

UF Dual Enrollment Application Guide: UF Happiness Course

All students will need to create an Application Management Account to submit an application in the system.

- If you have previously created an account in the area below, please login as a **Returning User**. *Your instructions begin on page 2.*
- If you have never created an account in the area below, please login as a **First-Time User** to create an account. *Your instructions are below.*

Application Management Account Login Page: <https://my.admissions.ufl.edu/apply/>

The screenshot shows the top navigation bar with the UF logo and 'ADMISSIONS' text. Below is the 'Application Management' heading. There are two main sections: 'Returning users:' with a 'Log in to continue an application.' link, and 'First-time users:' with a 'Create an account to start a new application.' link. A dark blue footer contains navigation links for Resources, Campus, and Connect, along with the University of Florida logo and contact information for the Office of Admissions.

New User Account Creation:

Save these application log-in credentials! You will use the same information to log in and submit a dual enrollment application if you plan to continue in the program in future semesters.

The screenshot shows the 'Register' page on the UF Admissions website. It includes a form with fields for Email Address, First Name, Last Name, and Birthdate. A 'Continue' button is located below the form. The footer is identical to the previous screenshot, showing navigation links and contact information.

You will receive an email with a temporary pin to finish setting up your Application Management Account.

Login

The screenshot shows the 'Login' page. A green notification bar at the top states: 'A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.' Below this is a form with fields for Email (with a 'switch' link), Account (filled with 'Costa, Allison'), Temporary PIN, and Birthdate. A 'Login' button is at the bottom.

The screenshot shows an email titled 'University of Florida Online Registration'. The header includes fields for Status, Sent, Sender, Recipient, and Subject. The body of the email says: 'Thank you for registering online with University of Florida. To activate your account, please use the link below: [Activate Account](#) When requested for a password, enter the following temporary PIN: [REDACTED] University of Florida'

Returning User Account Login:

Enter the same email address and password you used to originally create your account. Use the “Forgot Your Password” option if needed.

If you do not remember the original email address used please email or call our office: dual-enrollment@dce.ufl.edu 352-273-4155

Login

To log in, please enter your email address and password.

Email Address

Password [Forgot Your Password?](#)

Login

Submitting Your Application

This is your **Application Management** page.

- Click on **Start New Application** to begin.

UF ADMISSIONS CONTACT

Allison Costa Logout

Application Management

Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)

RESOURCES: PUBLICATIONS FOR COUNSELORS, GATORLINK, ONE.UF, UFID, POLICIES, PRIVACY, WRITTEN STUDENT

CAMPUS: CALENDARS, CAMPUS SAFETY, PREVIEW/ORIENTATION, STUDENT ADMISSIONS OFFICERS

CONNECT: CONTACT

UF UNIVERSITY of FLORIDA

OFFICE OF ADMISSIONS
DIVISION OF ENROLLMENT MANAGEMENT
201 Criser Hall - PO Box 114000
Gainesville, FL 32611-4000

Click on the correct year for the term in which you are applying:

- For **Fall 2026**, you will select **2026 Application Year**

We accept applications one semester at a time.

Start New Application

Select an application type:

2026 Application Year

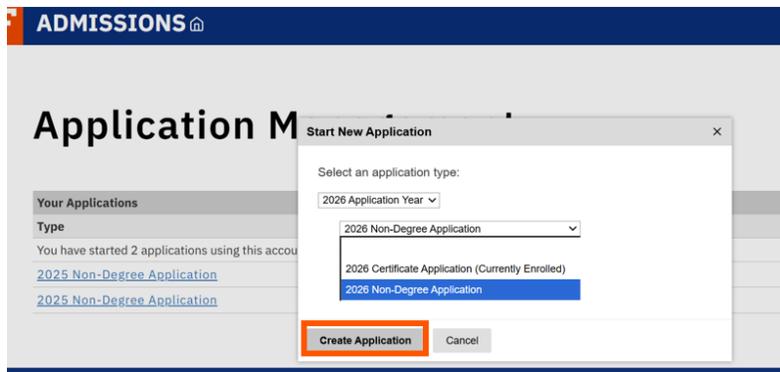
2025 Application Year

2024 Application Year

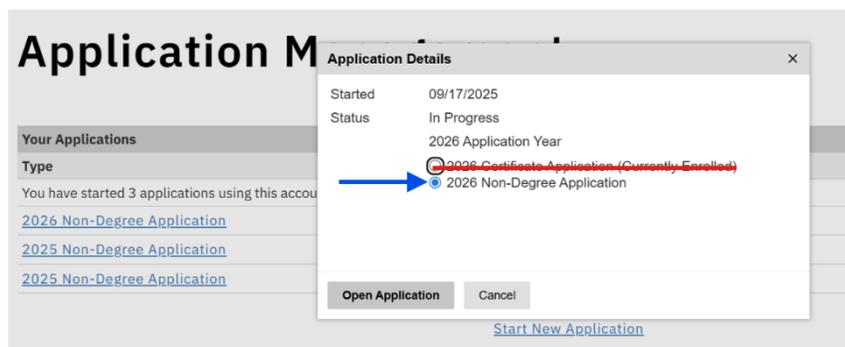
Create Application Cancel

- Next, you will select the Application Type: **Non-Degree Application**

Important: Dual Enrollment students are considered Non-Degree Seeking applicants at the University.



- Click on the button to Open Application and begin filling out the application details



Page 1 – Application Details

- **Critical:** When you get to this page, be sure to answer "YES" to the Dual Enrollment question.

[Home](#)

Application Details

[Personal Background](#)

[International Information](#)

[Conduct Information](#)

[Non-Degree Course Request](#)

[Academic History](#)

[Florida Residency Declaration](#)

[Signature](#)

[Review](#)

Non-Degree Application Details

Are you applying for **Dual Enrollment** at the University of Florida? (Must be a current high school student.)

If you are **not a current high school student** and wish to apply for Non-Degree course(s) at the University of Florida, please **select "No"** and proceed with the application. You will be able to select the type of non-degree course(s) you wish to apply for in a later section of this application.

Yes

Currently, we are only accepting Dual Enrollment applications for the term listed below.

If you are interested in a future term, please check our [website](#) for announcements.

Spring 2026

Continue

Page 2 – Personal Background

You will continue to fill out the rest of the application with the information required.

SSN: If you have a Social Security Number, this information needs to be entered. If you do not know your SSN at this time, please pause your application and complete it once you have the required information.

Students with an assigned **UFID** number can **leave the SSN number field blank.**

No valid SSN: please leave the area blank (do not enter 0's) and contact our office for further details before submitting application.

The screenshot shows a web application interface for the 'Personal Background' section. On the left is a navigation menu with links: Home, Application Details, Personal Background (highlighted), Conduct Information, Dual Enrollment Information, Dual Enrollment High School, Signature, and Review. The main content area is titled 'Personal Background' and contains a 'Name' section with three input fields: 'First (Given)', 'Middle', and 'Last (Family)'. Each field has a small grey icon to its left. Below these fields, the word 'Suffix' is partially visible with a dropdown arrow.

Page 3 – Conduct Information

Next will be the Conduct Information section. Students are required to disclose any criminal or educational conduct.

The screenshot shows a web application interface for the 'Conduct Information' section. On the left is a navigation menu with links: Home, Application Details, Personal Background, Conduct Information (highlighted), Dual Enrollment High School Information, Dual Enrollment Information, Signature, and Review. The main content area is titled 'Conduct Information' and contains two questions, each with a dropdown menu: 'Are you currently charged or have you ever been convicted of a crime (even if adjudication was withheld) other than offenses involving \$50 or less?' and 'Has any court or school authority found you to have disrupted or interfered with the orderly conduct, processes, functions or programs or any educational institution?'. A 'Continue' button is located at the bottom of the form.

Page 4 – Dual Enrollment High School Information

As you type the name of your high school, the widget system will provide suggestions.

Make sure to type carefully and choose your school from the list that appears.

If your school doesn't appear in the list, pause your application and contact our office at 352-273-4155 or dual-enrollment@dce.ufl.edu for assistance.

The main form is titled "Dual Enrollment High School Information". It includes a navigation menu on the left with links: Home, Application Details, Personal Background, Conduct Information, Dual Enrollment High School Information (selected), Dual Enrollment Information, Signature, and Review. The main content area has a heading "Dual Enrollment High School Information" and a note: "If the school listed here is not where you are currently attending high school, please click the name of the school to update it." Below this is a section "High School Name - Click to add or update" with a button "Click Here to Add Your High School" highlighted in a red box. The "High School Information" section contains fields for "District Student ID Number" (with a note: "If you do not have a District Student ID Number, please enter all 0's" and "Your unique student ID number provided by your high school") and "High School Counselor Information" with fields for "Counselor Name", "Counselor Phone Number" (with an example "5555555555" and "10 characters remaining"), and "Counselor Email". A "Continue" button is at the bottom.

Two "Dual Enrollment High School Widget" pop-ups are shown. The left one shows a text input field for "High School Name" and "Save" and "Cancel" buttons. The right one shows the same input field with a dropdown list of suggestions: Gainesville High, Buchholz High School (Gainesville, FL), Eastside High School (Gainesville, FL), Gainesville High School (Gainesville, FL), Sia Technical Charter High Sch (Gainesville, FL), and W Travis Loftin High School (Gainesville, FL). It also has "Save" and "Cancel" buttons.

Double-check that the counselor email you entered is correct and free of typos before going on to the next page.

After you submit your application, your school counselor will later verify the details you provide; your counselor will receive an email within 2-3 business days to the email address you entered in the application.

Page 5 – Dual Enrollment Application Information

This page asks for key information needed for your admission to the Dual Enrollment program.

Select YES to participate in the UF Happiness Course (highlighted in yellow below).

Don't forget to select an answer for the final question regarding **Previous Online Course Experience** (also highlighted in yellow below).

If you select "Yes," to that question, you'll need to provide information about any previous courses in the free-text box to avoid errors when submitting.

UF ADMISSIONS 

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- [Application Details](#)
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- [Dual Enrollment High School Information](#)
- Dual Enrollment Information**
- [Signature](#)
- [Review](#)

Dual Enrollment Application Information

UF Happiness Course

Are you a Broward County Public School student applying to dual enroll in the Happiness course?

- [IDS2935: What Can Social Science Tell Us About Happiness and Living a Happier Life?](#)

Yes No

Note: If you answered Yes to participate in the UF Happiness course, you will be registered for the one and only designated Happiness course linked above.
If you wish to participate in the standard UF Dual Enrollment Program and meet the program criteria, please answer "NO" to the question above and proceed with the application.

Happiness Course Admissions Criteria

- Be either a **Sophomore, Junior** or **Senior** in high school attending a Broward County public school
- Have a minimum **3.0 cumulative unweighted GPA**

Emergency Contact Information

Emergency Contact Name

Emergency Contact Phone Number
Enter 10-Digit Phone Number

Academic Information

Academic Intent

Please state your Potential Major/Career

High School Academic Information

Expected Graduation Year

Cumulative Unweighted GPA (Enter value based on 4.00 scale)

Previous Online Course Experience

Have you taken online courses before? Yes No

If you have taken any college courses, please list them below.
Example: ABC 1234

[Continue](#)

Page 6 – Signature

Last will be the Signature page, where students will provide their full legal name in place of their signature as a certification of their application information.

[Home](#)
[Application Details](#)
[Personal Background](#)
[Conduct Information](#)
[Dual Enrollment Information](#)
[Dual Enrollment High School](#)
Signature
[Review](#)

In place of your signature, please type your full legal name:

Page 7 – Review

Check carefully to ensure all your information is correct and complete. The system will show if any required fields are missing (a message will pop up if there's a problem).

Once everything looks good, you can choose to Submit the Application.

- Example of missing information/missing field error message on the Review page:

Important: All fields must be completed to avoid errors in your application.

If there's missing information, the system will show you an error message so you can fix it before submitting.

Review

Please review each section of your application for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit Application.

What comes next? You will receive an email confirmation with instructions on how to log into your Application Status page.

We have detected the following errors with your application. These errors must be corrected before submission.

Section	Required Field or Error
Dual Enrollment Information	Please complete the Dual Enrollment Information page. All fields required.

- Example of successful message on the Review page:

[Home](#)
[Application Details](#)
[Personal Background](#)
[Conduct Information](#)
[Dual Enrollment High School Information](#)
[Dual Enrollment Information](#)
[Signature](#)
Review

Review

Please review each section of your application for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit Application.

What comes next? You will receive an email confirmation with instructions on how to log into your Application Status page.

Confirm Submission: Once you click the button to Submit Application, a pop-up will appear to confirm.

Be sure to click **“OK”** to finalize it.

If the pop-up doesn't appear, check your browser settings to allow pop-ups.

my.admissions.ufl.edu says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

Application Status Page

Once you submit your application, you will receive an automated email within 24 hours with instructions on how to access the Application Status page.

This page is your go-to spot for everything related to your application. Here, you can:

- Review any additional requirements
- Upload requested materials
- View your application decision
- Complete your registration

If you have any questions during the application process, feel free to contact our office at 352-273-4155 or email us at dual-enrollment@dce.ufl.edu