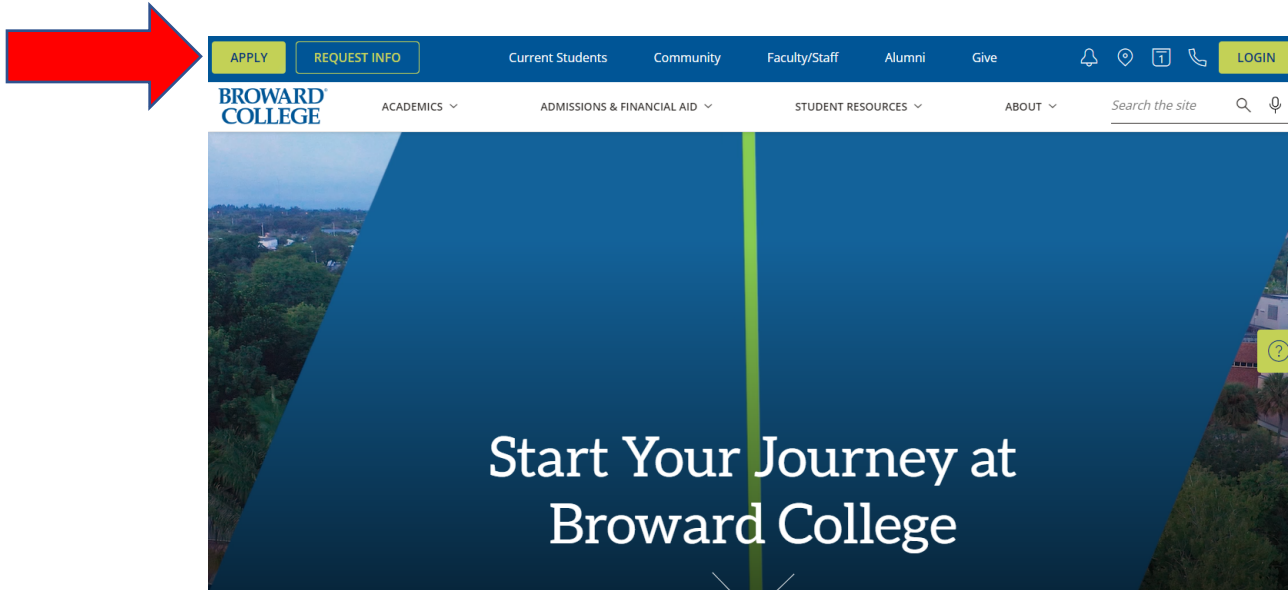


Applying to Broward College A Guide for New Dual Enrollment Students

Step 1: Access the Broward College website at www.broward.edu and click on **Apply**.



Step 2: Click **Create an Account**.

BROWARD COLLEGE HAS A NEW APPLICATION SYSTEM TO BETTER SERVE YOU.

Create an account to access the application dashboard where you can start a new application or manage an existing one.

Create an account

Use this link if you:

- have never applied to Broward College (BC).
- applied to or attended any program offered at BC more than one year ago.
- are a current student now applying for a Limited Access (e.g. Nursing, EMT) or Bachelor's degree program.
- are a current Dual Enrollment student now applying for a degree-seeking program.
- want to check the status of an application you submitted prior to January 31, 2023***

***Your previously submitted application(s) will be automatically synced to your applicant dashboard shortly after you create an account. **DO NOT REAPPLY OR SUBMIT A NEW APPLICATION.**

CREATE AN ACCOUNT

Step 3: As a new user/student, you will need to fill in the information requested below and click the blue **Submit** button.

Start your application for admissions by creating an account

Please enter your first name (given name) and last name (family name) with proper capitalization and as it appears on your government issued identification without *special characters*. For example: John Smith


You will use the personal email address provided below to log into the Broward College Application Portal to complete and view your application. This is also the email we'll use to communicate with you about your admission to Broward College. Please make sure you provide a valid email address that you check frequently.

If you already submitted an application on or after January 31, 2023 log into your account by clicking on the "Log In" icon at the top of this page.

If you have questions about this sign up page or receive an error, please visit our [FAQ](#) or contact us at 954-201-7521 for assistance.

• **First Name**

• **Last Name**


• **mm/dd/yyyy** 

Date of Birth

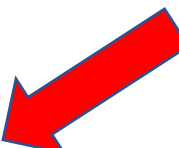
• **Email Address**

• **Confirm Email Address**

• **Mobile Phone Number**

☐ I'm not a robot 

SUBMIT

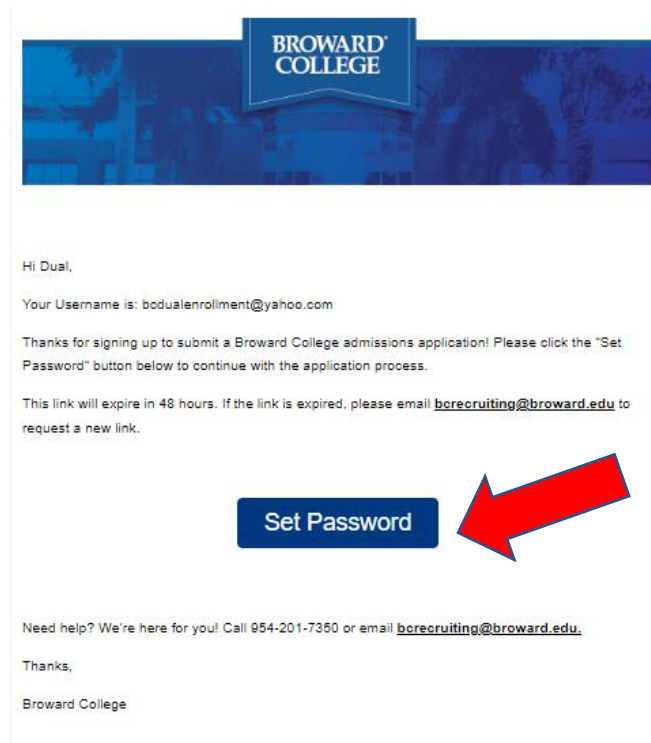


Step 4: You will see this confirmation as shown below. Check your email for a link to a page where you can set your password.

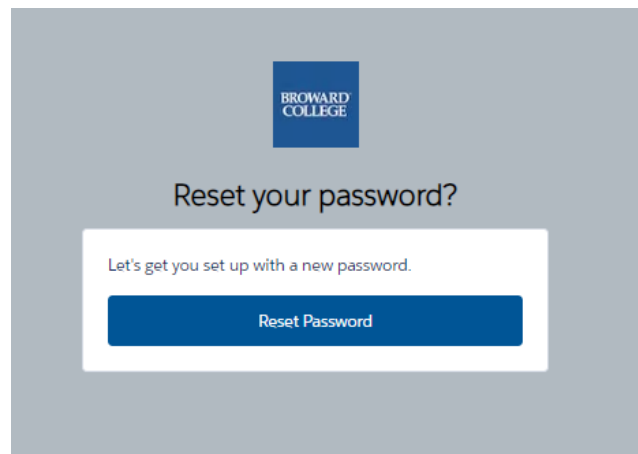
Thank you for registering!

You have been sent an email with a link to a page where you can set your password. If you don't see the email, please check your spam/junk/promotions folder.

Step 5: You will receive an email to the personal email you created your account with. Go to that email and click **Set Password** as show below.



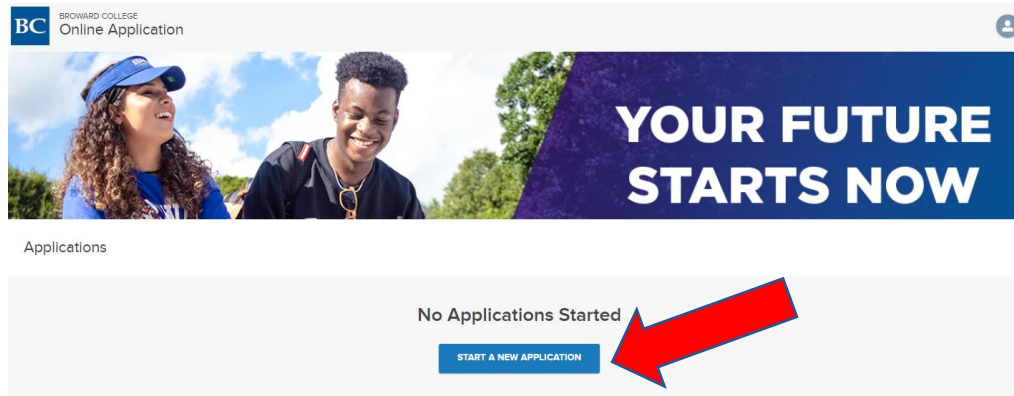
Step 6: After clicking Set Password above, you will see the below. Click on **Reset Password**.



Step 7: Enter your password below and click **Save Password**.

This is a screenshot of a web form titled "Save Password". It has two input fields: "New Password" and "Confirm New Password". Both fields are currently empty and have a series of dots (masking) below them. Below the input fields, there is a red text message that says "Your password must be a minimum of eight characters and must include letters, numbers and special characters." At the bottom right of the form is a blue button with the text "SAVE PASSWORD".

Step 8: After you have set up your password, you can click on **Start New Application**.



Step 9: Start completing your **New Application**. Choose **Yes** from the drop-down menu that asks:

Are applying to Broward College's Dual Enrollment/College Academy program to earn college credits or an Associate of Arts (A.A.) degree while still attending high school?

Select your semester of enrollment and click **Start Application**.

New Application

Are you applying for Broward College's Dual Enrollment/College Academy program to earn college credit or an Associate of Arts (A.A.) degree while still attending high school?

Yes

[Not sure? Our Dual Enrollment program is a program for current high school students to earn both high school and college credit at the same time.](#)

Term

Please select one

START APPLICATION

Step 10: You will then come to the below screen. Read it carefully. Here are some **Notes**:

- You **will** need your Social Security number on this application if you are a US Citizen or Permanent Resident.
- You **will not** need any immigration documents as listed below as dual enrollment students are not required to prove immigration status or FL residency.
- You can save your progress and log back into the application if you cannot complete it all at one time.

- You can click on the Navigation Menu on the left to see where you are in each section and which sections are complete.
- **Acknowledge** and **Save and Continue**.

We are excited you are here!

Before you start, please take note of these helpful tips:

Documentation: You may need some of the following documents to complete the application process:

- Social Security Number
- Immigration documents to include (Passport, Visa, Permanent Resident Card, Employment Authorization Card, etc.)
- Professional licenses (RN, FAA, EMT)
- Professional Certifications (CPR, ACLS)
- Unofficial Transcripts
- Unofficial Test Scores

Save Your Progress: As you complete your application, we recommend selecting the "Save and Continue" button as frequently as possible. This will help ensure that your progress is always saved and up to date.

Navigation Menu Guide: To access the various sections of the application and monitor your progress, please follow these steps:

1. **Expanding the Sidebar:** Click on the navigation menu located on the left. This will expand the sidebar, revealing the different sections you need to complete.
2. **Tracking Your Progress:** As you start answering questions in a specific section, the circle indicator to its left will turn yellow. Once you've completed all questions in that section, the circle will change to green, signifying that the section is fully completed.
3. **Updating Application Type:** While you're within the application, you can also utilize the navigation menu to modify your program of study, commonly referred as the application type.

Application Fee: A one-time non-refundable application fee of \$35 or \$75 will be assessed depending on your immigration/citizenship status. Although the application has a required non-refundable fee, you can complete and submit the application now and pay the fee later. High School Dual Enrollment and Early Admission students are not charged this fee.

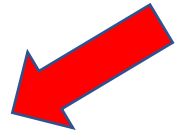
Ask for Help: If you're stumped by a question let us know. We're here to help. For application assistance, you can:

- Call us at 954-261-7350 (accessible 24 hours a day, 7 days a week)
- Email us at bncounseling@broward.edu
- [Join our virtual assistance line](#)

• I have read and acknowledge the above helpful tips

☒ I acknowledge

SAVE AND CONTINUE



Step 11: Scroll down to start completing the next sections of the application. You will complete the following listed sections:

- Personal Information
- Contact Information
- Emergency Contact Information
- High School Information
- Enrollment History
 - If you select that you did complete **dual enrollment credits at another institution**, you will also need to fill out the section called "College Information".
- Additional Information

After you have completed all sections, you will click the **Save and Review Application** blue button on your application.

Step 12: Scroll down and re-review your application on the left-hand side of the webpage. Once you are sure all information is correct, you can click **Submit Your Application**.

BROWARD COLLEGE

Review Your Application

Sign Out

Helpful Tips

✎ edit

We are excited you are here!

Before you start, please take note of these helpful tips:

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99% COMPLETE

SUBMIT YOUR APPLICATION

Step 13: Click the check box that you certify all is true and correct and click **Verify and Submit**.

Verify & Submit

I hereby certify that the information provided on this application is accurate and complete.

I verify all is true and correct



Electronic Signature

Type your name here

BACK TO APPLICATION

VERIFY & SUBMIT

Once you receive the below message, this is confirmation your application has been submitted.

*****Please note, you will receive an email *within 24 hours* with your official welcome letter, next steps, and BC Username, BC Email, and BC ID number.**

Thank you for submitting your application!

You may log back in at any time to check the progress of your application. Check your personal email box tomorrow for your official welcome letter and your next steps on becoming a Seahawk.

Welcome to Seahawk Nation!

Expert Tip: Add all @broward.edu emails to your safe senders list for the email address you provided. Not doing so may cause undelivered emails.

[Return Home](#)

You will see the below once your application is 100 % complete. **Please note, the checklist below shows you will need to provide your official high school transcripts, but you do not as a dual**

enrollment student. Do not send your official high school transcripts to BC while you are a dual enrollment student.

Dual Enrollment

STARTED ON Mon, January 23, 2023 EST
DUE ON Wed, October 18, 2023 EDT

100%

COMPLETE

Application - Submitted

Congratulations! Your application is under review.

REVIEW APPLICATION

[Withdraw Application](#)

[Start a New Application](#)

Checklist

✖

Transcript from Cooper City High School not received.

✖

Transcript from Doral College not received.

Once you have your **BC email and user ID information**, you can proceed with the next steps in the dual enrollment process. Go to www.broward.edu/dual and click on **New Students**. Follow the steps for enrollment which include testing, if required, and completing your **Dual Enrollment Recommendation Form** for each term by the **deadline dates**.