



Frequently Asked Questions

Current Students

Do I need to reapply to SCF every semester?

No. Once you are accepted, your application remains active as long as you continue to take classes. You will only need to reapply if you don't take classes for three consecutive semesters or if you switched to college enrichment at any point for the purpose of grade forgiveness.

Do I need to submit qualifying test scores more than once?

It depends. Your test scores are valid for two years. Just be sure to take your first written communications and math course before your test scores expire.

How do I send in AP, AICE, or IB scores?

All scores must be sent to Transcripts@scf.edu through the testing organization.

- AP scores can be sent directly to SCF through the [College Board](#) website.
- AICE scores can be sent directly to SCF through the [Cambridge International Education](#) website.
- IB scores can be sent directly to SCF through the [International Baccalaureate](#) website.

When do I need to submit a new Early College contract?

Your contract "stays with you" throughout your program. You only need to submit a new contract under the following circumstances. The contract is available from September 1st through December 1st and February 1st through May 15th.

- You take classes as a personal (college) enrichment student for the purpose of grade forgiveness and wish to continue your dual enrollment program the following term.
- You need to switch your dual enrollment program type (DE, EA, ADE). For example, if you are DE and you want to take courses at SCF full time your senior year, you will need a new contract for EA.
- You want to change your pathway.

How do I change my pathway?

To change your pathway, you simply need to complete a new Early College contract. The link can be found on our [webpage](#). The contract will need approval as before. Pathways can be changed for the following semester from September 1st through December 1st and February 1st through May 15th.

When can I register for courses for an upcoming term?

Schedules are typically viewable a week or two prior to registration opening. Use this time to plan your schedule so that you can register as soon as possible. This will help ensure you get your first choice in courses.

- Fall registration typically opens at the beginning of April.
- Spring registration typically opens at the beginning of October.
- Summer registration typically opens at the beginning of March.

How do I get help selecting courses for an upcoming term?

The office of Early College does not help with advising. Be sure to talk with your high school counselor (if applicable) about your remaining high school requirements. SCF success coaches are on hand to provide both academic and career guidance. For more information, visit [College and Career Success](#).

I have a hold and I can't register for courses. What should I do?

You can view your registration holds in your [Student Profile](#). If you are unable to resolve the hold on your own, email earlycollege@scf.edu.

I am trying to register for a course, but I keep getting an error. What should I do?

There are two main reasons why the system will prevent you from registering for a course.

1. The course is not in your pathway. Check the pathway list. If the course is not in your pathway, you will not be able to take it. Talk with your high school counselor or an SCF success coach about whether you should change your pathway.
2. You don't have the necessary prerequisites and/or test scores for the course you are trying to register for. You can search the [SCF Catalog](#) to see what the prerequisites are. If you don't meet them, you will have to pick a different course to take.

If you feel you meet the requirements to register for the course, please email earlycollege@scf.edu for help. Be sure to include screenshots of the error message.

If you are unable to register for a course for any other reason, please email earlycollege@scf.edu.

How can I register for a class that is full?

You can't. This is why it's important to register for your courses as soon as possible. You can keep an eye on the course to see if any spots become available due to someone else dropping.

How do I drop a class?

You can only drop a course without penalty during the add/drop period posted in the [Academic Calendar](#). You can drop a course in your MySCF registration portal during this time. If you need assistance, please contact [College and Career Success](#).

If your course starts at a later date, please email earlycollege@scf.edu. Be sure to email us well in advance of the add/drop deadline for your course.

How do I withdraw from a class?

After the add/drop deadline passes, you can withdraw from a course up until the withdraw deadline posted in the [Academic Calendar](#). If you withdraw from a course, you will receive a W on your transcript and may be required to sit out the following term and not participate in dual enrollment.

Withdrawing from a course requires parent and high school counselor approval (if applicable). You do not need high school counselor permission to withdraw from a course during the summer term. It is important that you contact us well ahead of the deadline so that our office can assist you with withdrawing from a course. The college does not make exceptions to the deadlines posted in the [Academic Calendar](#).

How do I get my textbooks?

Follow the instructions on the [Early College](#) webpage. You will receive instructions in your SCF student email detailing where and when you can pick up your materials. Our office doesn't handle textbooks, so please reach out to the SCF Bookstore with any questions you may have. Be sure to pick up your materials before classes start.

Why can't I see my course in Canvas?

Some professors will make the course available a few days before classes start, while others will wait until the first day of the semester. If you do not see your course, it may have a later start date. Check your schedule to verify the start date.

What does it mean if my course has an EZ access textbook?

EZ access course materials are automatically loaded in Canvas. You do not need any type of access code. Please see Canvas and the course syllabus for more information on accessing your materials.

What do I do if I am having trouble in my classes?

Your professor is your best resource. Be sure to talk with them early on if you are having trouble. Please check the syllabus for your professor's preferred method of email communication (Canvas or Outlook). You also have access to the [Tutoring and Academic Success Center](#).

I got an email about a bill for tuition and/or EZ access course materials. I thought dual enrollment was free. What should I do?

Dual enrollment is free! You don't need to pay for tuition or required instructional materials. You will show a balance as part of our billing process. However, do not pay!

What if I didn't pass one or more classes?

DE/EA students who earn a D, W, or F must sit out the following dual enrollment semester. NO EXCEPTIONS. Students will be dropped from college courses by the Office of the Registrar for the next dual enrollment semester. Also, grades are permanently recorded on your SCF transcript, and these grades may affect your future financial aid eligibility and acceptance to other institutions.

ADE students who earn a D, W, or F may continue in the program as long as the SCF term GPA is at least 2.0. However, please keep in mind that earning these grades makes it more difficult to accomplish the goal of earning the AA. Also, grades are permanently recorded on your SCF transcript, and these grades may affect your future financial aid eligibility and acceptance to other institutions.

How do I retake a class I didn't pass?

Keep in mind that you cannot retake a course in which you earned a D, W, or F through dual enrollment. If you register for the course in a future term, it will be deleted from your schedule.

If you would like to take advantage of SCF's grade forgiveness policy, you can retake the course(s) in which you earned a D, W, or F through college enrichment by reapplying as a non-degree seeking student. You will be responsible for the cost of tuition, fees, instructional materials, etc.

If you plan to retake a course as a non-degree seeking student, please contact earlycollege@scf.edu for instructions.

How do I get back into my Early College program if I had to sit out?

Remember that you need an SCF term GPA of 2.0 to continue as an Early College student. If your term GPA is at least 2.0, you do not need to do anything. You can automatically return to your program the semester after you sit out.

If your GPA was lower than 2.0, and you did not retake any course(s) through personal enrichment, you will not be able to return to your Early College program.

If you participate in personal enrichment, and you wish to continue dual enrollment, you will need to complete a new Early College application and Early College contract for the following term. You can find both on our [webpage](#).

The application and contract must be completed prior to the May 15th or December 1st deadline.

How do I request my SCF transcript?

You can request your transcript by visiting scf.edu/admissions/registrar/transcripts/.

I might be switching schools. What should I do?

Please email earlycollege@scf.edu.