Broward College Steps and Checklist

BROWARD℠
COLLEGE

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

*SPRING 2022 DUE BY OCTOBER 1, 2021(Both Student & Parent Portion Due by October 1st)

BC Dual Enrollment Website: https://www.broward.edu/academics/dual-enrollment/

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)

If you are missing College Ready Test Scores, you can sign up to take the ACCUPLACER EXAM by going to https://www.broward.edu/academics/dual-enrollment/common-placement-testing.html

Broward College Steps and Checklist

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

NEW STUDENTS: Apply to Broward College
https://mybc.broward.edu/FCCSC/student/applogonnewstudent.jsp

Note: If you are a NEW student, you will need to log into your BC One Access Account and set up your account and security questions **BEFORE** you will be able to click on the link below in Step 3 to complete the Dual Enrollment Recommendation online form.

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
      a. *Please pay attention to pre-requisites*

Step 4: Parent Approval
*Your form will be routed to your parent/legal guardian for approval. Parent/Guardian will need to create an account to access the form.

Step 5: Counselor Approval
Your Counselor will approve your Dual Enrollment form or Early Admission form. Then Broward College will approve your form.
Continuing students, Broward College will email you confirmation of your completed dynamic form

Broward College Steps and Checklist

New students, to see confirmation of your completed dynamic form - **Click on this link** Dual Enrollment Recommendation Form **, Log into BC One Access, Click on Forms History, and Click on PDF version of Form (view entire form)**

(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".

Step 7: STARTING October 27th, 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: Bring a copy of your spring Dual Enrollment or Early Admission schedule to Ms. Melei.

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.