

Dual Enrollment Returning Student Checklist

Student Name: _____

BC ID#: _____

1. Meet your continued eligibility requirements:
- ✓ Complete a Dual Enrollment Recommendation Form each term with parent/legal guardian, student, school counselor and principal signatures
 - ✓ Maintain a 3.0 unweighted high school GPA
 - ✓ Maintain a 2.0 Broward College GPA
 - ✓ Earn a grade of "C" or better in each college course – Students who receive a "D" or "F" grade will be removed from program.
 - ✓ Early Admission students who receive a "D" or "F" grade may only be allowed to continue taking courses if approved by the school counselor from the high school and still meet eligibility requirements.

2. Review possible courses with your School Counselor / Magnet Coordinator by using the following resources:
- Broward College's Career Path Program Maps
<http://www.broward.edu/academics/programs/Pages/default.aspx>
 - Broward College's Dual Enrollment Course List
<https://www.broward.edu/academics/cpl/dual/Documents/ApprovedCourseList.pdf>

3. List some "Approved" and "Alternate" courses you would like to register for and discuss with School Counselor / Magnet Coordinator:

Sample Approved Courses and Alternates <i>(must be approved by School Counselor)</i>			
APPROVED COURSE ID	CREDIT HOURS	ALTERNATE COURSE ID	CREDIT HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Meet with School Counselor / Magnet Coordinator to select classes and complete the *Dual Enrollment Recommendation Form*. Please review form with parent/guardian and acquire signatures requested.
5. Provide your School Counselor / Magnet Coordinator with signed/completed *Dual Enrollment Recommendation Form* by Registration Deadline – No Exceptions!
6. [Register online](#) for approved classes listed on your *Dual Enrollment Recommendation Form* during the published [19-20 Registration Dates](#) on BC site. Access the [Steps to Register](#) document for assistance. Be mindful when choosing the session you will be taking course in, some are shorter than others! – see [19-20 Academic Calendar](#) for details.
7. Print out a copy of your BC course schedule and present it to your School Counselor/Magnet Coordinator.
8. Collect textbooks by bringing a copy of your "Dual Enrollment Recommendation Form" and a copy of your BC schedule to the bookstore to obtain their textbooks. Students who are taking courses at their high school site can obtain their textbooks from their high school directly. For bookstore locations and hours, please visit the [Broward College Bookstore](#) website.
9. If you will be parking on campus, you will need to order your [parking decal](#) online. You can obtain your BC Student ID card at any student life office.
10. View the [19-20 Academic Calendar](#) for information pertaining to the Last day to DROP / WITHDRAW from a Dual Enrollment Course(s). **YOU MUST NOTIFY YOUR COUNSELOR PRIOR TO MAKING CHANGES!**
All grades, including "W" for Withdrawal and "WN" for Withdrawal for Non-Attendance, become a part of the student's permanent college transcript, count as an attempt on a course and could have a negative effect on future college admissions, scholarship opportunities, and/or financial aid.