

DE Spring 2021
Enrollment

Start in High School - Finish at FIU



DE Spring 2021 Enrollment

Facilitator:

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Panelist:

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- ❖ Silvia Quinones-Silva, MMC
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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

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.

Fall 2020

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.

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.

DE Program College Placement Tests:

PERT / ACCUPLACER / SAT / ACT

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

	PERT	SAT/ACT	Accuplacer
Reading	106	24/19	83
Writing	103	25/17	83
Mathematics	114	24/19	72

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 Cumulative 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.



Dual Enrollment

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

Panther ID#	Grade Level	Current High School Name/Address	
Last Name		First Name	Middle Name
Email		Cell Number	

- ✓ 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
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PART II - Parent/Legal Guardian Acknowledgement¹

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
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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.

FIU Course Prefix and Course Number (Ex. MAC 2311)	FIU Course Title (Ex. Calculus I)		FIU Course Prefix and Course Number (Ex. MAC 2311)	FIU Course Title (Ex. Calculus I)	
					Alternate
					Alternate
		Alternate			Alternate
		Alternate			Alternate

By signing this form, DE Coordinator/School Guidance Counselor and/or Parent/Legal Guardian¹, 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.

DE Coordinator/Guidance Counselor	Signature	Email	Date
Parent/Legal Guardian (Home Education Program)	Signature	Email	Date

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.

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 upload student forms to school folder



At-High School Program Spring 2021

- ❖ 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



ONLINE
EDUCATION

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

FIU Dual Enrollment	FIU Online Dual Enrollment (DE) Facilitator Roles and Responsibilities Commitment Letter
Facilitator Minimum Qualifications and Requirements	
<ul style="list-style-type: none">✓ Must be school faculty or staff member, appointed by the school principal or school administrator✓ Must clear Level II Background Check✓ Excellent organizational skills✓ Strong communication skills✓ Functional knowledge of Microsoft Office Suite✓ Attendance to professional development workshop✓ Completion of Canvas training✓ Experience in actively coaching students and/or instructing	
Facilitator Responsibilities	
Before the start of classes:	
<input type="checkbox"/> Attend the annual professional development (PD) workshop for Facilitators provided by the FIU Dual Enrollment (DE) office, prior to facilitating a course.	
<input type="checkbox"/> Complete the Canvas tutorial(s) for Facilitators.	
<input type="checkbox"/> Complete all student Canvas tutorials and trainings.	
<input type="checkbox"/> Know the ADD/DROP deadlines and communicate it to students.	
<input type="checkbox"/> Verify that your access to Canvas allows you to view the course content, student's progress and grades.	
<input type="checkbox"/> Discuss high school class meeting dates with FIU Professor, and, if possible, request that exam dates and deadlines coincide with those dates. Also discuss any school site activities that may conflict with class meeting dates.	
<input type="checkbox"/> Review the syllabus for any group projects/assignments. Ensure that FIU Professor groups students from the same high school site by class periods.	
<input type="checkbox"/> Verify that for group projects/ assignments you have all instructional materials. Books should be picked up when you attend the DE PD before the start of the semester.	



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.

Modalities

On-FIU Campus

Hybrid

In-Person

Synchronous
Remote

Online

At High School

At-the School or
Remote Learning

HS Instructor/
Courtesy Lecturer

FIU Adjunct
Instructor

Online
Dedicated Section

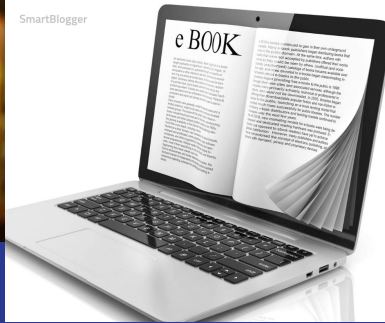
For On-FIU campus courses University-designated modality will be noted in “Manage Classes” tile in student profile.

Instructional Materials

M-DCPS

On-FIU Campus

**Full-Time/Dual Enrollment Early Admission
At-High School**



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

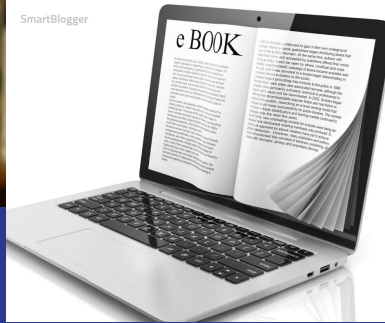
- ❖ Students access link in their student portal by selecting the option to “Order Textbooks”
- ❖ Students are redirected to the Barnes & Noble course materials page to place order
- ❖ Textbooks will be mailed directly to students
- ❖ Digital books (e-books) access codes will be emailed

Instructional Materials

BCPS/Private/Charter

On-FIU Campus

**Full-Time/Dual Enrollment Early Admission
At-High School**



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

- ❖ 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/>

Academic Planning & Accountability

Dual Enrollment

Apply ▾ Courses Student Resources Partners ▾ Contact



❖ Apply Overview

❖ Steps

❖ Courses

❖ Student Resources

❖ Partner Overview

❖ Partner schools

❖ Instructors

❖ Faculty Liaisons

❖ Online Facilitators

❖ Professional Development

❖ Contact

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