment students enrolled in the then current UF academic semester.

X. **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

Y. **Notice.** When any of the Parties desire to give notice to the other, such notice must be in writing, sent by either email or U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To Broward County Public Schools:

Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

With a copy to:

Chief Academic Officer
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

To UF:

Dr. Joseph Glover
235 Tigert Hall
Box 113175
Gainesville, FL, 32611-3175

With a copy to:

Brian Marchman
UF Online Dual Enrollment Program
2046 NE Waldo Rd #1150
Gainesville, FL 32609

[Signature page to follow.]

SIGNATURE PAGE TO DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES AND
BROWARD COUNTY PUBLIC SCHOOLS

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their
duly authorized representatives on the date indicated below.

THE SCHOOL BOARD OF BROWARD COUNTY PUBLIC SCHOOLS, FLORIDA:

FOR SBBC

(Corporate Seal)

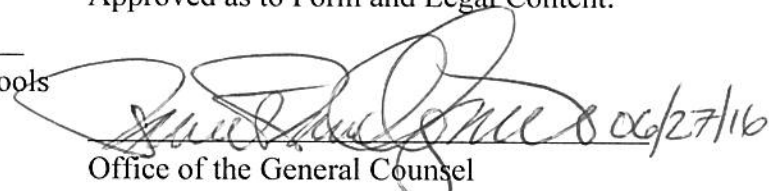
THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

By: _____
Dr. Rosalind Osgood, Chair

ATTEST:

Approved as to Form and Legal Content:

Robert W. Runcie, Superintendent of Schools


Office of the General Counsel

THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES:

(Corporate Seal)

ATTEST:

By _____
Joseph Glover, Senior Vice President and Provost

Witness

Witness

**The Following Notarization is Required for Every Agreement Without Regard to
Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of
_____, 20__ by _____ of

Name of Person
_____, on behalf of the corporation/agency.
Name of Corporation or Agency

He/She is personally known to me or produced _____ as
identification and did/did not first take an oath. Type of Identification

My Commission Expires:

Signature – Notary Public

(SEAL)

Printed Name of Notary

Notary's Commission No.

Appendix A

Tentative Fall 2016 Course List

Course	Course	Satisfied High School Graduation Requirement Subject	High School Credit Awarded	College Credits Awarded	Instructor*
Number	Title				
AEB 2014	Economic Issues, Food and You	Elective	0.5	3	Jennifer Clark
AMH 2010	United States to 1877	Social Studies: US History (EOC)	0.5	3	Sean P Adams
AMH 2020	United States since 1877	Social Studies: US History (GE)	0.5	3	Dr. Stewart Kreitzer
AML 2070	Survey of American Literature	English Requires-ENC 1101	0.5	3	Linda Stanley
ARC 1720	Survey of Architecture History	Elective	0.5	3	Phyllis Henderson
ARH 2000	Art Appreciation	Performing/ Fine Arts (GE)	0.5	3	Pamela Brekka
AST 1002	Discovering the Universe	Science (GE)	0.5	3	Naibi Marinas
ECO 2013	Principles of Macro Economics	Elective (GE)	0.5	4	Carol Dole
ECO 2023	Principles of Micro Economics	Elective	0.5	4	Carol Dole
ESC 1000	Introduction to Earth	Science (GE)	0.5	3	Jim Vogl

	Science				
FOS 2001	Mans Food	Elective	0.5	3	Agata Kowalewska
GLY 1000	Exploring the Geological Sciences	Science	0.5	3	Ann Heatherington
GLY 1102	Age of Dinosaurs	Elective	0.5	3	Paul F. Ciesielski
GLY 1880	Earthquakes, Volcanoes and Other Hazards	Elective	0.5	3	Paul F. Ciesielski
IDS 2338	Rethinking Citizenship	Elective	0.5	3	Kevin M. Baron
LAS 2001	Introduction to Latin American Studies	Elective	0.5	3	Rosana D Resende
ISS 2160	Cultural Diversity in the US	Elective	0.5	3	Dr. Lee-Ann Laffey
MAC 1105	College Algebra	Mathematics (GE)	1.0	3	Staff
MAC 1114	Trigonometry	Mathematics	1.0	2	Staff
MAC 1140	Precalculus Algebra	Mathematics (GE)	1.0	3	Staff
MAC 1147	Precalculus: Algebra and Trig	Mathematics (GE) (Req. Placement test of at least 50%)	1.0	4	Staff
MAC 2233	Survey of Calculus 1	Mathematics (GE)	1.0	3	Staff

		(Req. Placement test of 50% or higher)			
MAC 2311	Analytic Geometry and Calculus 1	Mathematics (GE) (Req. Placement test 75% or higher)	1.0	4	Staff
MAC 2312	Analytic Geometry and Calculus 2	Mathematics (GE) Req: MAC 2311 or equivalent.	1.0	4	Staff
MAC 2313	Analytic Geometry and Calculus 3	Mathematics (GE) Req: MAC 2311 & 2312	1.0	4	Staff
MMC 1000	Survey of Mass Comm.	Elective	0.5	3	Renee Martin-Kratzer
MMC 1702	Rock N Roll and American Society	Elective	0.5	3	David E. Carlson
MUL 2010	Introduction to Music Literature	Performing/ Fine Arts (GE)	0.5	3	Phillip Klepacki
PHY 2020	Introduction to Principles of Physics	Science (GE)	0.5	3	John Yelton
PSY 2012	Intro to Psychology	Elective (GE)	0.5	3	Nicole Dorey
REL 2121	American Religious History	Elective	0.5	3	David Gray Hackett
REL 2300	Introduction to World	Elective	0.5	3	Sarah Moczygamba

	Religions				
SLS 1501	College Success	Elective	0.5	3	Glenn Kepic & Meredith Beaupre
SPN 1130	Beginning Spanish 1	Elective: Foreign Language	0.5	5	Caridad Jiménez
SPN 1131	Beginning Spanish 2	Elective: Foreign Language	0.5	5	Caridad Jiménez
STA 2023	Introduction to Statistics	Mathematics (GE)	1.0	3	Staff
SYG 2000	Principles of Sociology	Elective (GE)	0.5	3	Jeanne Holcomb
THE 2000	Theater Appreciation	Performing/ Fine Arts (GE)	0.5	3	Charles Mitchell
WST 2322	Introduction to Health Disparities	Elective	0.5	3	Laura Guyer

All courses and faculty are subject to change
 GE: General Education Core Class

Good things to note:

- Some courses have prerequisites you must meet before being approved and registered.

Appendix B

Online Registration Process: Once student has spoken with individual guidance counselor about intent to participate in our program:

1. Student should browse the Courses section of our website to familiarize themselves with available courses.
 - a. Parent/Student will fill out UF of Florida Online Dual Enrollment Application (on our website) requesting admission into the program
 - i. Scores and GPA provided will be verified with the school guidance counselor or submitted with the application if home schooled
 - b. Parent/Student will be asked to fill out the "Distance Learning" Non-Degree Application (NDAP)
 - i. All non-degree applications will be routed to our office
 - ii. Once this is filled out, the student will get a UFID
 - c. Parent/Student will be notified of acceptance by email
 - d. Student Services will contact by email with orientation instructions and to set up an advising/registration appointment
 - e. Every semester the Non-Degree Application/Request, including the residency classification portion, must be completed through UF Registrar

Appendix C

Online Student Orientation: Each student will have an individual advising session with a Dual Enrollment advisor via phone/Skype.

1. Orientation To Include:
 - a. How to sign up for a gatorlink account
 - b. Expectations of UF students
 - c. ISIS system- Clearing holds
 - d. E-Learning log-in page
 - e. Advisor and advising relationship
 - f. Student responsibilities every semester
2. Student Services/ Advising Responsible for:
 - a. Review of courses completed- matched to State Core General Education Courses
 - b. Video, email or phone updates 3 times a semester minimum
 - c. Course grades monitoring and instructor contact assistance throughout the semester-if needed
 - d. Connecting student to resources as needed-on campus
 - e. Identifying and contacting high risk students via grade monitoring
3. In first Advising Meeting priorities are:
 - a. Welcome and Introductions
 - b. Clarity about expectations
 - c. Reminder that grades are on permanent high school and college transcripts
 - d. Encouragement to thoroughly explore the course before drop/add & advice of deadline
 - e. Discussion about how our current courses will fit their graduation and gen ed needs
 - f. Review of selected courses for registration & textbook procedures
4. Every semester the students will be registered by student services staff