Start in High School - Finish at FIU
DE Spring 2021 Enrollment

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Academic Planning and Accountability Dual Enrollment & Community Outreach

Panelist:
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❖ Silvia Quinones-Silva, MMC
❖ Elena (Ellie) Woodbury, MMC
❖ Danay Barata, MMC
❖ Paula Sanchez, BBC
❖ Sonia Williams, BBC
❖ Giovanna Telle, BBC
Items for Discussion

- Eligibility Requirements
  - Initial
  - Continued
- On-FIU Campus PT DE Enrollment Steps
- At-High School Program Spring 2021
- Full-time/DE Early Admission 21-22 Apply Steps
- Course Modalities
- Instructional Materials
- Dates & Deadlines
- Navigating DE Website
- Compliance Visits
Recognizing the impact on students and their ability to sit for placement testing, the Florida Department of Education has issued FDOE Emergency Order 2020-EO-02 dated May 13, 2020,

The order suspends the testing requirement for student eligibility for initial enrollment in college credit dual enrollment courses through December 31, 2020.

Students must still meet the minimum grade point average and course level assessment requirements.

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**Eligibility Requirements**

In order to enroll in on campus, at high school or online dual enrollment courses, students must meet the following requirements:

- Be a student enrolled in a partner Florida public, charter or private school or home school course of study that fulfills requirements for high school graduation.
- Have a 3.0 unweighted high school GPA
- Meet alternative initial eligibility criteria indicators that align to Florida Department of Education decreed Executive Order 2020-EO-02* (Alternative initial criteria applicable through Fall 2020; to request criteria indicators, email dualenro@fiu.edu)
- Home education students must provide proof of enrollment in home education program and be registered with M-DCPS’ or Broward Home School Office.
- Meet any additional criteria set by FIU as the post-secondary institution.

Students interested in the Full-Time/Dual Enrollment Early Admission program must meet the following requirements:

- Be a rising senior in a school or organization which has an Articulation Agreement with FIU for Dual Enrollment
- Have a minimum 3.5 unweighted high school GPA
- Have approval from a high school counselor or home school liaison
- Meet alternative initial eligibility criteria indicators that align to Florida Department of Education decreed Executive Order 2020-EO-02 (Alternative initial criteria applicable through Fall 2020; to request criteria indicators email dualenro@fiu.edu)
- Home education students must provide proof of enrollment in home education program and be registered with M-DCPS’ or Broward Home School Office.

*In addition, students must be able to provide official academic transcripts, a letter of recommendation and/or test scores in order to schedule an interview.

Additionally, students must meet required testing standards for enrollment in courses with pre-requisites and discipline-specific placement (i.e. ALEKS Math Skills Assessment).

Continued participation in the program requires that students maintain a 3.0 unweighted high school academic work and earn a 3.0 or better in college-level work.

Future admission to FIU as a degree-seeking student is selective and is not guaranteed via participation in the Dual Enrollment Program. Prospective students must apply to FIU and meet all FIU admissions requirements.
Initial Eligibility

Indicator that applies for Spring 2021:

❖ Meet minimum score on a common placement test adopted by the Florida State Board of Education which indicates that the student is ready for college-level work.

Continued Eligibility

Mandates maintaining a 3.0 unweighted high school GPA and **earning and maintaining** a 3.0 FIU GPA.

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DE Program College Placement Tests:

PERT / ACCUPLACER / SAT / ACT

Common Placement Testing Scores as posted by the Florida Department of Education:

<table>
<thead>
<tr>
<th>Test</th>
<th>PERT</th>
<th>SAT/ACT</th>
<th>Accuplacer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>106</td>
<td>24/19</td>
<td>83</td>
</tr>
<tr>
<td>Writing</td>
<td>103</td>
<td>25/17</td>
<td>83</td>
</tr>
<tr>
<td>Mathematics</td>
<td>114</td>
<td>24/19</td>
<td>72</td>
</tr>
</tbody>
</table>

Course Level Assessment:

ALEKS required for Math courses above MAC 1105

MAC 1105  PERT score range:  123 -150
Academic Waiver & FIU GPA Exception

Academic waiver:
- available for enrollment in At-HS campus courses
- not available for enrollment in Online or On-FIU campus courses
- extended to students with unweighted HS GPA between 2.7 and 2.99
- reported by school POI, Person of Interest, when completing eligibility requirement verification and requires the completion of a Waiver form

FIU GPA Exception:
- applied when student FIU Cumm GPA is below 3.0 after earning grade as a first-time dual enrollment student
On-FIU Campus PT DE Enrollment Steps

Student

Step 1: Start Your Application (Online)
Returning Students (only if 3 or more consecutive semesters since last application)

Step 2: Required Forms
- DE Authorization Form
- Immunization Forms

Step 3: Submit Forms
DE Authorization Form - email form to DE Coordinator/ Counselor
Immunization Documentation Form - email to immune@fiu.edu

DE Coordinator/Counselor

Step 1: Verify student Initial or Continued eligibility to enroll in approved DE courses. If student does not meet eligibility requirements, counselor must notify student.

Step 2: Review with student course selection. Courses indicated must be listed as dual enrollment approved courses.

Step 3: Sign and Upload the DE Authorization Form

Students cannot Register for Classes until documents have been uploaded to Sharepoint and registration window opens.
ON-FIU CAMPUS PART-TIME
DUAL ENROLLMENT AUTHORIZATION FORM

Term: Fall ☐ Spring ☐ Summer ☐ Year _________ High School Unweighted GPA _________ □ Public □ Charter □ Private □ Home Education

PART I - Student Information

<table>
<thead>
<tr>
<th>Panther ID#</th>
<th>Grade Level</th>
<th>Current High School Name/Address</th>
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☑️ I understand I must maintain a 3.0 unweighted high school GPA and earn a 3.0 or better in college-level course work to continue participating in the program.

☑️ I understand that grades will become part of my high school and FIU transcript that should be included in any college application.

☑️ I understand I can register only for approved course(s) listed below.

☑️ I understand I am responsible for reading the Dual Enrollment Transfer Guarantee statement on the dual enrollment website.

☑️ I understand I am responsible for withdrawing from courses I am no longer attending, or be subject to failing grade.

☑️ I acknowledge that I have completed and submitted to the Home Educational Program, the latest Annual Educational Evaluation report. (Home Education Student)

Student Signature ___________________________ Date __________

PART II - Parent/Legal Guardian Acknowledgement

By signing this form, I understand that my child will be enrolling in a college-level class that will require rigorous academic work, and acknowledge that course/s demand responsibility and maturity equal to that of a college student. I am allowing the named student to participate in the Florida International University Dual Enrollment Program and understand that the grades earned will be part of their permanent college and high school transcript.

Parent Signature ___________________________ Date __________
**PART III - Dual Enrollment Course Approval**

This section must be completed by high school Guidance Counselor or Parent/Legal Guardian (Home Education Student). Indicate courses approved for the term/year indicated above. Course/s listed below must meet high school graduation requirements.

<table>
<thead>
<tr>
<th>FIU Course Prefix and Course Number (Ex. MAC 2311)</th>
<th>FIU Course Title (Ex. Calculus I)</th>
<th>FIU Course Prefix and Course Number (Ex. MAC 2311)</th>
<th>FIU Course Title (Ex. Calculus I)</th>
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By signing this form, DE Coordinator/School Guidance Counselor and/or Parent/Legal Guardian\(^1\), verifies and confirms student initial eligibility to dually enroll in approved DE courses, or verifies and confirms continued eligibility by validating a 3.0 unweighted HS GPA (If applicable), an FIU cumulative GPA of 3.0 or better (Only for Returning Student), and approves student participation in dual enrollment.

<table>
<thead>
<tr>
<th>DE Coordinator/Guidance Counselor</th>
<th>Signature</th>
<th>Email</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Parent/Legal Guardian (Home Education Program)</td>
<td>Signature</td>
<td>Email</td>
<td>Date</td>
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</table>

\(^1\) Parent/Legal Guardian Signature required if student is under 18 years of age. If Home Education Student: Parent/Legal Guardian certifies Annual Educational Evaluation was completed and submitted to Home Education Program.

Effective 2020
Immunization Forms

Contact information:
Phone: (305) 348-2688
Email: immune@fiu.edu

Students with questions about holds can visit studenthealth.fiu.edu and look under “Registration Holds”

Immunization Forms

- FIU Immunization Documentation Form
- Hepatitis B Vaccine Waiver Form
- Meningitis Vaccine Waiver Form
- Personal Physician Immunization Waiver Form

Accepts any official documentation for students regarding their vaccines, including but not limited to, a copy of their high school immunization page.

Typically take about 24-48 business hours to process.
Dual Enrollment Sharepoint
On-Campus DE Authorization Form

- First-time user: Request access to Sharepoint by contacting Sherryma Smith-Chow, shesmith@fiu.edu
- DE Coordinator/Counselor with previous access will receive email notification to re-activate access for Spring 2021.
- Access may be granted to a single school appointee
- DE Coordinator/Counselor must uploaded student forms to school folder
School must:
➢ submits DE Course Request
➢ submits Credentialing Request
➢ appoints Online Course Facilitator

Students complete Online Application

POI, Person of Interest, verify and confirm student eligibility

For M-DCPS: Barnes & Nobles/ FIU Bookstore activates textbook voucher

DE Office completes student registration

October 23 - 30, 2020
Course/Credentialing Request
Appoint Online Course Facilitator

November 9 - 25, 2020
Application Window

November 30 - December 11
Verification Window
Online Course Facilitators

At-High School Program

❖ Partner school must appoint an Online Dual Enrollment Facilitator

❖ Facilitator must commit to the roles and responsibilities on the Facilitator Commitment Letter

Online course schedule Spring 2021:
January 25, 2021 - May 14, 2021
FT/Dual Enrollment Early Admission
21-22 Apply Steps

❖ Student emails official academic transcripts, letter of recommendation and test scores to Dual Enrollment Office for verification of eligibility.

❖ If student meets eligibility requirements, interview will be scheduled. Interviews are conducted during March 1 through April 15, 2021.

❖ April 30, 2021 Letter of Admission/Denial sent to applicants.
For On-FIU campus courses University-designated modality will be noted in “Manage Classes” tile in student profile.
Instructional Materials

M-DCPS
On-FIU Campus
Full-Time/Dual Enrollment Early Admission
At-High School

❖ Students access link in their student portal by selecting the option to “Order Textbooks”
❖ Students are redirected to the Barnes & Noble course materials page to place order
❖ Textbooks will be mailed directly to students
❖ Digital books (e-books) access codes will be emailed

Barnes & Noble
FIU Bookstore Account
<fiubook@fiu.edu>
Instructional Materials

BCPS/Private/Charter
On-FIU Campus
Full-Time/Dual Enrollment Early Admission
At-High School

- Purchase Order (PO) or Other Payment Method must be established with Barnes & Noble
- Shipping or pick up arrangements must be made with FIU Bookstore
- Digital books (e-books) access codes will be emailed
Important Dates

At High School

On-FIU Campus

**November 2 - 30, 2020**
Application & Document Submission

**January 7 - 10, 2021**
Registration Opens

Classes Begin:
- Spring A: January 11, 2021
- Spring B: March 1, 2021
- Spring C (Main Session): January 11, 2021

**October 23 - 30, 2020**
Course/Credentialing Request
Appointment Online Course Facilitator

**November 9 - 25, 2020**
Application Window

**November 30 - December 11**
Verification Window

**March 10, 2021** Add/Drop Deadline

TBA Spring PD Workshop
Navigating DE Website

https://dualenrollment.fiu.edu/

At-HS Program Compliance
Visit scheduling will begin November 1st.