

Broward College Steps and Checklist



Student Guide: How to Access the Dual Enrollment Recommendation Form

***You must know your BC ID Number, BC Email Address, and BC User ID**

***Use and Check your BC Email Address** (you will receive an email after each person has completed and approved your form)

****All Spring 2021 Dual Enrollment Forms for both Early Admission and Dual Enrollment students need to be completed and submitted by Thursday, October 1st.***

Step 1: Confirm with your school counselor that you meet the eligibility requirements: 3.0 or higher Unweighted GPA and College Ready Test Scores: either in the form of PERT, SAT, ACT, or ACCUPLACER.

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

▪ **Process for Student Testing:**

- 1) Student applies to BC online (See Step 2)
- 2) Student notifies School Counselor they wish to test
- 3) MSD notifies the Dual Enrollment Department
- 4) Testing Center sends voucher/link to student via BC Email (5-7 days) for remote testing. Check email for voucher. *(This is subject to change when the Testing Center reopens at the College.)*
- 5) Student takes test and downloads scores in PDF to send to counselor

Placement Test	English	Reading	Math
SAT	25+ (Writing & Lang.)	24+ (Reading)	24-26.4 (MAC1105C) 26.5+ (MAC1105)
ACT	ACT 17+ (English)	19+ (Reading)	19-20 (MAC1105C)

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			21+ (MAC1105)
PERT	103+ (Writing)	106+ (Reading)	114-122 (MAC1105C) 123+ (MAC1105)
ACCUPLACER Next Gen	245+	245+	242 – 258 (MAC1105C) 259+ (MAC1105)

Step 2: Apply, if you are **new** to Broward College

NEW STUDENTS: Apply to Broward College

<https://mybc.broward.edu/FCCSC/student/applgonnewstudent.jsp>

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

CONTINUING STUDENTS: Go Straight to Step 3

Step 3: Dual Enrollment Recommendation Form

Click on and Complete the online [Dual Enrollment Recommendation Form](#).

- Log into your BC One Access account- using your BC User ID and Password. You will need to know your security answers, as well.
- Click on “Complete This Form” – Dynamic Forms
- Complete the entire student portion.** (Make sure all your information looks good. You cannot go back and change your form once you submit it)



Dual Enrollment Recommendation

Student: Please complete your section and sign electronically.

Parent/Legal Guardian: Please read the important information below in the Student portion and scroll to the Parent section to electronically sign the form.

Counselor: Please scroll down to the School Counselor section to complete, sign electronically, and submit form.

Which high school are you attending?

First Name	Last Name	Middle Name
*Nicholas	*Martin	
BCID	Date of Birth	High School ID No.
*N20004339		
BC EMail	Phone	
*martn165@mail.broward.edu		
Street Address		

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d) Select up to 8 courses you would like to request

Attendance/Drop/Withdrawal Requirements

It is the student's responsibility to attend all classes in which he/she is enrolled. Students who wish to drop or withdraw from a course are responsible for completing this process online or at a BC admissions office by the published deadline dates on the academic calendar by session. Students must notify their school counselor if they choose to drop or withdraw from a course. Each faculty member is required to report non-attendance through the enrollment verification period which will result in a grade of WN on a student's transcript.

Course(s) Request: Please fill in below the course ID #'s (ex. ENC1101) you are requesting to be approved by your school counselor.

Please click on the **DE Approved Course List** to view the courses you can choose from.

Course ID



***List 8 Courses Here**

****Click on DE Approved Course Link**

e) List the correct email for you and the correct email for your parent.

****Incorrect email address will delay your approval with Broward College. If you type the wrong email address, you will need to email dual@broward.edu and let them know to change the email address.**

f) Sign Electronically and Make sure you click **SUBMIT** at the end.

Step 4: Parent Part

*Your form will be routed to your parent/legal guardian for approval.

Parent Steps Below:

- 1) Receives email from forms@broward.edu (check Spam folder, also)
- 2) Login to sign form (1st time users need to set up account)
- 3) Sign form and Submit Form. Once Parent submits, the form will be routed for approval to the high school chosen by student.
- 4) See **Parent Guide** at www.broward.edu/dual.

*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: There is a guide to walk you through setting up your online account to approve your student's Dual Enrollment Recommendation Form. This guide is on the BC website by clicking on the student tile.

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Step 5: Your counselor will approve your Early Admission form or Dual Enrollment form. Then Broward College will approve your form and will send you an email that includes the number of credits you are allowed to take, the course choices your counselor has approved, and when you can begin registering for your course(s).

Also, you will have the option to view your completed form. **(Continuing students skip to step 7.)**

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

***Sample confirmation email once BC has approved your form**



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](#).

Step 6: 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 7: STARTING OCTOBER 28th, the first day you can register for your spring BC class(es), 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. You can also see it below.

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Step 8: Provide a copy of your spring Early Admission or Dual Enrollment schedule to Ms. Ziccardi.

Step 9: 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](#).

Step 10 (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.