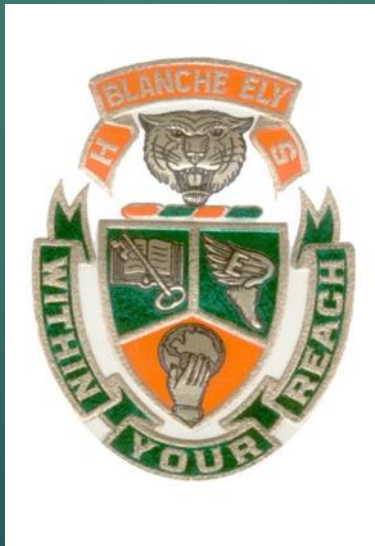


Dual Enrollment

September 2020



What is Dual Enrollment (DE)?

The Dual Enrollment Program is an accelerated program that allows eligible school secondary students to take postsecondary coursework and simultaneously earn both high school and college credits, saving both time and money! Dual Enrollment students are exempt from the payment of application fees, tuition and laboratory fees. College courses are offered at Broward College campuses and centers, including the Broward College Online campus, and at several high school campuses.

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

What is Early Admission (EA)?

Early Admission is a form of dual enrollment that allows eligible high school **seniors** to enroll in at least 12 credits per term for the Fall and Spring semesters and maintain a college GPA of 2.0 or greater. Early admission students wishing to matriculate to Broward College will need to submit their final high school transcript showing their graduation date.

- ▶ Admission for Fall semester **ONLY**
- ▶ Can switch from EA to DE but not DE to EA
- ▶ Cont. Eligibility
 - ▶ 2.0 BC GPA, 3.0 HS unweighted GPA



BCPS Dual Enrollment (DE) Guidelines by Grade

Grades 9-10 Guidelines

- ▶ Students who meet the DE criteria may take **one* DE course per semester at BC, FAU or UF** for a maximum total of two courses during the school year.
- ▶ At BC, students may also take one course during any summer term; however, only one course may be taken in total during the entire summer period**.
- ▶ The DE class may be taken on the college campus, on the high school campus, or online.

*Courses with a required lab are considered one course, even though the lab is a separate course for registration purposes.

**Students are promoted to the next grade level at the conclusion of the Spring semester. During the Summer semester, the student's grade level will be considered the same as the grade level to which the student will rise to in the Fall semester.

BCPS Dual Enrollment (DE) Guidelines by Grade

Grade 11 Guidelines

- ▶ Students may take a total of **two* DE courses per semester one of which may be at BC, FAU, UF, or any combination of those schools** for a maximum total of four courses during the school year.
- ▶ At BC, students may also take one course during any summer term; however, only one course may be taken in total during the entire summer period**.
- ▶ Both DE courses may be taken on the high school campus; however, students may take a maximum of one DE course on the college campus or online. The second DE course must be taken on the high school campus.

*Courses with a required lab are considered one course, even though the lab is a separate course for registration purposes.

**Students are promoted to the next grade level at the conclusion of the Spring semester. During the Summer semester, the student's grade level will be considered the same as the grade level to which the student will rise to in the Fall semester.

BCPS Dual Enrollment (DE) Guidelines by Grade

Grade 12 Guidelines

- ▶ Students may take a total of **three* DE courses per semester two of which may be at BC, FAU, UF, or any combination of those schools** for a maximum total of six courses during the school year.
- ▶ At BC, students may also take one course during any summer term before 12th grade; however, only one course may be taken in total during the entire summer period**.
- ▶ All DE courses may be taken on the high school campus; however, students may take a maximum of two DE courses on the college campus or online. The remaining DE course(s) must be taken on the high school campus.

*Courses with a required lab are considered one course, even though the lab is a separate course for registration purposes.

**Students are promoted to the next grade level at the conclusion of the Spring semester. During the Summer semester, the student's grade level will be considered the same as the grade level to which the student will rise to in the Fall semester.



www.broward.edu

Dual Enrollment

INITIAL ELIGIBILITY REQUIREMENTS

Test Type	English	Reading	Math
SAT	25+ (Writing & Language)	24+ (Reading)	24 – 26.4 (MAT1033) 26.5 + (MAC1105)
ACT	17 + (English)	19+ (Reading)	19-20 (MAT1033) 21+ (MAC1105)
PERT	103+ (Writing) <u>and</u> 106+ (Reading)	106+ (Reading)	114-122 (MAT1033) 123+ (MAC1105)
ACCUPLACER Next Gen	245+	245+	242 – 258 (MAC1105C) 259+ (MAC1105)

- Minimum 3.0 unweighted or cumulative GPA
- College level test scores in all areas – English, Reading and Math
- Must **apply to BC** and obtain a BC ID # before testing.
- Must use information in email from BC to electronically request PERT tests.
- Each Re-take is \$18.50

CONTINUED ELIGIBILITY REQUIREMENTS

STUDENTS MUST:

- ▶ 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
- ▶ 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 all other eligibility requirements.

BC DUAL ENROLLMENT COURSE OFFERED @ BEHS

- ▶ **SLS1001** – A course for first time in college students. It provides opportunities to learn about Broward College and higher education, acquire and practice learning strategies, explore personal learning styles, identify career options, and develop skills for lifelong and responsible citizens.
- ▶ **Eligibility**
 - ▶ **2.5 to 2.9 unweighted GPA and no test score is required.** Senior Year only
 - ▶ 2.5 – 2.9 Unweighted HS GPA or
 - ▶ 3.0 – 3.5 Unweighted HS GPA AND college level placement on the SAT, ACT or PERT
 - ▶ Same Process as all DE students
 - ▶ The **SLS1001** class will be one of the 8 classes on your high school schedule

DEADLINES

▶ **SPRING TERM 2021**

- ▶ Application Deadline – Monday, September 28, 2020
- ▶ Registration Deadline – Wednesday, October 28, 2020

▶ **SUMMER TERM 2021**

- ▶ Application Deadline: Tuesday, January 28, 2021
- ▶ Registration Date: Monday, March 8, 2021

**** It is the responsibility of the student to meet submission deadlines ****

- **Students can only submit one DE Electronic Form per term.**
- Students will not be able to submit a DE form after the deadline.

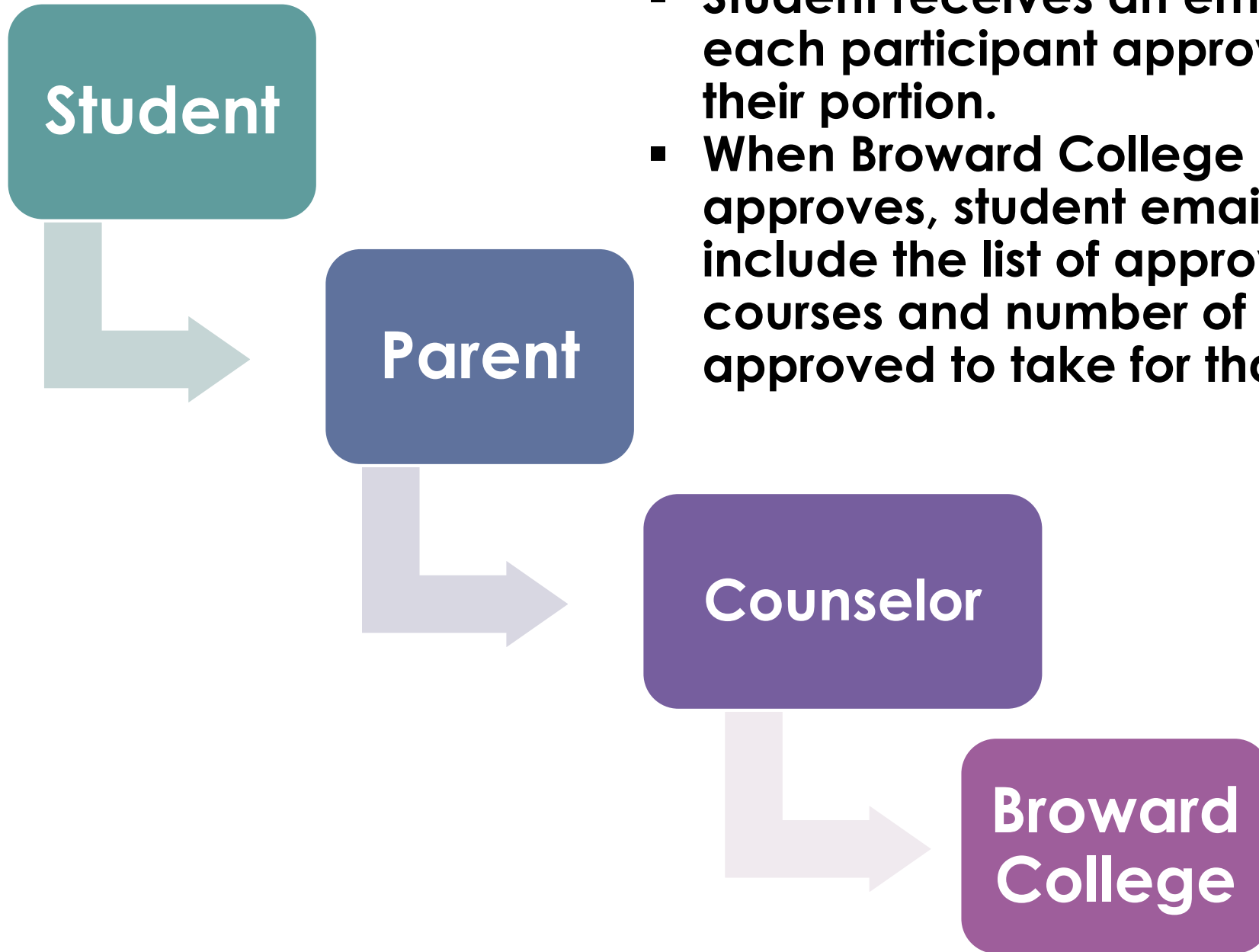


Important Updates

- ▶ The Broward College Dual Enrollment process is completely electronic
- ▶ All DE Forms must be completed electronically
- ▶ Become familiar with the DE website **as a resource** www.broward.edu/dual
- ▶ **Students can only submit one DE Electronic Form per term.**
- ▶ Students will not be able to submit a DE form after the deadline.
- ▶ Classes taken at Broward College cannot begin prior to period 8 pm.
- ▶ Classes taken at Broward College would require you to drop a class from your BEHS schedule. For seniors this may impact your rank, etc. For a full and detailed explanation on this issue, please see your school counselor.



DE Form Approval Path



- Student receives an email as each participant approves their portion.
- When Broward College approves, student email will include the list of approved courses and number of credits approved to take for that term.

Students - Keys for Success

- Must know [BC User ID, Password](#) and [BC ID #](#).
 - Counselor does not have this information
- Student must check their [BC email for next step](#).
- Become comfortable with using www.broward.edu/dual as a resource.

HOW TO GET STARTED

Dual Enrollment (DE) Starts with the Student

- ▶ Students will need to go to the Broward College DE Website to complete the **Application form** - www.broward.edu/dual.
- ▶ **Students must apply to Broward College first or they cannot complete the DE form online.**
- ▶ **Student Guide:**

**BROWARD
COLLEGE**

**Student Guide: How to Access the Dual
Enrollment Recommendation Form**

- 1) Go to www.broward.edu/dual.
- 2) Click on the tile for [Students](#).
- 3) Scroll down to [HOW TO GET STARTED](#). Choose the tab for your school type.
 - a. [New](#) students should start with [Step 1](#).
 - b. [Continuing](#) students should start with [Step 3](#).
- 4) Under [Step 3](#) click on the link for [Dual Enrollment Recommendation Form](#).
- 5) You will be prompted to log into your [BC One Access Account](#) and fill out your [Dual Enrollment Recommendation Form](#).

Students Guide

How to Access Dual Enrollment (DE) Recommendation Form

PUBLIC, CHARTER & PRIVATE SCHOOL STUDENT

HOME SCHOOL STUDENTS

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

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.

Testing

Testing Centers at Broward College provide remote virtual testing only at this time. Visit the [Testing Center](#) for PERT and ACCUPLACER study guide questions and testing center locations and times.

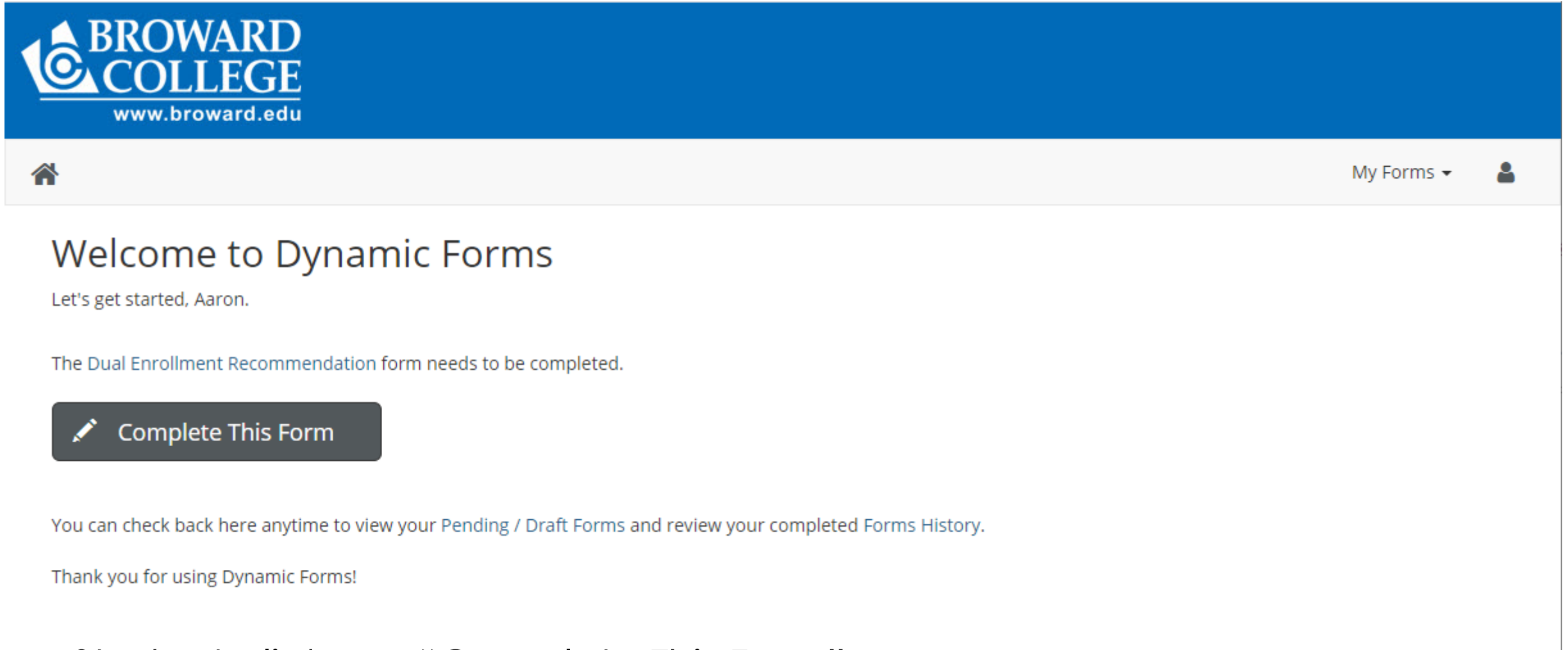
First test is Free • First retest after 24 hours • All other retests must wait 30 days between each retest attempt

- No more use of PSAT or FSA scores for [Spring term 2021](#)
- Challenges - Remote PERT
- Moving toward [Accuplacer Next Gen](#) – See www.broward.edu/dual for cut off scores.
- No more use of the [Testing Referral Form](#) by counselors.
- Process Student Testing
 - 1) Students apply to BC online
 - 2) Students notify School Counselor they wish to test
 - 3) Counselor notifies BC with a list of students
 - 4) BC sends list to Testing Center
 - 5) Testing Center creates voucher for each student
 - 6) Testing Center sends voucher to student via their [BC Email \(5-7 days\)](#)
[Counselor does not have this information. Student must check their BC email for next step.](#)
 - 7) Student takes test and downloads scores in PDF (sends to counselor)

Testing (cont.)

- Student can share scores with counselor
- Will assume scores valid until otherwise proven
 - Reviewed by Artificial Intelligence and must review further if needed
- Re-takes
 - Student will be notified first in BC email to pay
 - Student pays, THEN student receives voucher to test
- Review guides for Accuplacer at www.broward.edu/testing.
- Students can access scores at any time through Student Portal
 - Link in email for voucher.

What student sees after clicking on link at DE website and logging into BC One Access Account.




The screenshot shows the Broward College Dynamic Forms interface. At the top left is the Broward College logo with the URL www.broward.edu. A navigation bar contains a home icon, the text "My Forms" with a dropdown arrow, and a user profile icon. The main content area features a large heading "Welcome to Dynamic Forms" followed by a personalized greeting "Let's get started, Aaron." Below this is a message: "The Dual Enrollment Recommendation form needs to be completed." A prominent dark button with a pencil icon and the text "Complete This Form" is displayed. Further down, there is a link to view "Pending / Draft Forms" and a "Forms History" link. The page concludes with a thank you message: "Thank you for using Dynamic Forms!"

- Student clicks on “Complete This Form”.

Student receives confirmation message after form submitted.



You have successfully submitted a Dual Enrollment Recommendation Form. For further processing, the parent or legal guardian you specified must provide their signature. The form will be routed to your high school counselor after your parent/guardian has signed. Please ask him/her to review their e-mail for the next step. For more information, please visit our [Dual Enrollment Home Page](#).

 View Form PDF

Dual Enrollment home page <https://www.broward.edu/academics/dual-enrollment/students.html>

Parent

Steps

- 1) Receives email from forms@broward.edu
- 2) Logins to sign form (1st time users need to set up account)
- 3) Signs form and form will be routed for approval to the high school chosen by student.
- 4) See **Parent Guide** at www.broward.edu/dual.

****If student types parent email *incorrectly*, they will need assistance from BC to update the email address on the form. Your counselor cannot do this. Email dual@broward.edu and they will assist.**

****This may delay the process so make sure the information you enter is correct.**

COUNSELOR

- After student completes and submits the **Dual Enrollment Recommendation Form** on Dynamic Forms, it is routed to the parent.
- After parent creates an account, completes and signs the form, it is routed to the school counselor who will review and process the form to meet BC deadline.

SPRING TERM 2021

Application Deadline – Monday, September 28, 2020

Course Registration Deadline – Wednesday, October 28, 2020

SUMMER TERM 2021

Application Deadline: Tuesday, January 28, 2021

Course Registration Date: Monday, March 8, 2021

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- **Students can only submit one DE Electronic Form per term.**
- Students will not be able to submit a DE form after the deadline.

BC Processor

- ▶ BC will review the form and process.
- ▶ Once BC Processes the form, the student is notified via email.
 - ▶ **Example email student receives after BC processes form.**

Hello Alexis Kitchman,

Your Dual Enrollment Recommendation form has been reviewed and processed by Broward College.

You have been approved to take up to 3 credits. Your approved course choice(s) include the following:

AMH2010
CGS1060C
ENC1101
MAC1105
SPC1024

You may view your completed form at any time by visiting the [Dual Enrollment website](#). Once you click on the Dual Enrollment Recommendation form link, go to the **Forms History** menu under the **My Forms** option and click either the PDF or HTML view.

You may begin to register for your approved courses as listed above on the first day of registration. Please visit the [Academic Calendar](#) for the first day of registration.

As a reminder, if you choose courses that are not on your approved course(s) list, you will receive a registration error.

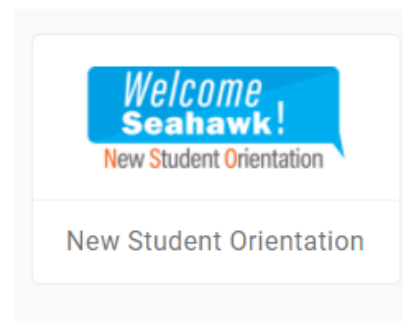
We look forward to having you here at Broward College. Good luck on your educational journey!

Please visit your Dynamic Forms home page by clicking [here](#).

Orientation

Orientation is available now for ALL students to complete.

- It is not mandatory (yet) but we highly recommend **NEW** students to complete the orientation before they register for courses.
- It is **Step 5** on the **Steps for Enrollment** on the DE Website.
- Access by logging into **BC One Access** Account and clicking on **tile** that looks like this:



WHAT CLASSES SHOULD I REGISTER FOR?

- ✓ Review with your counselor what courses you have left to complete for high school graduation.

The most important thing to remember is that graduating from high school is your first priority.

- ✓ General education courses
- ✓ What do you want your major to be in college?
- ✓ Should not take courses at BC that you already earn credit for in an AP class.

WHERE CAN I TAKE MY CLASSES?

- ✓ You are eligible to take courses at any Broward College location.
- ✓ There are 4 main campuses and 8 centers.
- ✓ All courses are offered online only, at this time.

HOW AND WHEN DO I REGISTER FOR CLASSES?

- ✓ Log into your BC OneAccess account beginning the first day of registration.
- ✓ Register for your courses online.

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- ▶ **Classes taken at Broward College cannot begin prior to period 4 & 8.**
- ▶ Classes taken at Broward College would require you to drop a class from your BEHS schedule. For seniors this may impact your rank, etc. For a full and detailed explanation on this issue, please see your school counselor.



WHO IS MY COUNSELOR?

School Counselor Director/Counselor

Ann-Marie Ewart

10th Grade - Last Name: S-Z

11th Grade - Last Name: R-Z

12th Grade - Last Name: R-Z

754-322-1004

annmarie.ewart@browardschools.com

School Counselor

David Rodriguez

9th Grade A-Z

754-322-1003

david.rodriquez@browardschools.com

<https://www.browardschools.com/Page/4811>

School Counselor, Charlene Brown

10th Grade - Last Name: A-G

11th Grade - Last Name: A-G

12th Grade - Last Name: A-F

754-322-1001

charlene.brown@browardschools.com

School Counselor, Suzette Wright

10th Grade - Last Name: H-R

11th Grade - Last Name: H-Q

12th Grade - Last Name: G-Q

754-322-1002

suzette.wright@browardschools.com



Connect with Broward College

www.broward.edu/dual

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