



# Collegiate Academy Application Instructions 2024-2025



- Beginning at Noon on April 1<sup>st</sup>, 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](mailto: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**