



**Brookdale Community College Dual Enrollment Program
Fall 2026 – Spring 2027 Application & Instructions**

A Brookdale Community College Dual Enrollment application must be submitted electronically by **May 15, 2026**.

This application includes the following:

1. Eligibility Criteria Fall 2026 - Spring 2027
2. Brookdale Online Application Instructions
3. Brookdale NetID & Account Set Up Instructions (required to pay online)
4. FERPA Record Release Form – Requires hand signatures from student and parent.

If you have questions regarding the Dual Enrollment Program, please contact:

Dr. Sarah J. McElroy
Dean, Academic Pathways
Brookdale Community College
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OR

Ms. Cara Novak
Director, Educational Partnerships
Brookdale Community College
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cnovak@brookdalecc.edu

Dual Enrollment Eligibility Criteria Fall 2026 – Spring 2027

To be eligible for the Dual Enrollment Program in 2026-2027, a student must meet ALL the following requirements:

1. Overall GPA: Must be a minimum GPA of 2.5 on an unweighted 4.0 scale.
2. Recommendation of English teacher for college-level Reading and college-level Writing.
3. Recommendation/Approval of School Counselor.

**No written form is needed for recommendations, just consensus among the English teacher and the School Counselor.*

Brookdale Online Application Instructions

1. Go to www.brookdaleecc.edu
2. Click APPLY in the top right corner.
3. CREATE ACCOUNT
 - a. Complete contact information
 - b. When creating an account for the Dual Enrollment program, please make the selections below:
 - i. “select an area of interest/select your application type” – choose HIGH SCHOOL BASED PROGRAMS
 - ii. “select the option that best describes you and your academic plan” – choose HIGH SCHOOL DUAL ENROLLMENT
 - iii. Academic Program – choose NON-DEGREE HS DUAL ENROLLMENT
 - iv. Entry Term – choose FALL 2026 (SEP-DEC)
4. Click START YOUR APPLICATION HERE
 - a. Start new Undergraduate Application
 - b. Complete the following fields:
 - i. Personal
 - ii. Demographic
 - iii. Plans
 1. High School Dual Enrollment
 2. Academic Programs – Non Degree HS Dual enrollment
 3. Entry Term – Fall 2026 (SEP-DEC)
 4. Full time or part time? Do not Answer
 5. Time of Day? Do not Answer
 6. Where do you plan to take classes? Do not Answer
 7. Academics
 8. High School
 9. Certification & Signature
 - iv. Click SUBMIT APPLICATION

****Dual enrollment students must provide month/year of high school attendance
(Attended from Month, Attended from Year, Attended to Month, Attended to Year)**

NetID & Account Set Up Instructions

SPRING 2026 PAYMENT DEADLINE 2/15/2026

NOW YOU CAN PAY ONLINE BY SETTING UP YOUR STUDENT ACCOUNT WITH
BROOKDALE!

IMPORTANT: You will be dropped for non-payment on 2/16 if you have not paid for this course. You will not receive Brookdale credit if you do not pay on time for this course.

Students will need their **Brookdale Email Address** and **Brookdale Username**.

1. Set Up Your NetID Account

Go to www.brookdalecc.edu

1. Click 'My Brookdale'.
2. Click 'NetID/Passwords'.
3. Click 'Activate Your Account'.
4. Click 'Brookdale Experience/Self Service'
5. Enter student email address.

***YOU MUST USE YOUR BROOKDALE EMAIL ADDRESS TO CREATE AN ACCOUNT.**

EXAMPLE BELOW:

Use your temporary password: **Uppercase first initial + lowercase last initial + full 8-digit birthdate.**

Example:

- **Name:** Thomas Jones
- **Birthday:** July 4, 2001
- **Password:** Tj07042001

2. Create a New Password:

Choose a password with at least **8 characters**, including **1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character**.

3. Set Up Account Recovery:

Follow the prompts to enroll in the Password Management Tool.

4. Complete Additional Security Setup:

When prompted with "More information required," follow the steps provided.

****PLEASE NOT TO MAKE AN ONLINE PAYMENT YOU MUST COMPLETE ADDITIONAL SECURITY SETUP (#4 above).**



FERPA Record Release Form

Record Release Form

The Family Educational Rights to Privacy Act (FERPA) of 1974, as amended, requires that you be notified when your educational record or transcript is being forwarded to another educational institution. It is therefore, necessary for the following to be signed and dated in order for Brookdale Community College to forward your educational record and/or conduct record to your high school.

I give Brookdale Community College permission to release my educational record and/or conduct record, for the duration of my time in the Brookdale Community College Dual Enrollment program, to the high school specified.

Also, please note that courses at Brookdale Community College may contain subject matter that is not appropriate for some pre-college age students. In signing this waiver, you are acknowledging this and understand that no adjustments will be made to course content or assignments because of the age and/or status of the student.

Students enrolled in this program must maintain a term GPA of 2.0 at Brookdale Community College to continue in the program. In signing this waiver, you are acknowledging this and understand that students with a term GPA less than 2.0 will be removed from the program.

I understand that the decision to accept Brookdale Community College courses in transfer lies with the 4 year college/university.

HIGH SCHOOL NAME

SIGNATURE OF SCHOOL COUNSELOR

STUDENT NAME

STUDENT EMAIL ADDRESS

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

YEAR OF HIGH SCHOOL GRADUATION: _____