

Student Responsibilities *Cheat Sheet*

1. Complete Enrollment- Follow all steps on the Early College webpage (scf.edu/earlycollege)

- A. Submit a completed application for Early College to SCF.
- B. Complete online orientation. Link to was sent in the "SCF Admissions Acceptance" email.
- C. Submit qualifying test scores to SCF or schedule an appointment to take the PERT at an SCF testing center.
- D. Submit AICE/AP/IB scores and/or transcripts from other institutions (does not take the place of qualifying test scores).
- E. Complete and submit ELECTRONIC Early College contract.

2. Plan SCF schedule

- A. Meet with HS counselor for HS requirements.
- B. Meet with SCF Success Coach if necessary for help with building SCF class schedule.

3. Register for SCF courses/Get Instructional Materials

- A. Register for classes using the Registration tool in MySCF portal.
- B. Share schedule with HS counselor.
- C. Pick up all required instructional materials before the semester begins.

4. Attend SCF courses

- A. Go to in-person SCF classes and/or participate in online/GoLive classes.
- B. Not attending will result in being "no-showed" by a faculty member ("W" on transcript) or an F grade.

5. End of Semester

- A. Send official SCF transcripts to HS after each active semester in the program.
- B. Return any textbooks/materials according to school district policy and procedures.

6. Maintain eligibility

- A. Must maintain an SCF term GPA of 2.0 / Must maintain a HS GPA of 3.0 (unweighted).
- B. DE/EA- if student earns D/W/F, student must sit out of program the following term.
- C. ADE- if student earns D/W/F, student can continue in the program with SCF term GPA of 2.0.
- D. Students who apply as personal enrichment for grade forgiveness need to contact Early College.

7. Monitor SCF Email

- A. Please use SCF student email to communicate with Early College and other SCF departments.
- B. Check your SCF student email often for important communications from SCF.

8. Understand SCF policies, procedures, etc. outlined in SCF catalog

- A. No exceptions are made.

9. Familiarize yourself with important dates and deadlines as outlined in the SCF Academic Calendar

- A. Must adhere to SCF academic calendar (no exceptions).
- B. Academic calendar can be found at www.scf.edu/academics.

10. When in doubt, reach out

Email: earlycollege@scf.edu / phone: 941-752-5422