

Broward College Dual Enrollment & Early Admissions
FALL 2022
Application Instructions and Eligibility Information
(READ CAREFULLY)

DEADLINES

Deadline for students to meet all eligibility requirements and forms:

- Complete BC Application (if this will be your first semester as a Dual Enrollment student or continuing Early admissions student).
- Email pdf attachment of your Accuplacer test results to your School Counselor **by the end of the school day (2:40 PM) on Monday April 18, 2022.**
- Complete the online Dual Enrollment Recommendation Form **by the end of the school day (2:40 PM) on Friday April 22, 2022.** Note: Early Admissions will need to also complete this form.

This deadline will not be extended in order to ensure students are ready to register on the first day of registration (May 23, 2022). Any applications received after the deadline of April 22, 2022 will NOT be processed.

ELIGIBILITY REQUIREMENTS

Initial Eligibility

- Be enrolled as a student in a Florida public or non-public secondary school or home education program in Broward County
- Minimum **3.0 unweighted high school grade point average (GPA)** needed prior to applying.
- College level test scores in all areas – English, Reading and Math

STEPS FOR ENROLLMENT

- Go to broward.edu/dual.
- Click on the tile for Students.
- Scroll down to HOW TO GET STARTED. Choose the tab for your school type. Then follow steps below:

Step 1-Apply to BC at [BC Application](#)

Step 2-Fill out the [Remote Testing Request Form](#).

- Once you have filled out the **Remote Testing Request Form**, you will receive a voucher at your **personal email address** listed on the request. It may take up to 5 business days to receive the voucher.
- Follow the instructions in the email and schedule a remote testing session.
- Your scores are available at the end of the exam.

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

Note: If you are a NEW student, you will need to log into your BC One Access Account and set up your account and security questions BEFORE you will be able to click on the link below in Step 3 to complete the Dual Enrollment Recommendation online form.

For more information on Dual Enrollment and Early Admissions:
<https://www.broward.edu/academics/dual-enrollment/>

Step 3: Complete the online [Dual Enrollment Recommendation Form](#). **(Please make sure that your form reads FALL)**

You will need your **BC user ID** and **password** to log into your **BC One Access Account** to complete this form. **Note: See deadline dates for form submission.**

IMPORTANT: Once your form has been completed by you, your parent/guardian must print and complete the Broward College Dual Enrollment Parent/legal guardian Form, sign it and upload the form as an attachment.

Then, when the form is signed and submitted, your form will be routed to the school you chose on your form for review and approval.

Student Responsibility

- You will complete the steps above to access the online Dual Enrollment Recommendation Form.
- Complete the Student Sections as required.

Parent Responsibility

- Locate the Parent Guide at broward.edu/dual.
- Complete the Broward College Dual Enrollment Parent/legal guardian Form that requires your signature.
- This form must be printed, signed, and uploaded as an attached

Counselor Responsibility

- Counselors will complete the approval portion of the DE Recommendation Form in order of receipt in the Dynamic Forms System.
- Counselors will then submit forms to Broward College for entry.

What happens next?

1. **Your DE Online Recommendation Form must be completed by you and approved by your parent, no later than the end of the school day (2:40 PM) on April 22, 2021.** Then your counselor will be able to view and approve it online.
2. Once your parent, counselor and BC have approved your form, you will receive an email (in your BC account) with confirmation of your 8 **possible** approved courses for Fall Term. * **Please note that 9th & 10th grade students may only take 1 course at BC, 11th grade students may take 1 course at CGHS and 1 course at BC, and 12th grade students may take 1 course at CGHS and 2 courses at BC.**
3. Register for your class(es) through your BC account. The date you may **begin** registering is **May 23, 2022.**
4. Students must submit a copy of their BC schedule to their school counselor. Retrieve schedule from MyBC>Registration>MySchedule. Save as a PDF and email to your counselor.

These directions are for students whose counselor has returned their form to the student to update or revise.

How to Access DE form – Directions for Students

1. Student clicks on link to Summer DE Form.
2. Student will be prompted to log into BC One Access Account.
3. Student should click on “My Forms” at the top right-hand side of website.
4. Click on “Pending/Draft Forms”.
5. Look for the form with a “Status” that says “Returned”.
6. Click on “Actions” and choose “Complete Form” from the drop-down menu.
7. Student can update form, sign form, and re-submit form for it to be routed to the school counselor for review.

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