

STEPS FOR ENROLLMENT

Step 1: Confirm with your school counselor you meet the eligibility requirements.

Note: If you need to take a Common Placement Test, you will need to:

- Apply to BC (see Step 2)
- Notify your school counselor and they will notify the Dual Enrollment Department.
- You will then receive a link to your BC email for remote testing. *(This is subject to change when the Testing Center reopens at the College.)*

Step 2: Submit a Broward College [online application](#). Access the [Guide To Apply Online](#) for assistance.

Please ensure you know your **BC user ID, password** and **BC ID #** as you will need them to log into your BC account.

Step 3: Complete the online [Dual Enrollment Recommendation Form](#). You will need your BC user ID and password to log into your BC One Access account to complete this form.

Your form will be routed to your parent/legal guardian for approval. Once the form is approved by your parent/legal guardian, your form will be routed to the school you chose on your form for approval.

PARENTS: Here is a [guide](#) to walk you through setting up your online account to approve the student's Dual Enrollment Recommendation Form.

Step 4: When Broward College has approved your form (after having been approved by your school), you will receive an email that includes the number of credits you are allowed to take and the course choices your counselor has approved. *(Continuing students skip to step 6.)*

Step 5: NEW Students: Before registering for your courses, please complete the online **New Student Orientation**. You may access the orientation by logging into your [BC One Access](#) account and clicking on the tile "Welcome Seahawk! New Student Orientation".

Step 6: Log into your [BC One Access](#) account and register for your approved courses. You can find the first day of registration for DE students on the [Academic Calendar](#). Access the [Steps to Register](#) document for assistance.

Step 7: Provide a copy of your schedule to your school counselor.

Step 8: It is time to get your books! About three weeks before the term begins, books will be available to order online or you may go to the bookstore and pick up your books. Visit the [Bookstore website](#) for hours of operation.

Public and Charter School Students: You are not responsible for the cost of your textbooks. Follow these instructions on how to [order your books online](#).
Private School Students: You are responsible for the cost of your textbooks.

Step 9 (if needed): If you are receiving any kind of disability services at your school, these services do not automatically transfer to BC when you become a student. You will need to visit the [Accessibility Resources Office](#) and work with an advisor to determine if those same services can be provided here at Broward College.