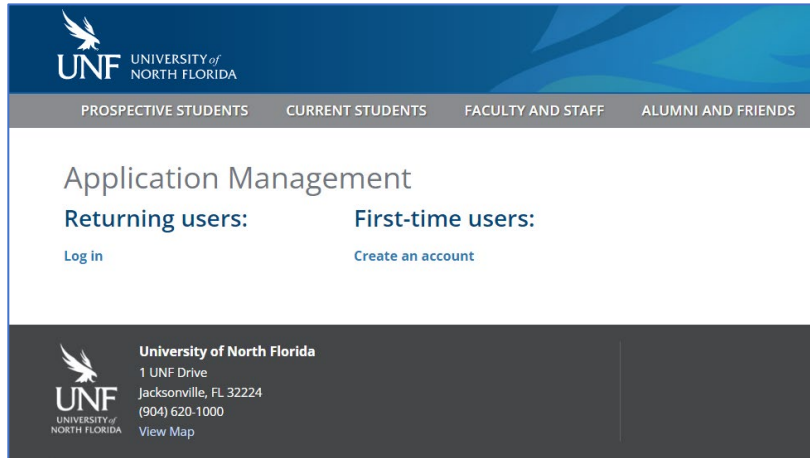


UNIVERSITY OF NORTH FLORIDA

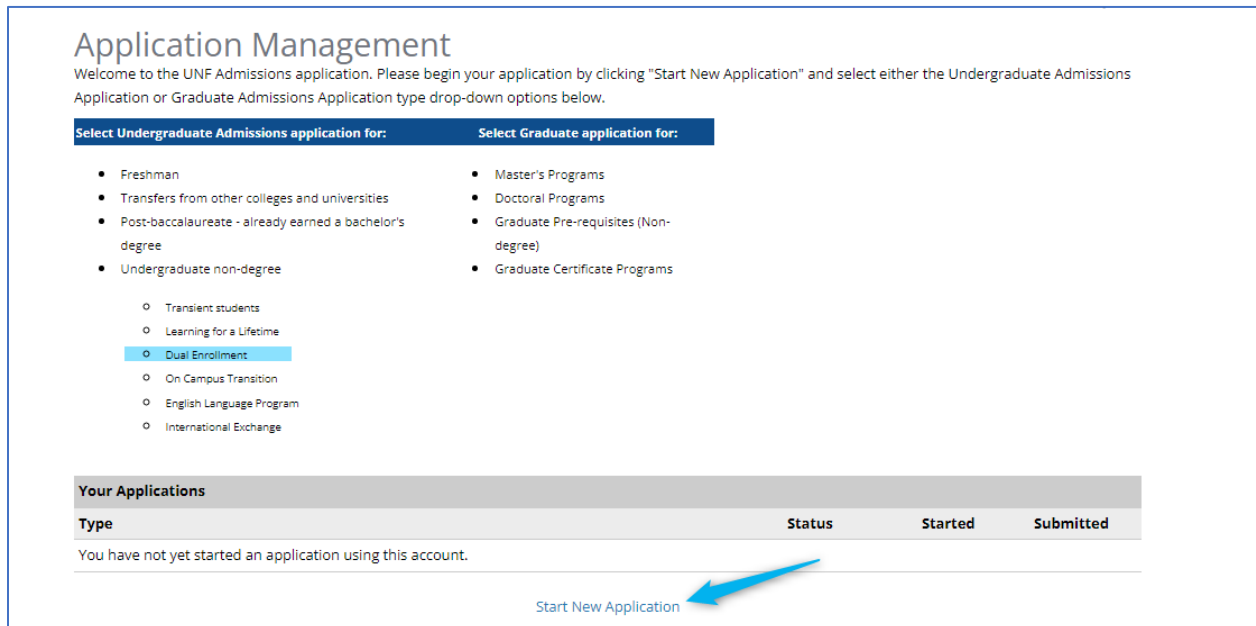
Dual Enrollment Application Guide

Dual Enrollment students may apply Fall and Spring semesters using the UNF application found on <https://applynow.unf.edu/apply/>. Once you have navigated to the page, log in to an existing account or create a new account to submit your application.



START THE APPLICATION

After logging in, students will see this home screen where they will scroll down and click the “Start New Application” hyperlink. This home screen will later display in progress applications that students can view and edit.



1. Choose 'Undergraduate Admissions Application' and 'Undergraduate Non-Degree' options on the drop-down menus.

2. Click "Create Application" and then "Open Application" to begin applying.

MANAGE THE APPLICATION

The Dual Enrollment application can now be viewed and edited from the home screen of the UNF Application website.

Application Management
 Welcome to the UNF Admissions application. Please begin your application by clicking "Start New Application" and select either the Undergraduate Admissions Application or Graduate Admissions Application type drop-down options below.

Select Undergraduate Admissions application for:

- Freshman
- Transfers from other colleges and universities
- Post-baccalaureate - already earned a bachelor's degree
- Undergraduate non-degree
 - Transient students
 - Learning for a Lifetime
 - Dual Enrollment
 - On Campus Transition
 - English Language Program
 - International Exchange

Select Graduate application for:

- Master's Programs
- Doctoral Programs
- Graduate Pre-requisites (Non-degree)
- Graduate Certificate Programs

Your Applications

Type	Status	Started	Submitted
You have started 1 application, listed below, using this account.			
Undergraduate Non-Degree	In Progress	09/12/2022	

[Start New Application](#)

At any point, the applicant may close the application and continue from the home screen by selecting "Save for Later" on the "Review" page of the application.

COMPLETE THE APPLICATION

Applicants can select different sections of the application to work through from the menu on the left side of the screen. **Make sure each section is completed in full before submitting the application.**

[Home](#)

[Non-Degree Application Information](#)

[Personal Background](#)

[Academic History](#)

[Emergency Contact Information](#)

[Disciplinary History](#)

Non-Degree Enrollment Plan

[Certification](#)

[Signature](#)

[Review](#)

Non-Degree Enrollment Plan

All fields are required unless explicitly marked as optional.

What type of student are you?

Applicant type
Dual Enrollment: Public or Private High School Student ▼

Please disregard any application fee request you may see on your applicant status page. Your application fee will be waived and should reflect on your checklist within 24 hours of submitting your application.

When do you want to start?

For which term are you applying?
▼

List the desired courses to be taken with UNF. Note that registration in courses is governed by UNF policies and may be subject to cancellation, pre-requisites, or limited access programs. Students may register for a maximum of six (6) credit hours per term in the fall and spring semesters only.

Course 1 name and number (e.g. ENC 1143)

Course 2 name and number (e.g. ENC 1143)

Non-Degree Enrollment Plan: The *Applicant Type* is Dual Enrollment. Use the drop down menu to select whether you are either (a). a Public/Private School Student or (b). a Home Educated student. Select the term (Fall or Spring semester only). Applicants must enter at least one course.

Finally, applicants can submit their applications via the “Review” section of the application.

Registration Note: admitted students will **only** be permitted to take the courses listed on this application and are limited to a maximum of 6 credits total per fall or spring semester. It may not be possible in all cases to take two courses if the total credits exceed the limit. Eligible students will be administratively registered into open, non-restricted courses on a space available basis. Students should work with their high school dual enrollment representative to ensure they meet UNF admissions requirements for new students and returning students, and that the correct courses are listed and will be applied towards high school graduation.

Questions? Your High School Guidance Counselor is the first point of contact for all Dual Enrollment Students. For additional questions, please contact One-Stop at onestop@unf.edu or 904-620-5555