

High School Dual Enrollment

achievements 

Public High School Guidance Counselor Manual



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Program Overview

The Dual Enrollment Program at Broward College allows eligible public/charter, private high school and home school education students to earn high school and college credits at the same time, saving both time and money! College courses are offered at Broward College campuses/centers, including the Broward College Online Campus, and at several high school campuses. Eligible students are allowed to enroll in a maximum of **11 college credits** per term.

Early Admission

Early Admission, a form of dual enrollment, allows eligible senior students to enroll full-time at BC as a dual enrollment student instead of attending high school for the senior year. Students must enroll in 12 credits per term for two consecutive terms and maintain a college GPA of 2.0 or greater. After early admission students complete the fall and winter terms at BC, they will no longer be able to enroll at BC as an early admissions student. Early admission students wishing to matriculate to BC will need to submit their final high school transcript showing the graduation date.

College Academy

The [College Academy at BC](#) Central Campus offers high schools juniors enrolled as full-time in the program the opportunity to receive a high school diploma from The School Board of Broward County, Florida and an Associates of Arts (AA) degree from Broward College. College Academy students are subject to additional eligibility criteria as published by the College Academy. The 11 dual enrollment credit limit per term does not apply to College Academy students due to nature of the program.

It is the responsibility of the high school guidance counselor to select courses from the approved dual credit course list (insert link to course list) that fulfill high school graduation requirements.

New Eligibility Requirements

Beginning fall term 2013 (August), **NEW** students interested in dual enrollment must meet the following criteria:

- ✓ Earned 11 high school credits
- ✓ Minimum 3.0 unweighted high school GPA
- ✓ College-level test scores in all areas - Reading, English **and** Math (MAT1033)

Placement Test	English	Reading	Math
SAT	440+ (Critical Reading)	440+ (Critical Reading)	440-489 (MAT1033) 490+ (MAC1105)
ACT	17+ (English)	18+ (Reading)	21+ (Math)
PERT	99 (Writing) <u>and</u> 104 (Reading)	104+	123+
FCAT 1.0 (10 th Grade)	355+ (Reading)	355+ (Reading)	375+ (Math)
FCAT 2.0 (10 th Grade)	262+ (Reading)	262+ (Reading)	Take ACT, SAT or PERT for math placement

Note: If student requires PERT testing they must first obtain a dual enrollment testing form from the guidance counselor, and then provide a copy of test scores to him/her.



New Online Application Process

1. New dual enrollment students who have not been admitted to the dual enrollment program by the fall term (August 2013) must fill out a BC [online application](#). (insert link to “Steps to Apply Online”)
2. Students will bring a printed copy of the BC application confirmation page to the guidance counselor to begin the dual enrollment registration process.



New Online Registration Process

1. Students must meet with their guidance counselor to complete the “Dual Enrollment Recommendation Form.” [\(insert link to sample recommendation form\)](#)
2. The guidance counselor may select “up to six” courses from the approved dual credit course list [\(insert link here\)](#) and document on the recommendation form in order to provide students with options if their initial course selection is closed/unavailable.
 - All sections of the Dual Enrollment Recommendation Form must be filled out before submitting to BC; including BC student ID obtained from the BC online application confirmation page, number of credits for which students are approved to register, specific approved courses, and signatures of the high school principal, guidance counselor, and parent/legal guardian.
 - A copy of the recommendation form will be submitted to Broward College, the guidance counselor will keep a copy, and two copies will go to the student (one for the student’s record, and one for the bookstore).
3. The guidance counselor will submit the following information to Broward College for each dual enrollment student by the established deadline dates for fall, winter, and summer terms:
 - Completed “Dual Enrollment Recommendation Form”
 - A14 screenshot – verifies student’s unweighted GPA and earned high school credits
 - A21 screenshot – verifies student’s test scores (new dual enrollment students only)
4. Students are now ready to [register online](#) for open and approved courses during the published [dual enrollment registration dates](#). [\(insert Steps to Register Online\)](#)
5. Once registered for approved courses students must print out an official copy of their BC course schedule and present it to their guidance counselor.
6. The guidance counselor will provide the student with a “Textbook Acquisition Form.”
7. Students will bring a copy of the “Textbook Acquisition Form,” BC course schedule, Dual Enrollment Recommendation Form, and BC ID to a Broward College bookstore in order to obtain required book(s).
 - Take these forms to the “customer service/buyback” counter to be “quick-added” in the bookstore system.
 - If students are enrolled in courses on multiple BC campuses they may obtain their books in one of two ways:
 - I. Ask the bookstore manager at their “home campus” to request a book transfer from the campus bookstore where the course will be taken. This process will take 1-2 business days.
 - II. Go to the campus bookstore where the course will be taken to pick up required book(s). The BC bookstore manager will request copy of the original “Textbook Acquisition Form” from the “home campus” bookstore manager.
8. Students are now ready to attend class.



New Dual Enrollment Deadline Dates

Fall Dual Enrollment Deadline Dates (August – December) <i>“Pilot Schools” Only</i>	
Student	Counselor
Student will bring all dual enrollment related information to guidance counselor by June 6, 2013	Counselor will submit all required dual enrollment forms in one batch to BC by June 11, 2013

Winter Dual Enrollment Deadline Dates (January – May)	
Student	Counselor
Student will bring all dual enrollment related information to guidance counselor by October 24, 2013	Counselor will submit all required dual enrollment forms in one batch to BC by October 29, 2013

Summer Dual Enrollment Deadline Dates (May – August)	
Student	Counselor
Student will bring all dual enrollment related information to guidance counselor by (TBD)	Counselor will submit all required dual enrollment forms in one batch to BC by (TBD)

New Course Withdrawal Procedure

Students may withdraw during the College’s official drop/add registration period, however, they must gain approval from their guidance counselor. If approved, the guidance counselor will email withdrawal request to the appropriate BC personnel. [\(Insert link to DE contacts\)](#)

- Please note: All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and could have a negative effect on future college admissions, scholarship opportunities, and/or financial aid

New Procedure for Requesting Dual Enrollment Courses at High Schools

November 1 st	District Academic Affairs at BC sends Cynthia Park and District Guidance a reminder notice
December 1 st	Principals sends requested course list to District Academic Affairs at BC
January 15 th	Deans informs principals of approved/denied courses, copies District Academic Affairs
New “Dual Enrollment Course Request Form” will be created by August 1, 2013.	