BROWARD[®] COLLEGE

Applying to Broward College A Guide for New Dual Enrollment Students

Step 1: Access the Broward College website at <u>www.broward.edu</u> and click on Apply.



Step 2: Scroll down to Dual Enrollment Application and click on Apply/Login.



Step 3: As a NEW student, click on create your account.

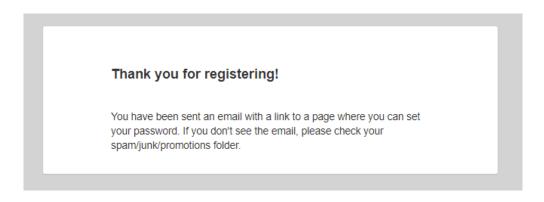
Welcome !	
If you have not created an account, please <u>crea</u> account now and begin the application process	
If you have already created an account, simply to your Applicant Portal below using the email and password you set up.	
Email Address	
Password	
•	IGN IN
Forgot	Password

Forgot your password? Please click on the Forgot Password link.

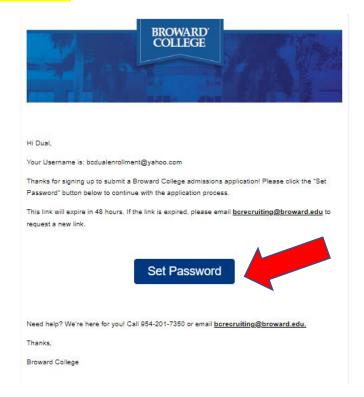
Step 4: As a new user/student, you will need to fill in the information requested below and click the **Submit** button.

inter your first name with proper capitalization as it appears on your gove	rnment
ssued identification without any special characters.	
First Name	
Enter your last name with proper capitalization as it appears on your gove issued identification without any special characters.	mment
Last Name	
Enter your date of birth as it appears on your government issued identifica	tion.
mm/dd/yyyy	
Date of Birth	
This must be a valid email that you check frequently. Broward College will communicate with you using this personal email address.	
communicate with you using this personal email address.	
communicate with you using this personal email address.	n the
communicate with you using this personal email address. Email Address Confirm Email Address Review the above information for accuracy to ensure there are no delays	
communicate with you using this personal email address. Email Address Confirm Email Address Review the above information for accuracy to ensure there are no delays i creation of your account before clicking the 'submit' button. If you have questions about this sign up page or receive an error, please v	

Step 5: You will see this confirmation as shown below. Check your personal email for a link to a page where you can set your password.



Step 6: You will receive an email to your personal email you created your account with. Go to that email and click **Set Password** as shown below.



Step 7: After clicking Set Password above, you will see the below. Click on Reset Password.

Step 8: Enter your password below and click Save Password.

Save Password	
New Password	
Confirm New Password	
••••••	
Your password must be a minir include letters, numbers and sp	num of eight characters and must becial characters.
	SAVE PASSWORD

Step 9: After you have set up your password, you will click **Start A New Application** in your application portal.

BC Applicant Portal Dual Enrollme	nt				9
Welcome	Meet My Cosch	Eligibility Requirements	Placement Testing	College Resources	
Remington, welle to begin the admission process,	Louissio Storme to your application:	Cant portal!	L C BROWARD COLLEGE BRILATEN CONTR	O M	
Applications					
			No Application		

Step 10: Start completing your **New Application**. Please select **Yes or No** from the drop down for the question:

Were you born in the US or in any US territory?

Select your semester of enrollment and click Start Application.

	New Application Were you born in the US or in any US territory? Please select one	,	
,	Term Please select one		
		START APPLICATION	

Step 11: You will then come to the below screen. Read it carefully. Here are some Notes:

- You will need your <u>Social Security</u> number on this application if you were born in the United States.
- Please click **Save and Continue** after each section to save your progress.
- You can click on the Navigation Menu on the left to see where you are in each section and which sections are complete.

	Helpful Tips		
• • • • • • • •	Helpful rips	Before you start, please take note of these helpful tips: You may need the following documents: • Social Security Number For questions about completing the application, call 954-201-7350 or email <u>dualebroward.edu</u>	
00		Click "Save and Continue" at the bottom of each section. I have read and acknowledge the above helpful tips I acknowledge AVE AND CONTINUE	

Step 12: Scroll down to start completing the next sections of the application. You will complete the following listed sections:

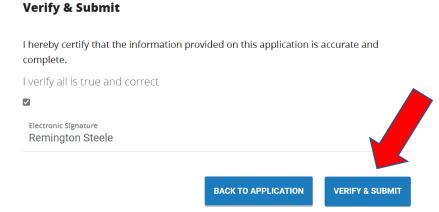
- Personal Information
- Contact Information
- Social Security Number Information (if born in US)
- Emergency Contact
- High School Information
- Enrollment History
 - If you select that you did complete **dual enrollment credits at another institution**, you will also need to fill out the section called "College Information".
- Additional Information
- Final Steps

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

Step 13: 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**.

C BC Review Your Application		Sign Out	Θ	
Helpful Tips	CZ EDIT			
Before you start, please take note of these helpful tips You may need the following documents: • Social Security Number		99 %)	
For questions about completing the application, call 9 7350 or email <u>dual@broward.edu</u>	i4-201-		_	
Click "Save and Continue" at the bottom of each sec	tion.	SUBMIT YOUR APPLICATIO	IN	
 I have read and acknowledge the above helpful tips I acknowledge 				

Step 14: Click the check box that you certify all is true and correct and click Verify and Submit.



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

<u>***Please note, you will receive an Important Details email within 24 hours with your Welcome</u> Letter, next steps, and BC Username and Email, and BC ID number.

Thank you for submitting your application!

You may log back in to your Application Portal at any time to check the progress of your application or to see important information about becoming a dual enrollment student. Check your personal email box tomorrow for your official Broward College ID and your next steps on becoming a Seahawk.

Welcome to Seahawk Nation!

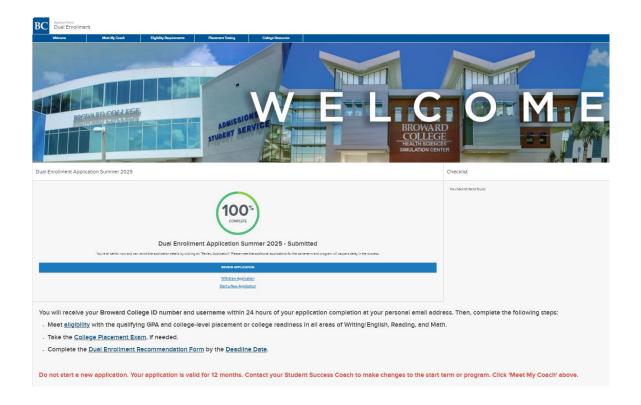
Expert Tip: Add all @<u>broward.edu</u> emails to your safe senders list for the email address you provided. Not doing so may cause undelivered emails. Return Home

You will see the below once your application is 100 % complete. You may log back into your Application Portal at any time to check the status of your application or review the resources we have:

1. Meet My Coach

submitted.

- 2. Eligibility Requirements
- 3. Placement Testing
- 4. College Resources



Once you have your **BC email and user ID information**, you can proceed with the next steps in the dual enrollment process. Go to <u>www.broward.edu/dual</u> and click on **New Students**. Follow the steps for enrollment which include testing, if required, and completing your **Dual Enrollment Recommendation Form** for each term by the deadline dates.