

# DUAL ENROLLMENT STUDENTS' CHECKLIST

## Part-Time & Full-Time/ DE Early Admission\*

*\*Important Note: This checklist applies to students enrolling in Dual Enrollment courses on a FIU campus or online. It does not apply to students taking DE courses at their high school.*



Dual Enrollment

### Step 1: Determine Eligibility

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- 1. Have a minimum unweighted high school GPA of 3.0 for the part-time program or 3.5 for the Early Admission program, along with qualifying test scores. See [Eligibility Requirements](#) on DE website.
- 2. If you need placement scores or your scores are not college-ready, submit the Testing Request Form on the Dual Enrollment website to take the PERT online.
- 3. Meet with your high school counselor to discuss dual enrollment options and ensure courses align with your academic goals.

### Step 2: Complete Online Application (New Students Only – Returning Students Skip to Step 3)

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- 1. Complete and submit the online [Dual Enrollment Application](#) by the deadline. Be sure to select *Dual Enrollment-On FIU Campus* as the Academic Plan to avoid processing delays. Your Panther ID# will appear on the confirmation page upon submission\*.

*\*If you do not receive your Panther ID# within 48 hours, contact the Dual Enrollment Office at (305) 348 - 2800.*

### Step 3: Submit the Dual Enrollment Authorization Form (Every Semester)

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- 1. Complete the Dual Enrollment Authorization Form, including listing preferred and alternative courses in case first-choice courses are full. Ensure you meet course prerequisites. To view available courses for the desired semester, visit [my.fiu.edu](http://my.fiu.edu), “Public Class Search”.
- 2. Obtain all required signatures (student, parent/guardian, and school administrator).
- 3. Submit the completed form, signed by the student and parent/guardian, to your school counselor/administrator, who will sign and forward it to the FIU Dual Enrollment Office (*Home Education students submit directly*).
- 4. Receive email confirmation from the Dual Enrollment Office once the application window closes, confirming receipt of your paperwork.

### Step 4: Submit Immunization Records (New Students Only)

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- 1. If vaccinated in Florida, complete the FL Shots Parental Consent Form to allow FIU to access immunization records. Otherwise, proceed to Step 2.
- 2. If not vaccinated in Florida, email immunization records and applicable waivers (Hepatitis/Meningitis) to [immune@fiu.edu](mailto:immune@fiu.edu).

### Step 5: Register for Courses

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- 1. Check the Dual Enrollment website for registration window dates.
  - a. New students: Follow the instructions in the “After Applying... What’s Next – Registration” email.

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- b. Returning students: Log into my.fiu.edu and select "Manage Classes" to self-register.
- 2. Register only for approved courses within the registration window. After it closes, students may only drop or swap courses.

### Step 6: View Class Schedule

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- 1. Once registered for classes, log in to my.fiu.edu to access your class schedule.
- 2. Navigate to "Manage Classes" to verify registered courses and room assignments.

### Step 7: Order Textbooks

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- 1. Follow these steps to obtain your course materials:
  - a. Visit my.fiu.edu and click on the Panther Book Pack tile. All DE students are automatically enrolled in the Panther Book Pack rental program (*cannot opt out*).
  - b. Select your required course materials and choose to pick up, ship (*fees apply*), or receive digital access (*available in Canvas*). An email notification will be sent when your order is ready for pickup or when it ships.
  - c. Return rental textbooks in reusable condition to the FIU Bookstore at the end of the semester.

### Step 8: Access Canvas for Online Courses

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- 1. If taking an online course, complete the Canvas Orientation before classes begin.

### Step 9: Access Your Student Portal & University Email

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- 1. Log into your student portal to access your FIU email (found under "Profile" in "Contact Details"), technical support, Canvas guidance, course access, and Success Coach lookup.
- 2. Log into [panthermail@fiu.edu](mailto:panthermail@fiu.edu) using your FIU login credentials, which is the same used for MyFIU access.
- 3. Regularly check your FIU email for important updates.

### Step 10: Stay Organized & Maintain Eligibility

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- 1. Manage deadlines for assignments, exams, and coursework.
- 2. Maintain the minimum GPA required for continued dual enrollment eligibility.
- 3. Login to your student portal to view final grades and cumulative FIU GPA.
- 4. Enjoy the experience! Dual Enrollment is a great opportunity to get ahead in your education.