



Frequently Asked Questions Enrolling Students

How do I log into my SCF account?

You can access your MySCF account by going to scf.edu and clicking on the MySCF link. You received your SCF username (SCF Admissions Acceptance email) and password (Admissions email) when you were accepted to SCF. Please contact the Help Desk at helpdesk@scf.edu or 941-752-5357 if you have further questions.

Can you give me my G00#?

You received your SCF student ID number (G00#) when you were accepted to SCF. It was sent in an email called "SCF Student ID".

How can I recover my SCF username and password?

Please contact the Help Desk at helpdesk@scf.edu or 941-752-5357.

How do I know where I am in the enrollment process?

You can review your registration holds in your [Student Profile](#) in your MySCF account. We recommend you use the [Enrollment Process Checklist](#) to keep track of your progress.

Can you send me the orientation link?

The orientation link can be found in the email you received from admissions when you were accepted to SCF. The title of that email is "SCF Admissions Acceptance." Please contact the Office of Admissions at admissions@scf.edu or 941-752-5050 if you have further questions.

How do I submit test scores?

Information can be found on our [webpage](#) under the enrollment step called "Submit placement testing results". Instructions vary depending on the test that was taken.

Where can I find the Early College contract?

The Early College contract is electronic. It can be found on our [webpage](#) under the enrollment step called “Complete Early College contract.” There is not a paper version.

Why do I still have a hold when everyone approved my contract?

The contract hold will lift automatically once you have qualifying test scores in the system. Check your [Student Profile](#) to be sure test scores have been added to your account. Please allow 24-48 hours for the hold to lift once all parties have approved and your qualifying scores have been added to your student record.

When can I register for classes?

You can register for classes if you don’t have any holds and the registration window is open. Please check your [Student Profile](#) to be sure you don’t have any holds. Fall registration open in early April, Spring registration opens in early October, and Summer registration opens in early March.

What classes do I register for?

Meet with your high school counselor (if applicable). You are responsible for knowing which high school requirements you still need to meet. Also, review the courses on your pathway. Pathway lists can be found on our [webpage](#). You can take courses that are on your pathway and have been approved by your high school counselor. If you need help selecting coursework, you can reach out to the [Office of College and Career Success](#).

Can I change my schedule after I register for classes?

Yes! You can change your schedule in your MySCF registration portal through the part of term 1 add/drop deadline posted in the [Academic Calendar](#).

Why can’t I register for classes?

If you cannot register for classes, it is likely due to a hold. Check your [Student Profile](#) to be sure you don’t have any registration holds.

SCF received my test scores, why can’t I register?

Once SCF receives your test scores, they need to be processed. For all test scores other than the PERT, please allow 4-6 weeks for processing.

Why didn't my parent/guardian get an email to approve my contract?

One of two things could have happened. You may have typed your parent email incorrectly when submitting your Early College contract or the email may have been delivered to the Junk folder. Please contact earlycollege@scf.edu if necessary.

How do I get my textbooks?

Instructions for obtaining your required instructional materials can be found in the [Early College Textbook Procedure Summary](#).

What should I do if I took dual enrollment classes somewhere else?

Send an official [transcript](#) to SCF. Once SCF receives the transcript, please allow 2-4 weeks for processing. You will be limited to certain courses if you do not provide an official transcript.

What should I do if I took AP, AICE, or IB classes at my high school?

Send scores to SCF at transcripts@scf.edu as soon as they become available. Please allow 2-4 weeks for processing. You will be limited to certain courses if you do not provide an official score.

Can I get an exception to the Enrollment Process deadline?

No. There are no exceptions to Early College deadlines (Fall: May 15th and Spring: December 1st).