

[Broward College Dual Enrollment - Updated Plan Due to COVID 19](#)

Due to COVID 19, Broward College is updating and altering the process for how students and counselors complete the DE Enrollment Process.

Please note, currently remote testing for Broward College is not available and we are working on a solution. At this time, college level test score requirements remain the same per guidance from the state due to State Board Rule. If something changes, we will advise you.

Students and counselors will be required to complete a writable PDF version of the **Dual Enrollment Recommendation Form**.

High schools/counselors will be required to send the DE Recommendation Form to students for them to access and complete.

Danny Tritto from the School District will work with SBBC high schools to advise how best to communicate the information to students.

GPA Verification: Please enter the unweighted HS GPA on the DE Recommendation Form. BC will verify the GPA with a report that will be provided to BC from the School District by high school for School Board of Broward County Schools.

Charter schools will need to provide their own report by school to Alexis Kitchman with a list of unweighted HS GPA's. Please ask for assistance if you need to know how to do this.

You will not need to send an A14 as you have in the past for now.

We will be rolling out the process in phases for counselors and students.

Phase I – Continuing DE Students

Step 1: Counselors send DE Form to continuing dual enrollment students.

Step 2: Students fill out the form and send back to the high school counselor.

Step 3: Counselor and student discuss Broward College course selection via phone, email, etc.

Step 4: Counselor completes the **Dual Enrollment Recommendation Form** with recommended courses and number of approved credits for each student who still meets the unweighted high school GPA minimum of 3.0 and who already has qualifying test scores.

Step 5: Counselor emails completed forms to dualform@broward.edu. ***Each email sent must include the name of the high school in the subject line of the email.*** For example, "Nova High School". You can send forms individually or in bulk as you receive them.

ALL FORMS MUST COME DIRECTLY FROM THE HIGH SCHOOL COUNSELOR. NO FORMS WILL BE ACCEPTED FROM STUDENTS OR PARENTS.

All of these forms are **DUE MAY 1, 2020**.

Phase II – New Students with test scores

Step 1: Counselors confirm students have qualifying GPA and test scores.

Step 2: Counselors send DE Form to qualifying students.

Step 3: Students apply to BC online, fill out the DE Form, and send back to the high school counselor.

Step 4: Counselor and student discuss Broward College course selection via phone, email, etc.

Step 5: Counselor sends qualifying test scores (PDF or A21 screen) along with the completed **Dual Enrollment Recommendation Form** for each student with recommended courses and number of approved credits.

Step 6: Counselor emails completed forms to dualform@broward.edu. ***Each email sent must include the name of your school in the subject line of the email.*** For example, “Nova High School”. You can send forms individually or in bulk.

ALL FORMS MUST COME DIRECTLY FROM THE HIGH SCHOOL COUNSELOR. NO FORMS WILL BE ACCEPTED FROM STUDENTS OR PARENTS.

All of these forms are **DUE MAY 22, 2020**.

*****Please note, if you have these forms done before these due dates, you are more than welcome to start emailing them to dualform@broward.edu. Each email must contain the name of your high school in the subject line.**

Phase III – New Students with no test scores - UPDATE

Step 1: Counselor confirms student has qualifying GPA. Student applies to BC online. Counselor provides **DE Testing Referral Form**.

Step 2: Student provides test scores to counselor to verify qualified scores achieved.

Step 3: Counselor sends **DE Recommendation Form** to qualifying students.

Step 4: Students fills out the **DE Recommendation Form** and sends back to the high school counselor.

Step 5: Counselor and student discuss Broward College course selection via phone, email, etc.

Step 6: Counselor sends **DE Recommendation Form** for each student with recommended courses and number of approved credits filled in. (There should be no need to send test scores if PERT test was taken here at BC.)

Step 7: Counselor emails completed forms to dualform@broward.edu. ***Each email sent must include the name of your school in the subject line of the email.*** For example, “Nova High School”. You can send forms individually or in bulk.

ALL FORMS MUST COME DIRECTLY FROM THE HIGH SCHOOL COUNSELOR. NO FORMS WILL BE ACCEPTED FROM STUDENTS OR PARENTS.

All of these forms are **DUE JUNE 1, 2020**.

Fall Term 2020 DE Registration Begins June 12, 2020.