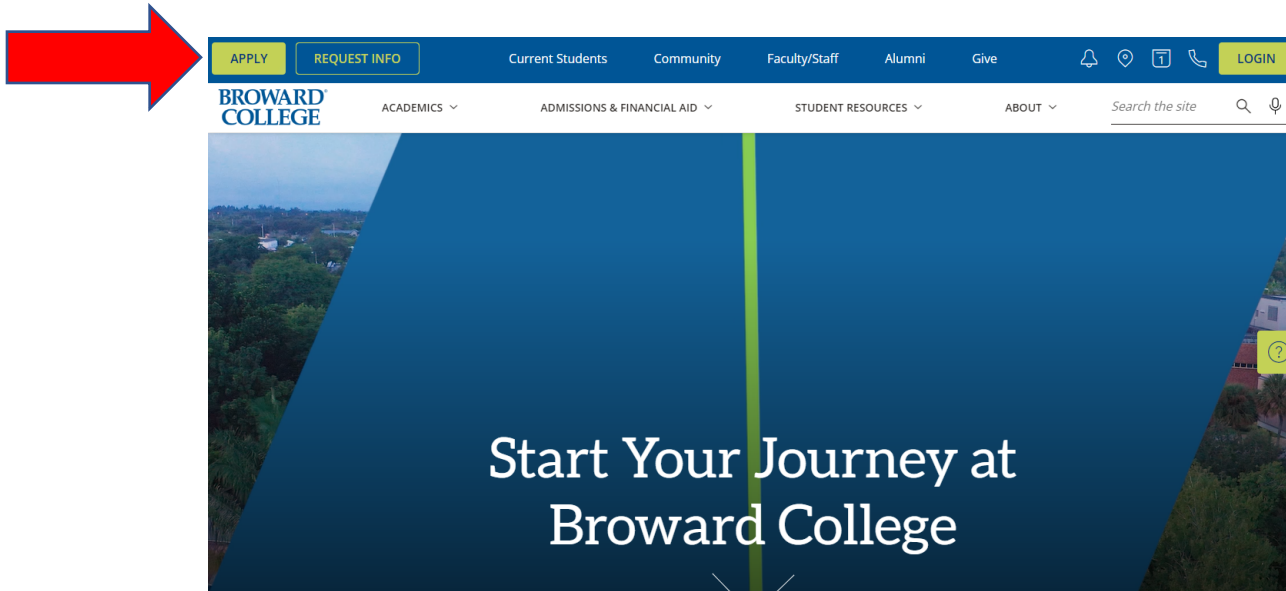
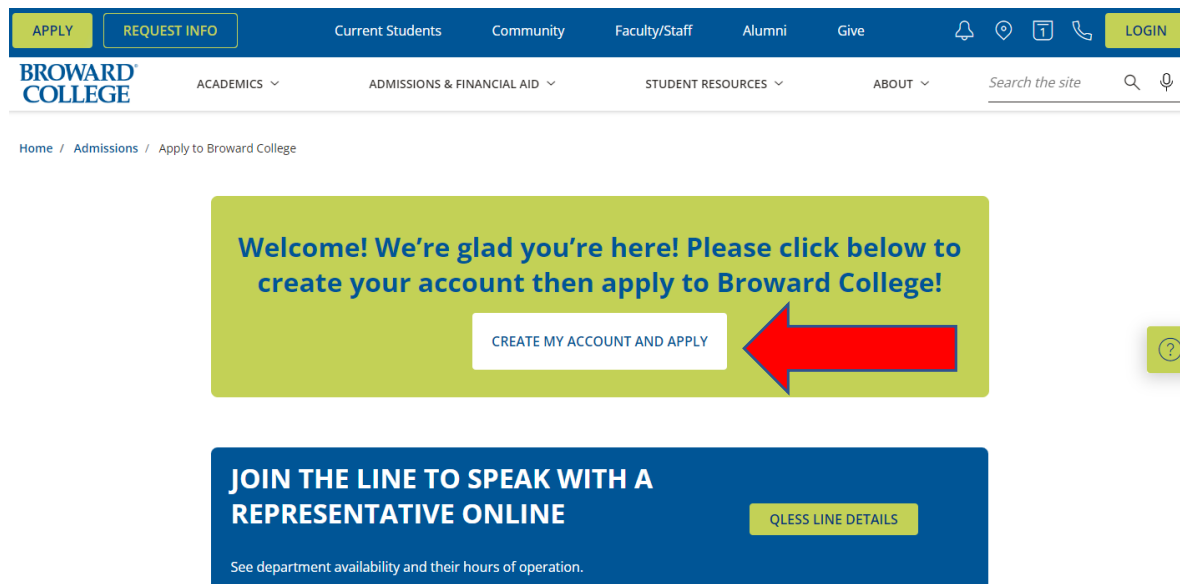


Applying to Broward College A Guide for New Dual Enrollment and College Academy Students

Step 1: Access the Broward College website at www.broward.edu and click on **Apply**.



Step 2: Click **Create My Account and Apply**.



Step 3: As a new user/student, you will need to click on **Sign Up** to create your account.

Welcome!

To submit an application, please [Sign Up](#) to create your account

If you are a returning user, please sign in using the email address you used when creating your account.

Email Address

Password

SIGN IN

[Forgot Password](#)

Forgot your password? Please click on the Forgot Password link. Broward College is unable to assist with password resets or lookups.

Step 4: Fill in the information requested below and click **Submit**.

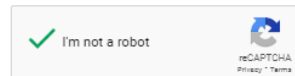
Sign Up

First Name

•

• Last Name

• Email Address



SUBMIT

Step 5: You will receive an email to the email you listed above that requires you to **create your password** for the application.



Hi Alexis,

Thank you for visiting the Online Application site! Click the link below to create your password.

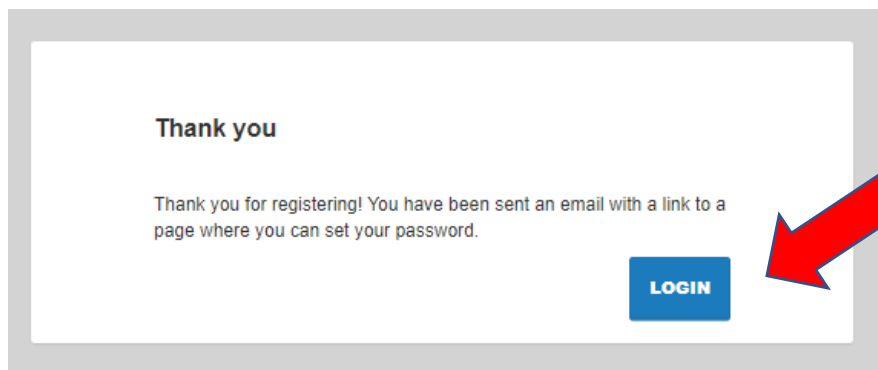
Your Username:

Create Password

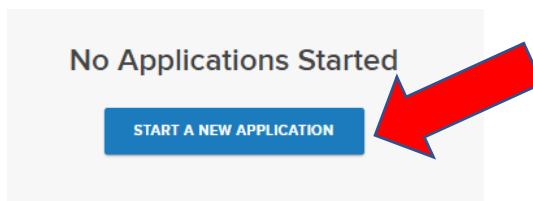
Thanks,

Broward College

Step 6: After you have set up your password, you can click on **Login**. You will be brought back to the screen in **step 3**. You can now enter your email address and password you created and **Sign in**.



Step 7: Click on **Start a New Application**.



Step 8: Start completing your **New Application**.

- You will need to answer the question, "Do you want to earn a College Credit Technical Certificate, Associate's Degree, or Bachelor's Degree?" **You need to answer NO as dual enrollment students are non-degree seeking since you are still in high school.**
- **If admitted to CA@BC your status will be changed to "AA Degree."**
- After you answer **NO**, you will go scroll down to the next two questions:
 - "What type of student are you?" Choose **Dual Enrollment** from the drop-down menu.
 - "Term" Choose from the drop-down menu which **term** you are applying for.
- Click **Start Application**

A screenshot of a web form titled "New Application". The first question is "Do you want to earn a College Credit Technical Certificate,* Associate's Degree or Bachelor's degree?" with a dropdown menu and the text "Please select one". Below this is a note: "*We offer College Credit Technical and Non-College Credit Certificates. Click [here](#) to see your options." The second question is "What type of student are you?" with a dropdown menu and "Please select one". The third question is "Term" with a dropdown menu and "Please select one". At the bottom right, there is a grey button with the text "START APPLICATION" in white. A large red arrow points from the right side of the page towards the button.

Step 9: You will then come to the below screen. Read it carefully. Here are some **Notes**:

- You **will not** need your Social Security number on this application.
- You **will not** need any immigration documents as listed below as dual enrollment students are not required to prove immigration status or FL residency.
- You can save your progress and log back into the application if you cannot complete it all at one time.
- You can click on the Navigation Menu on the left to see where you are in each section and which sections are complete.
- **Click Save and Continue.**

We are excited you are here!

Before you start, please take note of these helpful tips:

Documentation: You may need some of the following documents to complete the application process:

- Social Security Number
- Immigration documents to include (Passport, Visa, Permanent Resident Card, Employment Authorization Card, etc.)
- Professional licenses (RN, FAA, EMT)
- Professional Certifications (CPR, ACLS)
- Unofficial Transcripts
- Unofficial Test Scores

Save Your Progress: As you complete your application, we recommend selecting the "Save and Continue" button as frequently as possible. This will help ensure that your progress is always saved and up to date.

Navigation Menu: Click on the navigation menu on the left to expand the sidebar and view the application sections you must complete and your progress. The circle to the left of each section will appear yellow when you begin answering the questions in a section and will turn green when a section is complete.

Application Fee: A one-time non-refundable application fee of \$35 or \$75 will be assessed depending on your immigration/citizenship status. Although the application has a required non-refundable fee, you can complete and submit the application now and pay the fee later. *High School Dual Enrollment and Early Admission students are not charged this fee.*

Ask for Help: If you're stumped by a question let us know. We're here to help. For application assistance, you can:

- Call us at 954-201-7350 (accessible 24 hours a day, 7 days a week)
- Email us at bcrecruiting@broward.edu
- [Join our virtual assistance line](#)



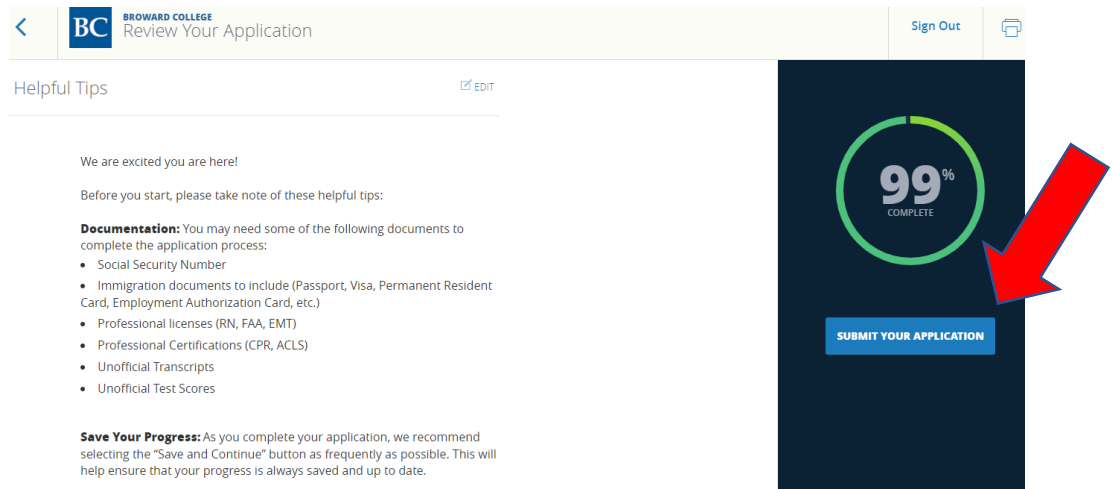
SAVE AND CONTINUE

Step 10: Scroll down to start completing the next sections of the application. You will complete the following listed sections:

- Personal Information
- Contact Information
- Emergency Contact Information
- High School Information
- Enrollment History
 - If you select that you did complete **dual enrollment credits at another institution**, you will also need to fill out the section called "College Information".
- Additional Information

After you have completed all sections, you will click the **Save and Review** blue button on your application.

Step 11: Scroll down and re-review your application on the left-hand side of the webpage. Once you are sure all information is correct, you can click **Submit Your Application**.



The screenshot shows the 'Review Your Application' page. At the top, there is a navigation bar with the Broward College logo, 'Review Your Application', and 'Sign Out' with a printer icon. Below the navigation bar, there is a 'Helpful Tips' section with an 'EDIT' link. The main content area includes a message: 'We are excited you are here! Before you start, please take note of these helpful tips:'. This is followed by a 'Documentation' section listing required documents: Social Security Number, Immigration documents (Passport, Visa, Permanent Resident Card, Employment Authorization Card, etc.), Professional Licenses (RN, FAA, EMT), Professional Certifications (CPR, ACLS), Unofficial Transcripts, and Unofficial Test Scores. Below this is a 'Save Your Progress' section. On the right side, there is a dark blue sidebar with a green circular progress indicator showing '99% COMPLETE' and a blue button labeled 'SUBMIT YOUR APPLICATION'. A large red arrow points to this button.

Step 12: Click the check box that you certify all is true and correct, sign electronically, and click **Verify and Submit**.

Verify & Submit

I hereby certify that the information provided on this application is accurate and complete.

I verify all is true and correct



Electronic Signature
Type your name here

BACK TO APPLICATION

VERIFY & SUBMIT

Once you receive the below message, this is confirmation your application has been submitted.

*****Please note, you will need to check your email the following day to obtain your official welcome letter, next steps, and BC User ID, BC Email, and BC ID number.**

Thank you for submitting your application!

Way to go! Your application has been submitted and you are officially on your way. You may log back in at any time to check the progress on your application. Check your personal email box tomorrow for your official welcome letter and your next steps on becoming a Seahawk. **Welcome to Seahawk Nation!**

[Return Home](#)

You will see the below once your application is 100 % complete. **Please note, the checklist below shows you will need to provide your official high school transcripts, but you do not as a dual enrollment student. Do not send your official high school transcripts to BC while you are a dual enrollment or College Academy student.**

Dual Enrollment

STARTED ON Mon, January 23, 2023 EST
DUE ON Wed, October 18, 2023 EDT

100%
COMPLETE

Application - Submitted
Congratulations! Your application is under review.

[REVIEW APPLICATION](#)

[Withdraw Application](#)

[Start A New Application](#)

Checklist

- Transcript from Cooper City High School not received.
- Transcript from Doral College not received.

Once you have your **BC ID# and BC email**, return to the College Academy website and complete the CA application.