



# NEW STUDENT Dual Enrollment Checklist



**STEP 1:** Verify with your counselor that you have:

- minimum 3.0 unweighted high school grade point average (GPA)
- minimum College-level test scores or College Readiness using Alternative Methods of Placement in all areas - Writing/English, Reading, and Math:

<https://www.broward.edu/academics/dual-enrollment/eligibility-requirements.html>

**STEP 2:** Complete a Broward College application. Apply as a dual enrollment student. After you apply, you will receive an email with your BC username (email) and BC Student ID number. It may take up to 24 hours to receive the email and for the system to allow you to log in with your BC credentials.

**BC Username (email):** \_\_\_\_\_

**BC Student ID Number:** \_\_\_\_\_

**STEP 3:** Complete the online **Dual Enrollment Recommendation Form** here:

<https://www.broward.edu/academics/dual-enrollment/students.html#nav-tabs-student-info-newstudents>

**STEP 3A:** Complete the **Broward College Dual Enrollment Parent/Legal Guardian Form**. Only legal signatures will be accepted. No typed fonts will be accepted as a signature. Once the form is signed and submitted by you, your form will be routed to the school you chose (Nova High School) on the form for review and approval.

**STEP 4:** You will receive an email from Ms. Mainer, our Dual Enrollment Liaison, with the next steps.

**STEP 5:** On registration day, log in to your BC One Access account and register for your approved course(s).

**STEP 6:** Print a copy of your schedule and attach it to the **Nova High School Dual Enrollment Student-Parent Agreement Form**.

	SUMMER	FALL	SPRING
<b>DEADLINE</b>			
<b>REGISTRATION BEGINS</b>			