

# 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 'Application Management' page for UF Admissions. At the top, there's a blue header with the 'UF ADMISSIONS' logo. Below the header, the page is titled 'Application Management'. There are two main sections: 'Returning users:' with a link 'Log in to continue an application.' and 'First-time users:' with a link 'Create an account to start a new application.' Below these sections is a large blue footer area containing various links categorized under 'RESOURCES', 'CAMPUS', and 'CONNECT'. On the right side of the footer, there's the 'UF UNIVERSITY of FLORIDA' logo and contact information for the Office of Admissions, Division of Enrollment Management.

## 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 for UF Admissions. It has a blue header with the 'UF ADMISSIONS' logo. The main heading is 'Register'. Below the heading, there's a form with fields for 'Email Address', 'First Name', 'Last Name', and 'Birthdate'. A 'Continue' button is located below the form. At the bottom, there's a blue footer area with various links categorized under 'RESOURCES', 'CAMPUS', and 'CONNECT', along with the 'UF UNIVERSITY of FLORIDA' logo 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 for UF Admissions. At the top, there's a green banner with a message: '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 the banner, there's a form with fields for 'Email', 'Account', 'Temporary PIN', and 'Birthdate'. A 'Login' button is located below the form.

The screenshot shows an email from the University of Florida titled 'University of Florida Online Registration'. The email body contains the following text: '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: [Temporary PIN] 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](mailto: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

| Your Applications                                           | Status | Started | Submitted |
|-------------------------------------------------------------|--------|---------|-----------|
| Type                                                        |        |         |           |
| 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 Spring 2026, you will select **2026 Application Year**

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.

ADMISSIONS

## Application M

Start New Application

Select an application type:

2026 Application Year

2026 Non-Degree Application

2026 Certificate Application (Currently Enrolled)

2026 Non-Degree Application

Create Application Cancel

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

## Application M

Application Details

Started 09/17/2025

Status In Progress

2026 Application Year

2026 Certificate Application (Currently Enrolled)

2026 Non-Degree Application

Open Application Cancel

[Start New Application](#)

## 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 vertical 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 form with the following fields: Name (with sub-fields for First (Given), Middle, and Last (Family)), and a partially visible 'Suffix' field.

## 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 vertical 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 a form with the following questions: '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?'. Each question has a dropdown menu for the answer. 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](mailto:dual-enrollment@dce.ufl.edu) for assistance.

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

### Dual Enrollment High School Information

If the school listed here is not where you are currently attending high school, please click the name of the school to update it.

High School Name - Click to add or update

Click Here to Add Your High School

High School Information

District Student ID Number  
(If you do not have a District Student ID Number, please enter all 0's)  
Your unique student ID number provided by your high school

High School Counselor Information

Counselor Name

Counselor Phone Number  
Example: 5555555555  
10 characters remaining

Counselor Email

Continue

Dual Enrollment High School Widget

Please type the name of your high school slowly to choose from the auto-suggest list.  
This allows us to validate your high school information without delay!

High School Name

Save Cancel

Dual Enrollment High School Widget

Please type the name of your high school slowly to choose from the auto-suggest list.  
This allows us to validate your high school information without delay!

High School Name

Gainesville High  
Buchholz High School  
Gainesville, FL  
Eastside High School  
Gainesville, FL  
Gainesville High School  
Gainesville, FL  
Sia Technical Charter High Sch  
Gainesville, FL  
W Travis Loftin High School  
Gainesville, FL

Save Cancel

**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

[Home](#)  
[Application Details](#)  
[Personal Background](#)  
[Conduct Information](#)  
[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

### 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

## 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.



## 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

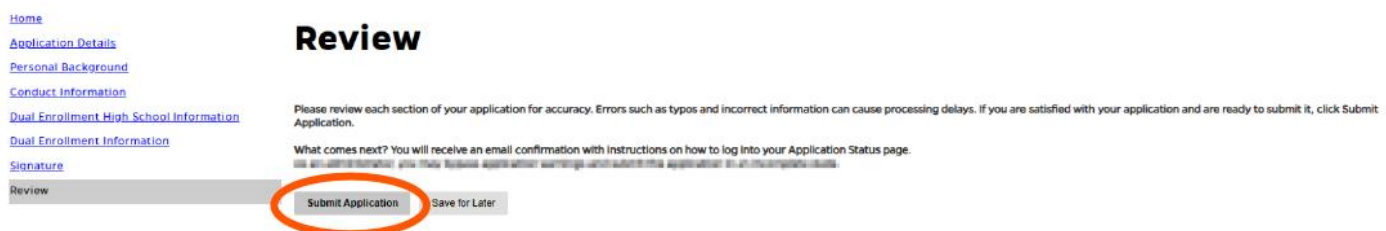
Please review each section of your application for accuracy. Errors such as typos and incorrect information can cause processing delays. If you are satisfied with your application and are ready to submit it, click Submit Application.

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                                                    |
|---------------------------------------------|----------------------------------------------------------------------------|
| <a href="#">Dual Enrollment Information</a> | Please complete the Dual Enrollment Information page. All fields required. |

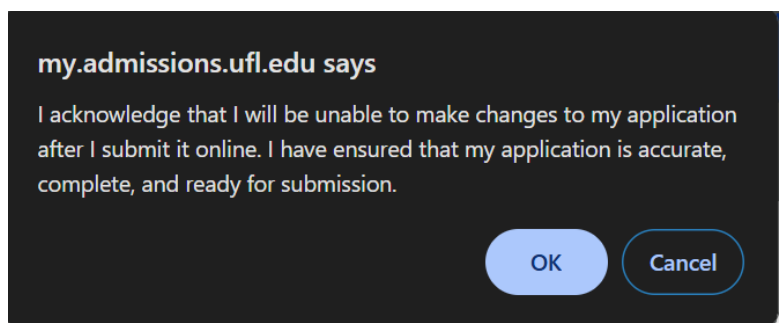
- Example of successful message on the Review page:



**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.



## **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](mailto:dual-enrollment@dce.ufl.edu)**