

Dual Enrollment Requirements, Policies and Procedures

Parent & Student Copy

Requirements:

1. You must have a 3.0 unweighted Grade Point Average.
2. Completed Algebra 2 with a C or better (for Math or Science)
3. Test score requirement (can be met with any of the following tests):

	English	Reading	Math (MAC1105)	Math (MAT1033)
PERT	99+	104+	123+	113-122
CPT	83+	83+	83+	72-82
SAT	440+	440+	490+	440-489
ACT	17+	18+	21+	19-20
FCAT	Level 4	Level 4	Level 5	

Procedures:

1. You and your parent must sign the Dual Enrollment Policy Form and return it to your Counselor.
2. You must meet with your Counselor to plan what courses you will take at BC. Visit www.monarchknights.com to review courses or see your counselor to review the list. The counselor will complete the Course Recommendation Form.
3. To register at BC you will need to take the following:
 - BC Application signed by student and parent
 - Course Recommendation Form signed by Counselor and Principal
 - Printed Copy of Test Scores (unless PERT or CPT taken at BC)
 - Transcript -You must request an official sealed transcript from Main Guidance at least a day before you intend to register at BC.
4. You can preview possible courses and times on www.broward.edu. Click on Courses; choose the term (Summer, Fall or Spring) and North Campus.
5. Students must arrange their BC courses around Monarch's schedule. Leave at least an hour after your classes end at MHS to get to BC. Keep in mind that the end of the first semester at Monarch may overlap with the beginning of the winter term of BC's Session 1 so discuss scheduling the start date of your courses accordingly to prevent missing classes at the end of the first semester at Monarch. Session 3 at BC usually begins later in January and does not usually overlap with first semester at Monarch. Please discuss this with your counselor.
6. When you have registered at BC, bring a copy of your schedule to your counselor. Your Monarch schedule may need to be adjusted. You must take a minimum of four classes total between BC and Monarch courses (i.e. two classes at Monarch, two classes at BC).
7. You will receive an Instructional Materials Form from your counselor to take with you to the BC Bookstore in order to borrow your books. Take the form to the BC bookstore to have the Author/Title, ISBN#, Condition, Type and Cost completed by the bookstore staff. The last two columns are completed upon return of the books at the end of the semester. Bring the form back to your counselor at Monarch with the bookstore receipts to be held until the end of the semester. During the last week of your BC classes, see your counselor to retrieve your form to be completed by the bookstore indicating you returned your books. Return the signed form to your counselor in order to avoid having an obligation and possible loss of credit.
8. You must notify your counselor ASAP if you decide to drop a class at BC.
9. You must bring a copy of your report card to your counselor at the end of the term.

Policies:

Credits are transferred as follows: Most three-credit courses completed at BC will receive .5 credits on the high school transcript. Specific credits will receive a full credit. Dual enrollment courses receive two extra quality points on their high school transcript.

Dual enrolled students are responsible for obtaining school information that may have been announced while they were off campus.

BC courses will be the start of your college transcript and GPA and will be transferred to the college you will attend. Your attendance and focus for these classes is very important.