

# Broward College Steps and Checklist

## BROWARD<sup>SM</sup> 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**

**\*\*FALL 2022 DUE BY APRIL 22, 2022**

BC Dual Enrollment Website: [Dual Enrollment Student Information \(broward.edu\)](http://broward.edu)

**\*\*\*CONTINUING STUDENTS: Go Straight to Step 4\*\*\***

**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 to Broward College, if you are **new** to Broward College

**NEW STUDENTS: Apply to Broward College**

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

**Step 3:** 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>

**A) Once you sign up for the ACCUPLACER exam, it usually takes Broward College 5-7 business days to email you with the testing voucher. You will need this testing voucher email to sign up for the date and time when you will take the ACCUPLACER exam. Please check your SPAM folder and your PERSONAL EMAIL for this email.**

**B) \*If you have passed all 3 sections of the ACCUPLACER, proceed to Step 4. \*If you have not passed all 3 sections of the ACCUPLACER, you will need to PAY and RETEST until you meet the required scores on all 3 sections.**

*(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.)*

**Step 4:** Click on and Complete the [Fall 2022 Dual Enrollment Recommendation Form](#)

You can also access the Dynamic Form by going to this website: <https://www.broward.edu/academics/dual-enrollment/students.html>

- a) Log Into Your BC One Access
- b) Click on “Complete This Form” – Dynamic Forms

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- c) Complete and SUBMIT the entire student portion. You will need to upload the parent signature form, as well. *(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 5:** Counselor Approval

Your Counselor will approve your Dual Enrollment. Then Broward College will approve your form.

**Continuing students**, Broward College will email you confirmation of your completed dynamic form

**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)

**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:** For students who submitted their fall dynamic form,

**STARTING May 23<sup>rd</sup>, the first day you can register for your fall dual enrollment or Early Admission BC class(es)**, log into your [BC One Access](#) account and register for your approved courses.

**Step 8:** Bring a copy of your **FALL** Dual Enrollment or Early Admission schedule to Mrs. 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.

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**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.