

Coral Glades High School



Dual Enrollment Information



Steps for Enrollment

-  **Step 1:** Confirm with your school counselor you meet the [eligibility requirements](#).
-  **Step 2:** Submit a Broward College [application](#). Students may use the Apply. After you apply, you will receive an email with your **BC username (email)** and **BC Student ID number**. It may take up to 24 hours to receive the email and for the system to allow you to log in with your BC credentials.
-  **Step 3:** You will need to log in to 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 4** to complete the Dual Enrollment Recommendation online form.
-  **Step 4:** Complete the online **Dual Enrollment Recommendation Form** by clicking the semester link below. You will need your **BC username (email)** and **password** to complete the form as it will ask you to log in to your **BC One Access Account** after clicking the link to the form. **Before** you can submit your online **Dual Enrollment Recommendation Form**, you will need to ensure you have uploaded the **Broward College Dual Enrollment Parent/Legal Guardian Form (Only legal signatures will be accepted. No typed fonts will be accepted as a signature.)**
-  **Step 5:** When Broward College has approved the form (after having been approved by the school), the student will receive an email notification which will include the number of credits approved to take by the school counselor and can be viewed by clicking on the link in the email.
-  **Step 6:** Log in to your [BC One Access](#) account and register for your approved courses. You can find the first day of registration for DE students on the [Academic Calendar](#). Access the [Steps to Register](#) document for assistance.
-  **Step 7:** Provide a copy of your schedule to your school counselor.
-  **Step 8:** Books may be ordered online for pick up (3 weeks before the semester begins); or in person at the bookstore. Books **cannot** be shipped to your home. ([See Bookstore site](#)).
-  **Step 9 (if needed):** Students must visit the [Accessibility Resources Office](#) and work with an advisor to determine if 504/IEP accommodations can be provided at Broward College.
-  **Step 10 (optional):** If you would like to allow another person such as your parent or legal guardian access to your student records, you must fill out the [Family Educational Rights and Privacy Act \(FERPA\) Release Form](#).

You MUST complete the Dual Enrollment Recommendation Form EACH SEMESTER.

Dual Enrolled and Early Admission students who receive a "D" or "F" grade are no longer eligible to participate in these programs.