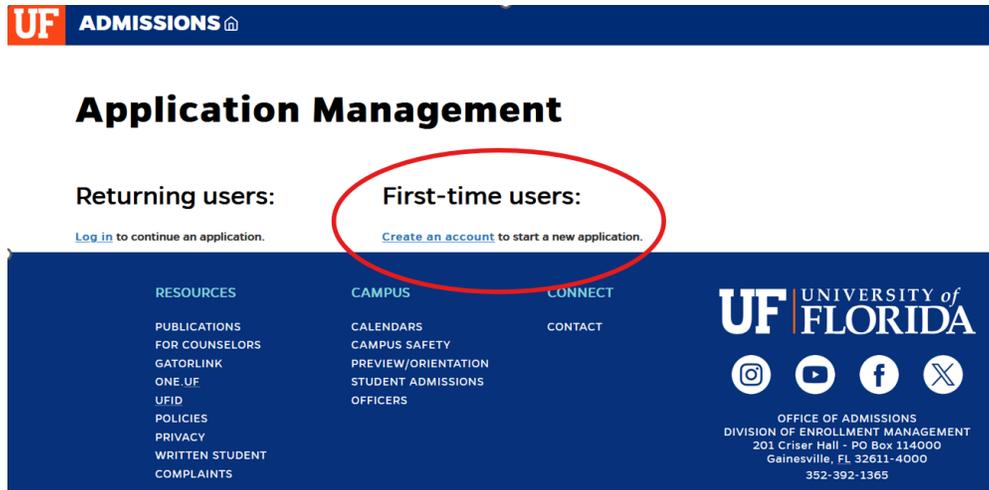


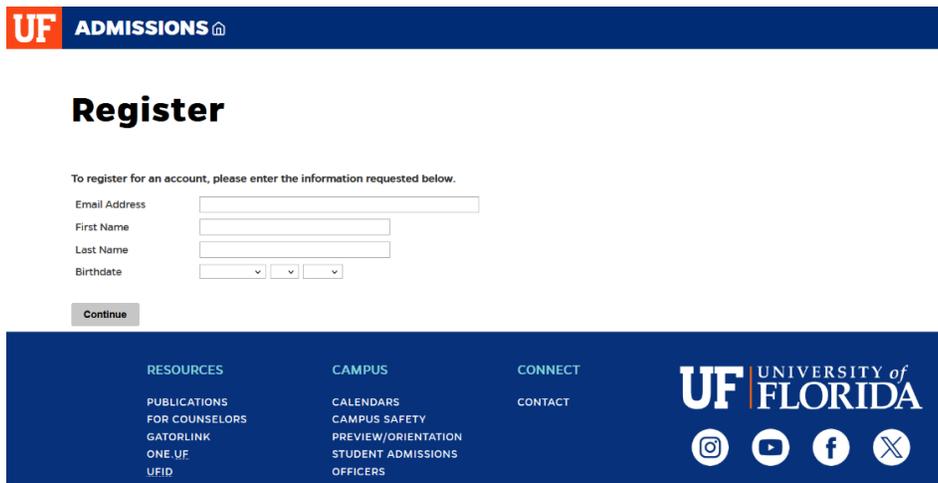
# UF Dual Enrollment Happiness Application Guide

All students will need to create an account the very first time to submit a UF DE application in the new system.

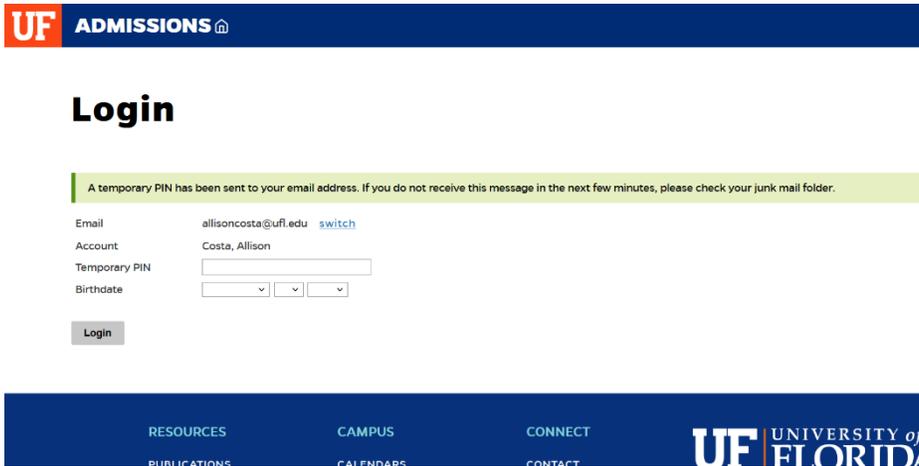
Link to application: <https://my.admissions.ufl.edu/apply/>



**Save these application log-in credentials!** You will use the same information to log in and submit another dual enrollment application if you plan on continuing in the program for the next term.

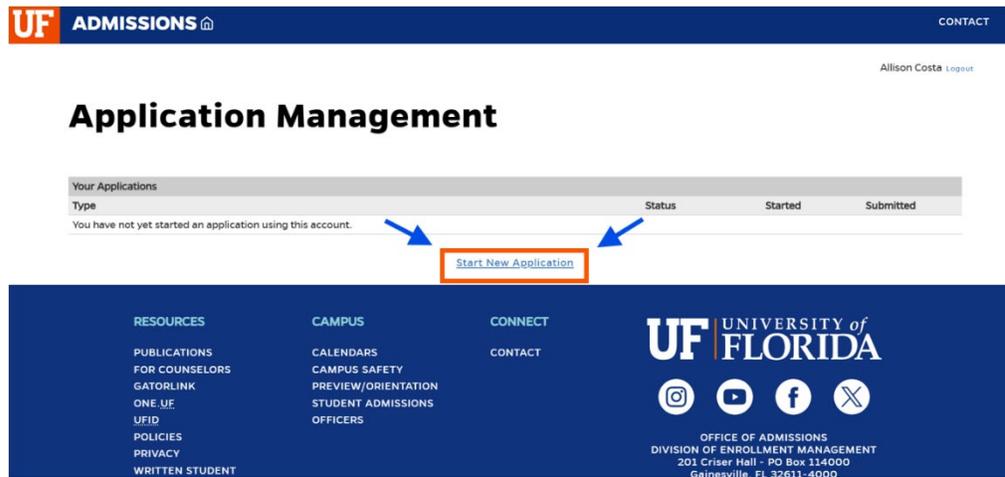


You will receive an email with a temporary pin to finish setting up your application log credentials when you create your account for the first time in the new application system.



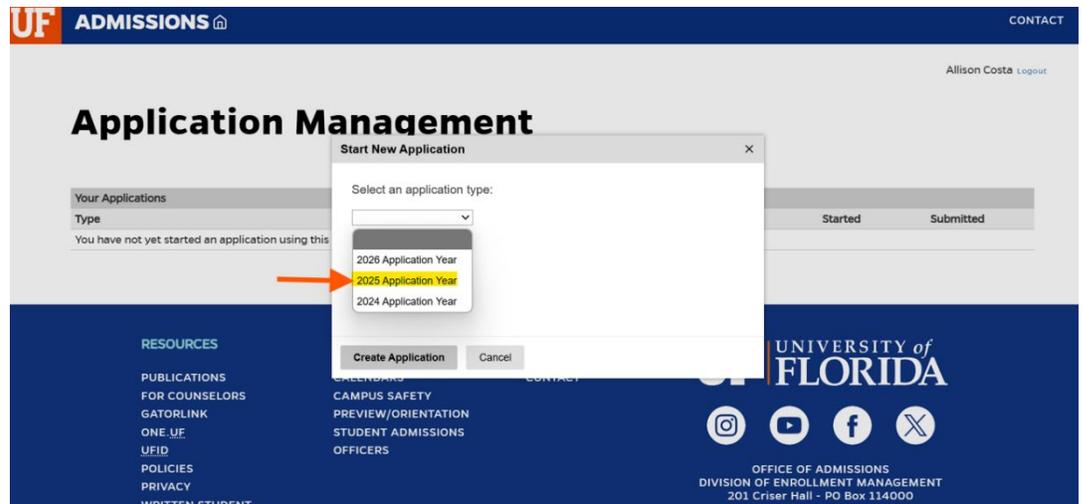
This is your **Application Management** page.

Click on **Start New Application** to begin

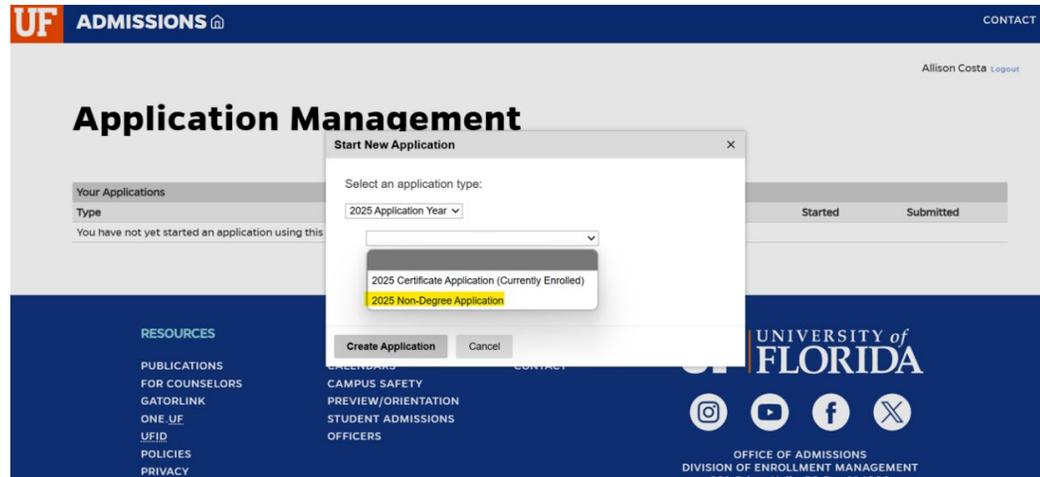


Click on the correct year for the term in which you are applying.

Fall 2025, you will select **2025 Application Year**

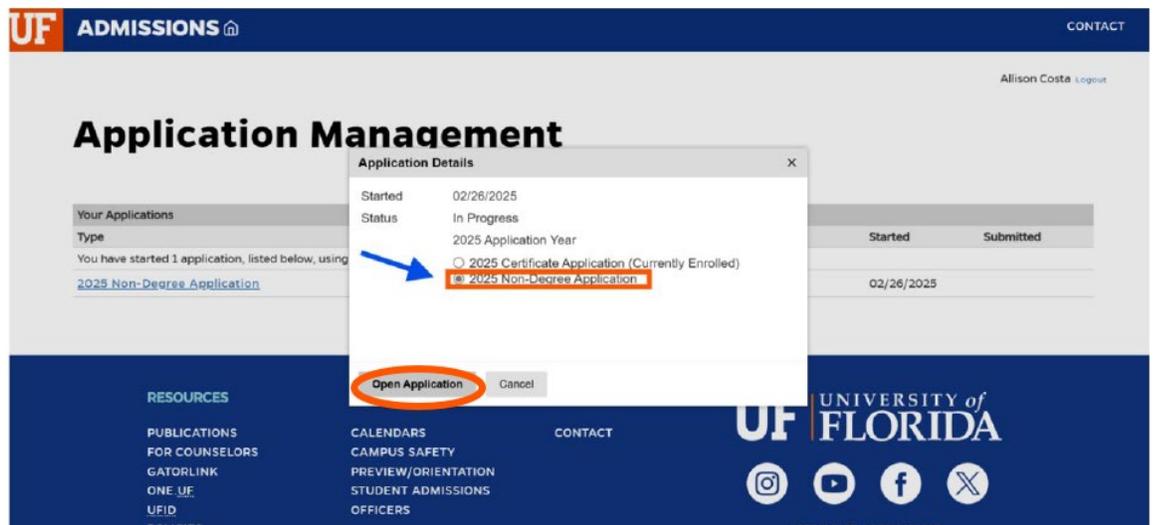


Next, you will select the Application Type: **Non-Degree Application**



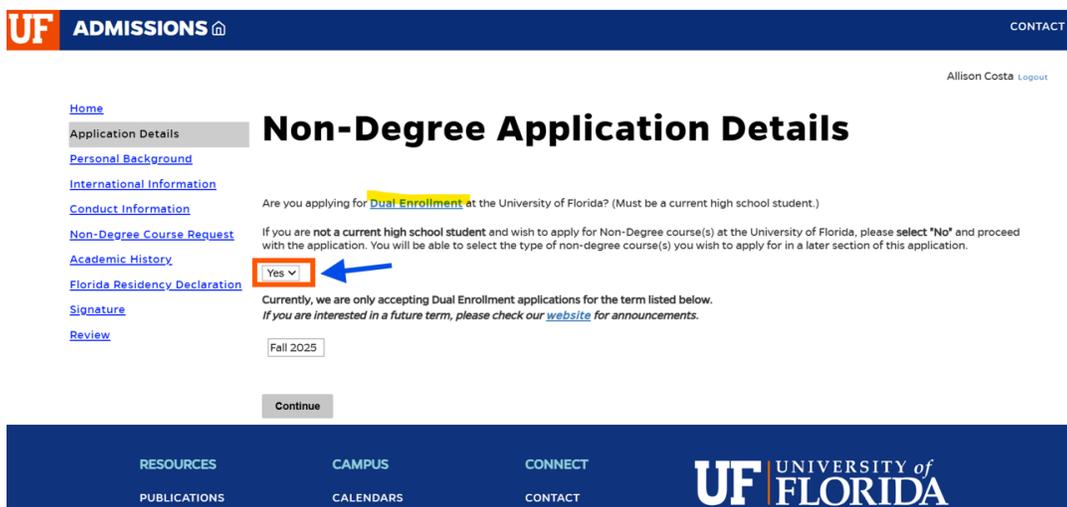
**Important:** Dual Enrollment students are considered Non-Degree Seeking applicants at the University.

Click on the button to Open Application and begin filling out the application details



### Page 1 – Application Details

**Critical:** When you get to this page, be sure to answer "YES" to the Dual Enrollment question.



## Page 2 – Personal Background

You will continue to fill out the rest of the application with the information required.

**SSN:** If you have a Social Security Number, this information needs to be entered. If you do not know your SSN, please pause your application and complete it once you have the required information.

**No valid SSN or ITIN:** please leave the area blank (do not enter 0's) and contact our office for further details before submitting application.

The screenshot shows the 'Personal Background' section of an application. On the left is a navigation menu with links: Home, Application Details, Personal Background (highlighted), Conduct Information, Dual Enrollment Information, Dual Enrollment High School, Signature, and Review. The main content area has the title 'Personal Background' and a 'Name' section with three input fields: 'First (Given)', 'Middle', and 'Last (Family)'. Each field contains a blurred name. Below these fields, the word 'Suffix' is partially visible.

## Page 3 – Conduct Information

Next will be the Conduct Information section. Students are required to disclose any criminal or educational conduct.

The screenshot shows the 'Conduct Information' section. The navigation menu on the left includes: Home, Application Details, Personal Background, Conduct Information (highlighted), Dual Enrollment High School Information, Dual Enrollment Information, Signature, and Review. The main content area has the title 'Conduct Information' and a 'Conduct Information' section with two questions, each followed by a dropdown menu: 'Are you currently charged or have you ever been convicted of a crime (even if adjudication was withheld) other than offenses involving \$50 or less?' and 'Has any court or school authority found you to have disrupted or interfered with the orderly conduct, processes, functions or programs or any educational institution?'. A 'Continue' button is located at the bottom of the section.

## Page 4 – Dual Enrollment High School Information

As you type the name of your high school, the widget system will provide suggestions.

Make sure to type carefully and choose your school from the list that appears.

If your school doesn't appear in the list, pause your application and contact our office at 352-273-4155 or [dual-enrollment@dce.ufl.edu](mailto:dual-enrollment@dce.ufl.edu) for assistance.

- [Home](#)
- [Application Details](#)
- [Personal Background](#)
- [Conduct Information](#)
- Dual Enrollment High School Information**
- [Dual Enrollment Information](#)
- [Signature](#)
- [Review](#)

## Dual Enrollment High School Information

If the school listed here is not where you are currently attending high school, please click the name of the school to update it.

High School Name - Click to add or update

**High School Information**

District Student ID Number  
 (If you do not have a District Student ID Number, please enter all 0's)  
 Your unique student ID number provided by your high school

**High School Counselor Information**

Counselor Name

Counselor Phone Number  
 Example: 5555555555  
 10 characters remaining

Counselor Email

**Dual Enrollment High School Widget**

Please type the name of your high school slowly to choose from the auto-suggest list.  
 This allows us to validate your high school information without delay!

High School Name

**Dual Enrollment High School Widget**

Please type the name of your high school slowly to choose from the auto-suggest list.  
 This allows us to validate your high school information without delay!

High School Name

- Buchholz High School  
Gainesville, FL
- Eveside High School  
Gainesville, FL
- Gainesville High School  
Gainesville, FL
- Sia Technical Charter High Sch  
Gainesville, FL
- W Travis Loftin High School  
Gainesville, FL

### Page 5 – Dual Enrollment Application Information

#### Term Status

**Important:** Make sure you answer **YES** to the Term Status question: *Are you a Broward County Public School student applying to dual enroll in the Happiness course (IDS 2935)?*

**Dual Enrollment Application Information**

**Term Status**  
 Are you a Broward County Public School student applying to dual enroll in the Happiness course (IDS 2935)?  
 No  Yes

**Emergency Contact Information**

This page also asks for key information needed for your admission to the Dual Enrollment program.

After you submit your application, your school counselor will later verify the details you provide; your counselor will receive an email within 2-3 business days to the email address you entered in the application.

Double-check that the counselor email you entered is correct and free of typos.

## Page 6 – Signature

The Signature page is where you will provide your full legal name in place of the signature as a certification of your application information.

[Home](#)  
[Application Details](#)  
[Personal Background](#)  
[Conduct Information](#)  
[Dual Enrollment Information](#)  
[Dual Enrollment High School](#)  
[Signature](#)  
[Review](#)

In place of your signature, please type your full legal name:

## Page 7 – Review

Check carefully to ensure all your information is correct and complete. The system will show if any required fields are missing (a message will pop up if there's a problem).

**Important:** All fields on the application must be completed to avoid errors on the Review page when trying to submit.

After reviewing your application and making sure everything looks good, you can choose to Submit the Application.

- Example of missing information/missing field error message on the Review page:

*If there's missing information, the system will show you an error message so you can fix it before submitting.*

## Review

Please review each section of your application for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit Application.

What comes next? You will receive an email confirmation with instructions on how to log into your Application Status page.

We have detected the following errors with your application.  
These errors must be corrected before submission.

Section	Required Field or Error
<a href="#">Dual Enrollment Information</a>	Please complete the Dual Enrollment Information page. All fields required.

- Example of successful message on the Review page:

[Home](#)  
[Application Details](#)  
[Personal Background](#)  
[Conduct Information](#)  
[Dual Enrollment High School Information](#)  
[Dual Enrollment Information](#)  
[Signature](#)  
[Review](#)

## Review

Please review each section of your application for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit Application.

What comes next? You will receive an email confirmation with instructions on how to log into your Application Status page.

**Confirm Submission:** Once you click the button to Submit Application, a pop-up will appear to confirm.

Be sure to click **“OK”** to finalize it.

If the pop-up doesn't appear, check your browser settings to allow pop-ups.

my.admissions.ufl.edu says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

OK

Cancel

## **Application Status Page**

Once you submit your application, you will receive an automated email within 24 hours with instructions on how to access the Application Status page.

This page is your go-to spot for everything related to your application. Here, you can:

- Review any additional requirements
- Upload requested materials
- View your application decision
- Complete your registration

If you have any questions during the application process, feel free to contact our office at 352-273-4155 or email us at [dual-enrollment@dce.ufl.edu](mailto:dual-enrollment@dce.ufl.edu)