

**Barry University**

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# Dual Enrollment Application Process

## Student Help Guide

Office of Dual Enrollment  
Updated 12.08.2022

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**DISCLAIMER: Before submitting the application, if the applicant leaves the page or the session expires after 20 minutes of inactivity, ALL PROGRESS WILL BE LOST, and the application procedure will start over.**

To access the Dual Enrollment application page, you must first use the link provided by your High School Liaison to Login or Sign Up to the MyBarry portal. Then after successfully logging in, proceed as new or returning student.

## A. Log-in to Barry University Portal or Sign Up by Creating an Account

### 1. Sign Up for New Student

- i. Look for the SIGN-UP section located on the right of the page.

**SIGN UP**

**myBarry** is your Barry University Portal.

Create an account. It takes less than a minute.

With a myBarry account, you can:

- Start or complete an application
- Ask a question
- Request program information
- Change your major
- Apply for housing and much more!

FIRST NAME \*

MIDDLE NAME

LAST NAME \*

USERNAME (EMAIL ADDRESS) \*

PASSWORD \*

CONFIRM PASSWORD \*

☐ I'm not a robot

reCAPTCHA  
Privacy • Terms

**CREATE NEW ACCOUNT**

- ii. Fill out the necessary information to create myBarry Account.

FIRST NAME \*

*\*The necessary information is marked with an asterisk.*

- a. Select "I'm not a Robot" check box.

☒ I'm not a robot

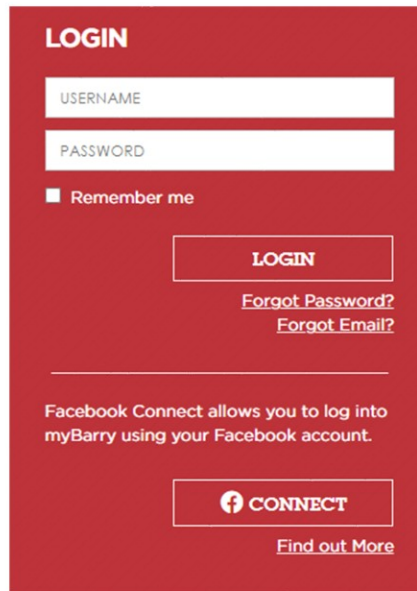
reCAPTCHA  
Privacy • Terms

- iii. Click Create New Account Button.

**CREATE NEW ACCOUNT**

## 2. Login for Returning Student

- i. Look for the **LOGIN** section located on the left of the page.

A screenshot of the myBarry login interface. It features a red background with the word "LOGIN" in white at the top. Below this are two white input fields labeled "USERNAME" and "PASSWORD". A checkbox labeled "Remember me" is positioned below the password field. A red "LOGIN" button is centered below the checkbox. To the right of the button are two links: "Forgot Password?" and "Forgot Email?". A horizontal line separates this section from the Facebook Connect section below. The Facebook section includes the text "Facebook Connect allows you to log into myBarry using your Facebook account." and a red "CONNECT" button with the Facebook logo. A link "Find out More" is located at the bottom right of the section.

You can login with your High School email or the BarryU email. If you need to reset your university account password, visit [barry.edu/password](http://barry.edu/password)

- ii. Enter UserName and Password.

A close-up screenshot of the login input fields. It shows two white input fields with red borders, labeled "USERNAME" and "PASSWORD" in red text.

### If I submitted an electronic application before and forget my login information, what do I do?

You can use the "Forgot Password?" or "Forgot Email?" feature under the Login section. In addition, you can login with your high school email or the Barry.

- iii. Click the Login Button.

A close-up screenshot of the login button and links. It shows a red "LOGIN" button with white text. Below the button are two links: "Forgot Password?" and "Forgot Email?", both in red text.

## B. New vs Returning Student Application

### WELCOME TO THE BARRY DUAL ENROLLMENT PROGRAM!

To better help you navigate this process, please indicate if you are a:

- ☐ New student to the program
- ☐ Returning student to the program

High School Name: Trinity Catholic High School

Intended Start Term

Fall 2022

Next

### 1. Selecting New Student vs Returning Student

- i. **New student to the program:** Student that is admitted into the Barry Dual Enrollment Program for the first time and has not participated in Dual Enrollment courses within the previous term.
- ii. **Returning student to the program:** Student that has been admitted to the Barry Dual Enrollment Program and has participated in at least one of the Dual Enrollment courses within the previous term.

To better help you navigate this process, please indicate if you are a:

- ☐ New student to the program
- ☐ Returning student to the program

### iii. Selecting Returning Student

- ☐ New student to the program
- ☒ Returning student to the program

Barry University Student ID

Birthdate

mm/dd/yyyy

- ❖ The Applicant must provide their **Barry Student ID** and their **Date of Birth**, to confirm that they are indeed a Returning student. Contact your High School Liaison if you need help with your student ID.

iv. Selecting Intended Start Term

**Intended Start Term**

Fall 2022

▼

-- Choose One --

Fall 2022

Next

- ❖ The upcoming term is selected by default, please ensure it is the intended term in which Applicant wishes to enroll.

v. Click the Next Button.

Next

## C. Dual Enrollment Application

### 1. Personal and Demographic Information

#### DUAL ENROLLMENT APPLICATION

Students desiring admission to the dual enrollment program must complete an initial application with the Office of Dual Enrollment. Participation as a dual enrollment student in no way implies full admission to a degree-seeking program.

Title	-- Choose One --
* First Name	First Name
Middle Name	Middle Name
* Last Name	Last Name
* Country	UNITED STATES
* Address Line 1	

The combination between Address Line 1 and Address Line 2 cannot exceed 90 characters.

- ❖ Applicant will provide information such as first name, last name, address, phone and preferred method of communication.

### 2. Ethnic Background

#### ETHNIC BACKGROUND

Do you consider yourself to be Hispanic/Latino	-- Choose One --
Choose one or more racial categories	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White

- ❖ Applicant will choose if they consider themselves Hispanic or Latino and which racial category best describe them.

### 3. Additional Personal Information

#### ADDITIONAL PERSONAL INFORMATION

* Gender	-- Choose One --
* Birthdate	mm/dd/yyyy
* Citizenship	-- Choose One --

- ❖ Applicant will provide gender, date of birth, citizenship status.



## 4. Parent/Legal Guardian Information

### PARENT/LEGAL GUARDIAN INFORMATION

Filling in this information correctly will ensure this application is properly signed by all parties. Entering incorrect information could delay your application in the approval process.

* First Name	<input type="text" value="John"/>
* Last Name	<input type="text" value="Doe"/>
* Relationship	<input type="text" value="Father"/>
* Email	<input type="text" value="asd@asd.com"/>
* Re-Enter Email	<input type="text" value="Re-Enter your Parent/Legal Guardian's email address"/>

- ❖ Applicant will provide the Name, Relationship and Email of their Parent or Legal Guardian. **This information is important because this person is the one signing and authorizing the Dual Enrollment Application.**
- ❖ Be attentive to the email address of parent/legal guardian. Incorrect email can delay the approval process.

## 5. Academic Information

### ACADEMIC INFORMATION

* Current Grade Level	<input type="text" value="-- Choose One --"/>
* Graduation Date	<input type="text" value="11/2021"/>
	<small>Expected High School Graduation Date (MM/YYYY)</small>
* Unweighted High School GPA	<input type="text"/>
	<small>Please enter a value from 0.00 to 4.00</small>

- ❖ Applicant will provide the current grade Level (Freshman, Sophomore, Junior or Senior), expected High School Graduation Date, and the Unweighted High School GPA. The GPA scales from 0.00 to 4.00.

## 6. Emergency Contacts

### EMERGENCY CONTACT

* First Name	<input type="text" value="First Name"/>
* Last Name	<input type="text" value="Last Name"/>
* Day Phone	<input type="text" value="Day Phone"/>
Evening Phone	<input type="text" value="Evening Phone"/>
* Relationship	-- Select Relationship --

+ Add Emergency Contact

- ❖ In this section the Applicant will provide the Name, Phone Number, and Relationship of their emergency contact. The Applicant has the possibility to add up to two emergency contacts.


- i. To enter a second emergency contact, click on **Add Emergency Contact** button.

+ Add Emergency Contact

- a. After clicking on the button, a new emergency contact entry is shown.

### EMERGENCY CONTACT

* First Name	<input type="text" value="Alejandro"/>
* Last Name	<input type="text" value="Delfin"/>
* Day Phone	<input type="text" value="1234567890"/>
Evening Phone	<input type="text" value="1234567890"/>
* Relationship	Father

* First Name	<input type="text" value="First Name"/>	
* Last Name	<input type="text" value="Last Name"/>	
* Day Phone	<input type="text" value="Day Phone"/>	
Evening Phone	<input type="text" value="Evening Phone"/>	
* Relationship	-- Select Relationship --	

- b. If you would like to REMOVE the second Emergency Contact entry, click on the Red button with the X mark.



## 7. Courses

### COURSES

Choose courses: ☐ REL-2300: Comparative Religion (3.00 credits)  
☐ REL-3752: Freedom and Virtue (3.00 credits)

- ❖ Applicant will select the courses to which they would like to enroll.

## 8. Upload Documents

- Click on the link “here” to navigate to the upload documents form.

### UPLOAD DOCUMENTS

Upload supporting documents [here](#)

- Upload Supporting Document Form

### UPLOAD SUPPORTING DOCUMENTS

\* Description

-- Select one --

📎 Browse Files...

Allowed file types: .docx, .doc, .pdf, .rtf, .text, .txt

Upload Documents

- ❖ In this form the Applicant will select “Description” and select a type of document (SAT, ACT, or Accuplacer Scores) they will submit. Then “Browse Files” button to select the file, click on the Upload Documents button to add the files to the application as a supporting document.
- ❖ **Note that PERT test score will be uploaded on your behalf, therefore no need to add any files for PERT. You will not see this information displayed in the application.**

## 9. Submit the Dual Enrollment Application

[Submit Dual Enrollment Application](#)

- ❖ Once all the sections above are completed, click on the Submit Dual Enrollment Application button to submit the application.

## 10. Application Submitted Successfully

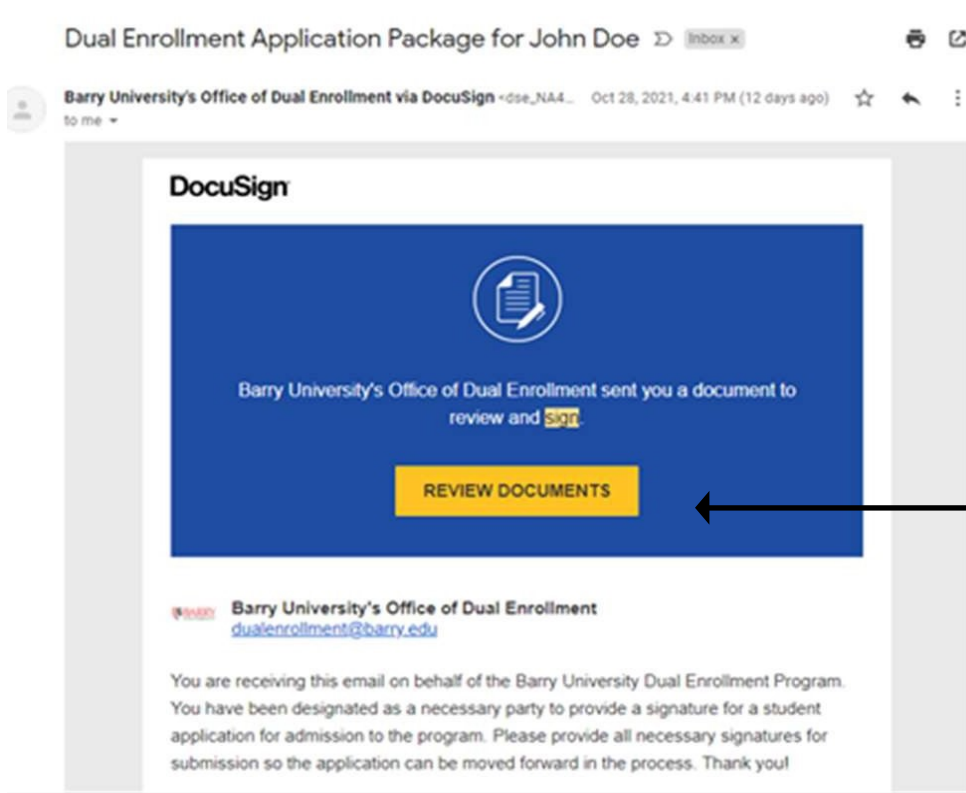
The screenshot shows the myBarry portal navigation bar with links: MYBARRY HOME, MANAGE MY ACCOUNT, MY MESSAGES, CHANGE PASSWORD, NEED HELP?, and SIGN OUT. Below the navigation bar is the breadcrumb trail: BARRY UNIVERSITY | MYBARRY | DUAL ENROLLMENT APPLICATION. The main heading is 'THANK YOU' in bold red text. The body text reads: 'Thank you for submitting your application for the Barry University Dual Enrollment Program! Upon approval of your admission legal guardian will each receive an email to request your electronic signatures. Once all necessary signatures are gathered, you fully completed application. This will be for your record, and you will, then, receive further direction from your high school liaison the process, please contact your dual enrollment high school liaison.'

- ❖ After submitting the Application the **Thank you** message is shown. At this moment the Applicant can **Sign Out** from myBarry portal.

## D. Electronic Signature with DocuSign

### 1. Receiving the Email

- ❖ Once the application has been processed by your High School Liaison (Counselor), the student will receive an email from a sender called Barry University's Office of Dual Enrollment via DocuSign. The email will contain a link to documents that are pre-filled with the student's information.



Click on **"Review Documents"** button in the email that will navigate you to the DocuSign website.

### 2. Signing the documents

#### Accepting the Legal Disclosure:

- ❖ Once the DocuSign webpage opens, the signers will have to read and accept the electronic signature disclosure agreement. Follow instructions below to the right.



#### Follow Instructions

1. Click on the **white checkbox** to the far left to accept the electronic disclosure agreement.
2. Click on the button **"Continue"** to submit checked box.

### **Navigating DocuSign:**

- ❖ The signer will have to carefully review the document by making sure every information is accurate and correct by scrolling through the documents.



By clicking on the yellow "Start" button on the left side, DocuSign will let the signer know if any actions are needed, such as a Signature or additional information required within the FERPA form.

### **What if I see an error when I am signing my documents in DocuSign, what should I do?**

- ❖ Stop signing the documents immediately and close the portal. Then inform your High School Liaison of the errors you see.

### **Signature Types:**

- ❖ Once the signer has clicked on, a new window will pop up that will ask the signer to choose the preferred look of their signature. DocuSign allows signers to select a style for a pre-generated signature, a hand-drawn signature, or upload a picture as a signature.

A screenshot of the 'Adopt Your Signature' window in DocuSign. The window has a title bar and a 'Full Name' field containing 'John Doe'. Below the name field are three tabs: 'SELECT STYLE', 'DRAW', and 'UPLOAD'. The 'SELECT STYLE' tab is selected, showing a preview of a signature and initials. Below the preview, there is a checkbox for 'I certify that the above information is correct' and a section for 'Applicant Signature' and 'Name Parent/Guardian of Applicant'. The 'Applicant Signature' field shows a preview of the signature and initials. The 'Name Parent/Guardian of Applicant' field is empty.

1. Click on the Sign box

2. Once the preferred style of signature is selected, the signer must click on the 'Adopt and Sign' button and the signature will be added to the document.

3. The signature will then be added to the document.

### **Finishing the Signature Process:**

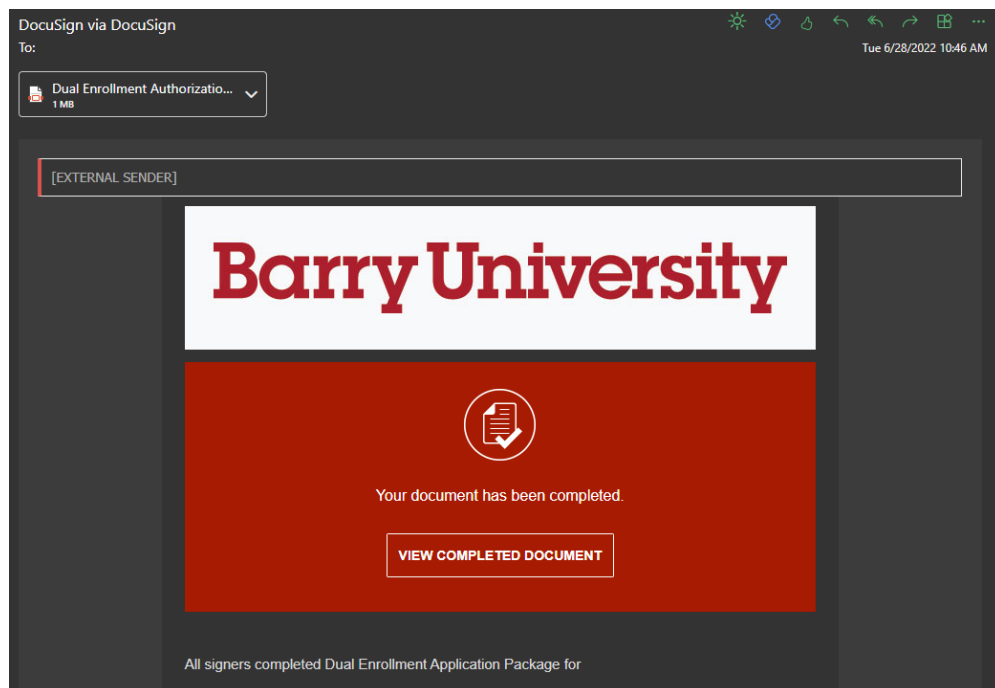
- ❖ Once all the required parts of the documents are signed and filled, DocuSign will allow the signer to complete the document by clicking on the Finish button (located either at the top or bottom of the documents).



Once all necessary info is completed, click on the "Finish" button.

### **3. Completing the signature process**

- ❖ Once the student has finished signing the documents, then the parent/legal guardian will receive a follow-up email that follows closely to the process demonstrated above, with the except of the FERPA form. The email address of the parent/legal guardian will be obtained from the Parent/Legal Guardian information provided during the application process to the Dual Enrollment Program via the Barry University portal.
- ❖ Once both the student and the parent complete the signature process, the Dual Enrollment Counselor will then review and sign the documents.
- ❖ All parties involved will receive an email from DocuSign with a copy of the signed and completed forms.



## E. Forms as shown in DocuSign

Samples of application, FERPA and authorization forms when completed and signed in DocuSign.

### 1. Application Form

DocuSign Envelope ID: 90DD0B31-5B5B-46B8-90E1-802B9E187320

**Barry University**  
Department of Recruitment and Admissions

**Dual Enrollment APPLICATION FORM**

*Students desiring admission to a degree program must complete an Admissions Application with the Department of Recruitment and Admissions at Barry University (BU). Enrollment as a dual enrollment student is an integral part of admission to a degree program.*

**DIRECTIONS:** A BU Dual Enrollment application form must be completed if this is the first time the student is taking a Dual Enrollment course. This form must be typed or printed legibly (black or blue ink). This form must be submitted to your high school guidance counselor or to the BU Office of Dual Enrollment. Only the first page of this application needs to be returned.

Student's Name Sample Student

Students Address 123 Main Street

Miami Shores, Florida, 33161

Preferred Phone (123) 456-7890 Date of Birth 07/18/2006

Email doit-crmddevelopment@barry.edu Gender Female

Country of Citizenship United States of America

Designation: ☒ U.S. Citizen ☐ Resident Alien ☐ International

High School Name Test School Account School Phone (305) 899 - 1234

School Address 321 Sample Road, Miami Shores, Florida, 33140

When do you wish to enroll? 2022 ☒ Fall(August-December) ☐ Spring(January-June) ☐ Summer(June-August)

Do you consider yourself to be Hispanic/Latino? ☒ Yes ☐ No

Choose one or more racial categories:

☐ African American/Black ☐ American Indian/Alaska Native ☒ Native Hawaiian/Pacific Islander ☐ Asian ☒ White/Caucasian

**Student Emergency Contact Information:**

Contact Name	Relationship	Daytime Phone	Evening Phone
Sample Emergency Contact	Legal Guardian	(456) 789 - 0000	(456) 789 - 0000

I certify that the above information is complete and correct. I further understand that falsification or failure to supply the correct information may lead to the disqualification of my application for admission to Barry University. I accept full responsibility for all debts incurred.

Applicant Signature  Date 7/13/2022

Name Parent/Guardian of Applicant Sample Parent

Relationship to Applicant Father Email jgomez@barry.edu

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Barry University does not discriminate on the basis of race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, genetic information, marital status, marital status, pregnancy age, disability status or veteran status. Barry University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Barry University.

Dual Enrollment Application Form



## 2. FERPA Form

- ❖ If the student is new, then a FERPA form is required to be completed. Within this form, there are specific lines that must be filled during the student's signature process, such as entering the name of Parents/Legal Guardian on the FERPA form. **Depending on the box selected on the form**, different text boxes will become available to fill.

Remember to sign before moving to next page.

*Note: Elements that have a red highlight are required to be filled out in order to complete the signature process.*

Phone: 305.899.3860 \* Fax: 305.899.3946 \* Email: [registrar@barry.edu](mailto:registrar@barry.edu)

### AUTHORIZATION FOR RELEASE OF STUDENT INFORMATION (FERPA)

Completed forms may be submitted to the Office of the Registrar in person at Adrian Rm. 108, or may be signed, scanned and emailed from the requestor's BARRY EMAIL. Faxed and Non-Barry Email submissions will be verified by phone using student's phone number on file.

Sample Student 9991234  
First, MI, Last Name Student ID# (Required)

Under the Family Educational Rights and Privacy Act (FERPA), Barry University is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. The term "parent" includes natural parent, guardian, or individual acting as a parent in the absence of a natural parent or guardian. Please indicate whether your parents claim you as a tax dependent.

**Please check the appropriate box:**

☒ **Yes.** I certify that my parents claim me as a dependent for federal income tax purposes.  
Required - Name of Parent/Guardian


Name of Parent/Guardian	Relationship to Student	Parent/Guardian Email Address
-------------------------	-------------------------	-------------------------------

☐ **No.** I certify that my parents do not claim me as a dependent for federal income tax purposes.  
I am NOT claimed as a dependent for federal income tax purposes, but I agree that Barry University may disclose information from my educational and financial records to the person(s) I designate below:

Name of Parent/Guardian/Spouse/Other	Relationship to Student	Designee Email Address
Name of Parent/Guardian/Spouse/Other	Relationship to Student	Designee Email Address

☐ **No.** I certify that my parents do not claim me as a dependent for federal income tax purposes. I do not wish to release my educational or financial records to anyone at this time. I understand that Barry University will NOT be able to provide any financial or educational information to anyone but myself.

I have read and understand the above and I recognize that consent or non-consent as established in this document shall remain in effect until revoked by me in writing.

 Signature

Sample Student (must print and sign prior to submitting)

7/13/2022 Date

REV. 08/5/18/17 DHP

### 3. Authorization Form

- ❖ Student need to sign authorization form to accept all the information that was previously submitted on the application, in addition to the course(s) confirmed by your High School Liaison.

DocuSign Envelope ID: 90DD0B31-5B5B-46B8-99E1-802B9E1B7320

**Barry University**  
Department of Recruitment and Admissions

**Dual Enrollment AUTHORIZATION FORM**

This form must be submitted to your Guidance Counselor or the Barry Office of Dual Enrollment, together with other dual enrollment documents, as applicable. Enrollment as a dual enrollment student in no way implies full admission to a degree program. Only the first page of this form needs to be submitted.

**Term/Year of Intended Enrollment**  
Fall ☒ Spring ☐ Summer ☐ Year: 2022

**High School Unweighted GPA:** 3.88

**PART 1 - Student Personal Information** Check One: ☒ New Student ☐ Continuing Student

Name: Sample Student Barry ID#: 9991234  
Address: 123 Main Street  
Miami Shores, Florida, 33161  
Date of Birth (MM/DD/YYYY): 07/18/2006 Preferred Phone: (123) 456-7890 Current Grade Level: Junior  
Email: docu-crmdevelopment@barry.edu Expected High School Graduation Date (MM/YYYY): 06/2024

I understand I must maintain a 3.0 GPA or better in college-level work and receive no lower than a "C" in any course, to maintain participation in the Barry University Dual Enrollment program. I understand I am not allowed to register for any course(s) not listed below. This form must be submitted every semester I wish to take dual enrollment courses. I understand the grades I earn during the Dual Enrollment program will become part of my permanent Barry University transcript and my high school transcript (these are official transcripts and should be included in any college application). I have read and will comply with the requirements and procedures on the reverse of this form. By signing my name below, I certify that I have read the above information.

Applicant's Full Name: Sample Student  
Signature of Applicant: [Signature] Date: 7/13/2022

**PART 2 - Parent/Legal Guardian Approval**

☐ By signing this form, you are allowing the above-named student to participate in the Barry University Dual Enrollment Program and understand that the grades earned will be part of the student's permanent Barry transcript and high school transcript (these are official transcripts and should be included in any college application).

Parent/Legal Guardian Name: \_\_\_\_\_  
Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PART 3 - Dual Enrollment Course Approval**

This section must be completed by the student's high school Guidance Counselor or home school official. Please lightly print below all Barry University Dual Enrollment courses the Guidance Counselor/home school official approves for the student to take during the term/year enrollment intention listed at the top of this form. **Note: This form will not be accepted if the course section is left blank or has white-out or has been crossed out or is written in pencil. The course(s) listed below will be accepted for high school graduation.**

Term (Fall, Spring, or Summer/Year)	Barry Course Prefix	Course Number	Title	Credits
Fall 2022	MAC	111	Course Title 1	3.00
Fall 2022	MAC	112	Course Title 2	3.00

Test School Account: 321 Sample Road, Miami Shores, Florida, 33140 (305) 899 - 1234  
High School Name: High School Address: liaison@yourschool.edu Phone (w/ Counselor's ext.):  
Guidance Counselor/Home School Official Name (Print Legibly): Email:  
Signature of Guidance Counselor/Home School Official: Date:  
Signature of Administrative Designee: Date:

Barry University does not discriminate on the basis of race, creed, color, ethnicity, national origin, ancestry, religion, gender, sexual orientation, gender identity, genetic information, familial status, marital status, pregnancy, age, disability status or veteran status. Barry University is accredited by the Southern Association of Colleges and Schools Commission on Colleges in award baccalaureate, masters, specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Barry University.

## F. **Frequently Asked Questions**

**❑ Who is considered a returning student?**

- ❖ Returning students are classified as having completed at least one semester of a dual enrollment course(s).

**❑ Who is considered a new student?**

- ❖ New student is classified as if you have never taken a dual enrollment course at Barry University.

**❑ Do I need to create a “Sign Up” profile if I am returning or new student?**

- ❖ If you have never accessed the MyBarry portal then yes, regardless if you are a returning or a new student. The Sign Up option allow you to access the electronic application of the MyBarry portal as a dual enrollment student. Once you complete the Sign Up, it will take you directly to the profile where you select “returning student” or “new”.

**❑ If I am a returning student and have previously access the MyBarry portal, do I need to Sign Up?**

- ❖ No, you don't need to Sign Up. You will just need to Login as in previous semesters and select returning student, then proceed from there.

**❑ If I submitted an electronic application before and forget my login information, what do I do?**

- ❖ You can use the “Forgot Password?” or “Forgot Email?” feature under the Login section. In addition, you can login with your high school email or the Barry

**❑ How can I get my Barry ID number if I am a returning student?**

- ❖ Request this information from your High School Liaison. They will be able to assist you.

**❑ What email do I use when I am signing up?**

- ❖ You are encouraged to use your high school email address. However, personal email is also acceptable.

❑ **What if I had a personal or school email address on my paper application in the past, can I still use it?**

- ❖ Yes, you can use your email address from your previously submitted paper application. Your High School Liaison can give you further direction on this.

❑ **What if I applied to an undergraduate degree at Barry and also partake in Dual Enrollment**

- ❖ You can use that same account for your application.

❑ **What if I see an error when I am signing my documents in DocuSign, what should I do?**

- ❖ Stop signing the documents immediately and close the portal. Then inform your High School Liaison of the errors you see.

❑ **Who can I speak with if I have other questions?**

- ❖ Please reach out to your High School Liaison.

**Students' Reminders:**

- ❖ Students need to make sure their parent's or legal guardian's email is accurate so they can receive the documents for signature. The person listed should be the person who plans to sign off on the documents.
- ❖ Students need to make sure they know which courses they will be taking; however, there is the option for them to not input the classes and your High School Liaison can do it later.