



Collegiate Academy Application Instructions 2024-2025



- Beginning at Noon on April 1st, Click on the link to start your application. <https://applynow.fgcu.edu/portal/login>
- Create your account under First-time User. If you already have an account, click “Log In” under returning user.
- When you create an account enter your email, name, and birthdate. You will receive an email that contains a PIN to set up your password.

Register

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

Continue

- Check your e-mail for the PIN. Enter the PIN and your birthdate on the screen and select “Login”
- Create a password that meets the requirements. Be sure to note your password for future reference
- Now you can start your Dual Enrollment application.
- Click “Start Application” at the bottom of the screen
- When the pop-up box appears, select “Dual Enrollment” from the drop down menu and then “Create Application”
- Fill in the requested information and select “Continue” at the bottom
- In Enrollment Plans, select “Collegiate Academy” from the “Applicant Type” box, and then select “Full Time”
- Select “Fall 2024” from the “When do you plan to enroll” dropdown
- Select “Non-Degree - Undergraduate” from the “Academic Major” dropdown
- Choose your high school type
- On the Family Information screen, click “Add New” and enter information for your parent/guardian. Dual Enrollment students must provide complete information for at least 1 parent/guardian.
- On the “Academic History” screen, select “Add High School”

- [Home](#)
- [Personal Background](#)
- [Enrollment Plans](#)
- [Family Information](#)
- [Academic History](#)
- [Additional Information](#)
- [Certification](#)
- [Signature](#)
- [Review](#)

DE Academic History

Please select the 'Add School Information' link below to provide complete information for all high schools, colleges, and universities attended. Enter your most recent/current school first. **Be sure to list any institutions attended during high school (i.e., dual enrollment).**

Applications for the ACE program are only accepted for the fall term. The ACE program is designed for students currently enrolled in high school who live in one of these Florida Counties:

Lee
Collier
Charlotte
Hendry
Glades

If you select the summer or spring terms **OR** you do not live in one of the five (5) Florida counties listed above, you will not be able to complete the application, as it will be marked “ineligible”. Ineligible applications will be inactivated and deleted from our system. If you have any questions about the ACE program, please contact their office at ace@fgcu.edu.

Eligible students must attend a public information meeting or schedule a meeting with the director of the ACE program. Available dates and locations of the ACE public information meetings are on the [ACE website](#).

School Name: School Attended From Date: School Attended To Date:

[Add High School](#)

High School Weighted GPA

High School Unweighted GPA

Current Grade Level



- Select “High school” from the “Level of Study” box. Select “Plan to Graduate” from the High School Status box. Start typing in your school's name and an auto suggestion will appear. Locate your school and click on it. Enter the month/year you started at that school. The From Date should be the month/year that you plan to graduate. Click Save

Academic History DE

*Level of Study

Cannot find your school?

If you were home-schooled, select the **Home School - HMSCHL** option.
 If you completed a high school equivalency exam or GED test, select the **GED - GEDTST** option.

If the institution you are searching for does not appear in the list check "My school is not listed" and type out the full name of the school, country, city, and state. Your attended school will be reported.

*High School Status

*School Name
 Barron Collier High School
 Naples, FL
 Growing Lights Christian Academy
 Barron, WI
 University of Wisconsin-Barron County
 Rice Lake, WI

*Country

*City

- Enter your GPA and Grade Level Information, click Continue
- Complete the Additional Information screen questions and click Continue
- Complete the Certification questions
- Complete the Signature and Review screens
- **When you are completely finished with the application click “Submit Application” to officially submit your completed application**
- Once the application is complete you will be directed to your status page. The status page will show the checklist of materials required to complete your application. You will be able to upload your completed supplemental forms on this screen.

Your online application and all supplemental forms must be submitted by 11:59pm on May 1, 2024



Florida Gulf Coast University
Dual Enrollment - Collegiate Academy
Program Authorization Form



TO BE COMPLETED BY THE STUDENT:			
Student Full Name:			HS Graduation Year:
Date of Birth:	Student Cell Phone Number:		
High School Name:	County: LEE		

TO BE COMPLETED BY THE HIGH SCHOOL COUNSELOR:	
Counselor Name:	
Phone:	E-mail:
<p>Full-time Dual Enrollment refers to the opportunity for qualified high school students to enroll in FGCU courses while concurrently enrolled in high school. Courses must be applied toward the high school diploma and baccalaureate degree. Dual Enrollment courses are college-level courses, and as such, may include content for more mature students. Courses and grades are a part of a permanent college record. The University reserves the right to limit the dual enrollment program based on space availability and to refuse admission to students with disciplinary infractions. High school counselors are responsible for identifying students who demonstrate social maturity and motivation and who possess the academic capabilities to pursue college-level instruction. To qualify for application, the student must meet standard test score (ACT and/or SAT) requirements, a minimum of a 3.0 un-weighted high school GPA AND a minimum of a 3.7 weighted high school GPA, and have not yet completed all high school graduation requirements.</p>	

High School Graduation Requirement Check-list:									
Subject Area	Units	Check One					Check One		
		Met	In-Progress	Needs			Met	In-Progress	Needs
English 1	1.0								
English 2	1.0								
English 3	1.0								
English 4	1.0								
Science 1	1.0								
Science 2	1.0								
Science 3	1.0								
Fine Arts	1.0								
Phys Ed.	1.0								
Foreign Language	2.0								
Electives	8.0								
Student's Current Unweighted GPA:					Student's Current Weighted GPA:				

This student has the approval of our high school to enroll in dual enrollment courses at Florida Gulf Coast University as part of the Collegiate Academy. My signature below certifies that the student currently meets minimum program requirements and is recommended for an accelerated academic program.

Counselor Signature: _____ Date: _____

Counselor Comments:



Florida Gulf Coast University
Collegiate Academy
Memo of Understanding for Applicants

Admission to the Collegiate Academy at FGCU is a commitment which comes with a great deal of responsibility on part of the student. This agreement, although *not exhaustive*, is intended to inform you of expectations and requirements. Students and parents are asked to read the agreement together carefully. Students are to initial each statement line and both student and parent sign at the bottom indicating agreement and adherence to the principles of enrollment. Additional requirements and expectations will be provided at Orientation.

Initials	
	I understand classes in the Collegiate Academy are university level classes and will have the same depth, breadth, rigor and pace as all university courses. I understand curriculum content, evaluation, and selection of instructional materials are the prerogative of university professors and will not differ for dual enrolled students from that presented for traditional college students at FGCU. I understand my courses are subject to the same standards, policies and responsibilities that other college students experience unless otherwise restricted by federal, state or local requirements. I further understand that the material may be of a controversial nature.
	I understand FGCU is an open campus. While at FGCU, Collegiate Academy students will be taking classes with non-high school aged students; Collegiate Academy participants will encounter students of a variety of ages and backgrounds.
	I understand the Dual Enrollment Director is the first point of contact for parents who wish to discuss any FGCU concerns
	I understand that although Collegiate Academy students will have the ability to provide input regarding the classes they take, certain courses may not be advised or permitted.
	I understand that a student is not permitted to withdraw from classes after the first week of classes unless there are extenuating circumstances that are approved by both FGCU and the home high school and school district administrator. Documentation will be required for petition.
	I understand that students may not repeat a course or use grade forgiveness while in a dual enrollment program.
	A student may not be registered in another learning program unless approved by the Dual Enrollment Director and high school (certification program, other dual enrollment, other college online classes, MOOCs, etc).
	I understand that a Collegiate Academy student must maintain a cumulative FGCU GPA of 2.5 AND must maintain a minimum cumulative, unweighted high school GPA of 3.0 or higher. If a student fails to remain in good standing, it will jeopardize continued participation in the Collegiate Academy.
	I understand that FGCU courses that are less than 3 credits may not appear on the high school transcript.
	I understand that in order to participate in the Academy, a parent or guardian <u>must</u> accompany the student to orientation.
	I understand if a student is removed from the program they will be re-assigned back to their home high school.
	I understand that a college transcript is a permanent record and grades will transfer as such to any post-secondary institution.
	I understand that Collegiate Academy students will be expected to know and comply with FGCU policies including, but not limited to, the FGCU Student Code of Conduct and FGCU registration timelines, as well as, the school district Code of Student Conduct.
	I understand that students will be registered for classes by an academic advisor who will consult with students regarding their schedule. Further, it is incumbent upon students to notify academic advisors immediately of any problems and/or issues related to classes.
	I understand that Collegiate Academy students may not take more than 16 credit hours during the fall or spring semester.
	I understand that Collegiate Academy students may not take more than one online course per semester.
	I understand that if an FGCU course is offered on the high school campus, I must take the course section on the high school campus
	I understand that completion of high school graduation requirements does not guarantee completion of an A.A. degree and that to receive an A.A. degree the student must notify and work with the FGCU academic advisor to ensure that all A.A. requirements at the time of high school graduation are met. The A.A. degree can only be issued to students that remain at FGCU for at least the fall semester following high school graduation.
	I understand that Collegiate Academy students must provide transportation to and from FGCU.

By signing this Agreement, I acknowledge that I have read and understand the information contained in this agreement and if admitted to the Collegiate Academy program, I agree to comply with and be bound by the terms contained herein. A parent signature implies approval of the student application.

Student Name: _____
(print)

Parent/Guardian Name: _____
(print)

Student Signature: _____

Parent Signature: _____



Florida Gulf Coast University
Dual Enrollment – Collegiate Academies



Student Authorization to Release Educational Information to a Third Party

FERPA – The Family Educational Rights and Privacy Act of 1974 is a federal law that requires all institutions of higher education to protect the education records of students. Under FERPA, only the student may access his or her records once the student enrolls in a college or university. In order to be able to release student records to parents, schools, and school districts while dual enrolled, students must sign a release of records. For more information about FERPA, please go to the FGCU website.

STUDENT’S LEGAL NAME (print): _____

I authorize Florida Gulf Coast University to release my academic information to my high school, school board district and parents/guardians while attending Florida Gulf Coast University as a dual enrolled student. I understand this permission form only applies while attending Florida Gulf Coast University under the status of high school dual enrollment.

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** _____

Authorized Third Parties

High School Name (required): _____

School Board District: Lee

Parent(s)/Guardian(s) Full Name (at least 1 required):

Parent/Guardian Contact Information

Name: _____ Phone: _____

E-mail Address: _____

Name: _____ Phone: _____

E-mail Address: _____