

UNIVERSITY OF CENTRAL FLORIDA  
 OFFICE OF UNDERGRADUATE ADMISSIONS  
 P.O. BOX 160111  
 ORLANDO, FLORIDA 32816-0111  
 P 407. 23.3000  
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# NEXT STEPS

## DUAL ENROLLMENT STUDENTS

### ADMISSION

You must enroll for the term indicated on your admission letter. If you do not register for your original admission term, your classes will be dropped for subsequent terms and your admission revoked. If you wish to change your term of application, you must contact the Office of Undergraduate Admissions via email at [admissions@ucf.edu](mailto:admissions@ucf.edu).

Check your admission letter for the accuracy of your name, entrance term and address. Address, telephone and email changes can be made through myUCF. All other changes must be submitted via email to the Office of Undergraduate Admissions at [admissions@ucf.edu](mailto:admissions@ucf.edu).

### MYUCF PORTAL

You must create an account to access the myUCF Portal. MyUCF is where you will register for classes and complete other necessary steps to enroll at UCF.

To create a myUCF account, visit [my.ucf.edu](http://my.ucf.edu) and click "SIGN IN TO MYUCF." You will need to obtain an NID if you do not already know it. The NID will be your username for myUCF. Click "Look up your UCF NID username." Your first and last name and email address must be entered exactly as it appears on your application for admission. Once you have your NID, return to the login page to sign in. You should remember and protect your NID and NID password as you would a Social Security number.

### IMMUNIZATION

Prior to registering for classes, you must upload a completed immunization form to UCF Student Health Services. The immunization policy and form may be downloaded from [www.ucf.edu/healthservices](http://www.ucf.edu/healthservices).

### ADVICING

Your academic advisor from the college of your intended major will be in contact with you shortly with information on course selection and registration. They will also have information on your book vouchers.

Please Note: Registration for all UCF courses is on a space-available basis. No student is guaranteed space in any course or section prior to their registration in the course.

### DOCUMENTATION

Submit all official AP, IB, AICE or CLEP scores and/or dual enrollment transcripts from all other institutions where college level credit has been earned. Failure to do so may restrict your ability to register for courses with prerequisites.

### PARKING

If you plan to park a vehicle on campus, you must purchase a parking permit at [www.ucf.edu/parking](http://www.ucf.edu/parking). You are responsible for paying the parking permit fee.

### CONFIDENTIAL

Once you are registered for courses, obtain a UCF Student ID from Card Services. For more information go to [www.ucf.edu/cardservices](http://www.ucf.edu/cardservices).

### IMPORTANT NOTE:

If you wish to continue at UCF as a degree-seeking freshman after high school graduation, you must complete a new UCF Undergraduate Admissions application to change your status from Dual Enrollment to First-Time-In-College (FTIC) degree-seeking. We recommend you complete your FTIC application during the fall of your high school senior year for maximum housing and scholarship consideration.