

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: Unweighted GPA of 3.0 or higher AND College Ready Test Scores: either with PERT, ACT, SAT, or ACCUPLACER

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

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

NEW STUDENTS: **Apply to Broward College**

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

CONTINUING STUDENTS: **Go Straight to Step 3**

Step 3: Click on and Complete the online [Dual Enrollment Recommendation Form](#).

- a) Log Into Your BC One Access
- b) Click on “Complete This Form” – Dynamic Forms
- c) **Complete and SUBMIT the entire student portion.** (Make sure all your information looks good. You cannot go back and change your form once you submit it)
- d) **Select up to 8 courses** you would like to request

Step 4: Parent Part

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

Step 5: Your Counselor will approve your dual enrollment form or Early Admission form. Then Broward College will approve your form and send you an email.

(Continuing students skip to step 7.)

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”.

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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.

Step 8: Provide a copy of your spring Dual Enrollment or Early Admission 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.

