



DUAL ENROLLMENT

STUDENT / PARENT HANDBOOK

FIU

Dual Enrollment

FLORIDA INTERNATIONAL UNIVERSITY

dualenrollment.fiu.edu

This Handbook is designed to share helpful information about the FIU Dual Enrollment Program with students and their parents. For important dates and deadlines and regular updates to information provided in this Handbook, please refer to dualenrollment.fiu.edu



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A WORLD-CLASS INSTITUTION

As Miami's first and only public research university, offering bachelor's, master's, and doctoral degrees, FIU is worlds ahead in its service to the academic and local community.

Designated as a top-tier research institution, FIU emphasizes research as a major component in the university's mission.

For over four decades, FIU has positioned itself as one of South Florida's anchor institutions by solving some of the greatest challenges of our time. We are dedicated to enriching the lives of the local and global community. With a student body of approximately 54,000, we are among the top 10 largest universities in the nation and have collectively graduated more than 200,000 alumni, 115,000 of whom live and work in South Florida.

FIU RANKINGS

Best of the Best

FIU is ranked as the second-best university in the state by the Florida Board of Governors based on goals related to student success and improvement.

U.S. News & World Report ranks Florida as the best state in the nation for higher education.

#12 *Top Performers on Social Mobility by U.S. News & World Report.*

#15 *Programs ranked among the TOP 50 of public universities by U.S. News & World Report.*

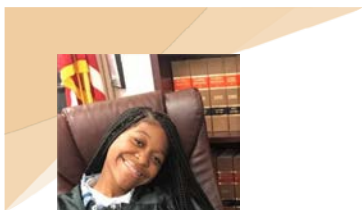
**FIU IS WORLDS AHEAD IN ITS SERVICE
TO THE ACADEMIC AND LOCAL COMMUNITY**

DUAL ENROLLMENT (DE) PROGRAM OVERVIEW

In today's knowledge-based society and competitive, global economy, Dual Enrollment (DE) serves as a significant accelerated mechanism towards higher education degrees. The State of Florida DE 1007.271 Statute ("Dual enrollment programs") defines DE as "...enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree."

Access to education is a primary consideration in fostering local and regional economic growth and prosperity and improving life prospects. Today's marketplace requires a highly skilled and educated workforce—one with critical thinking, creative, and problem-solving skills. In developing a more accessible approach to meeting educational needs, coordination and cooperation among educational leaders serve as an essential building block for community success.

As a conduit to higher education and degree attainment, DE creates and sustains talent and develops critical educational pathways. Florida International University's (FIU) DE Program, implemented in conjunction with districts, charter and private schools, has served as a catalyst of community change and hope for a better future.



"BEING A PART OF THE DUAL ENROLLMENT PROGRAM AT FIU HAS GIVEN ME THE JUMPSTART TO COLLEGE THAT I NEEDED. THE DE OFFICE AT FIU MADE MY ENROLLMENT PROCESS SUPER EASY...FIU DE ROCKS!"

Kenniyah Jenkins

FIU's DE Program offers a wide range of courses each semester via various modalities. The DE program provides the opportunity for eligible students to take college courses and earn college credits while fulfilling high school requirements. As Miami's only public research university, FIU accounts for a large share of Floridians enrolled in DE programs in the State University System. A unique feature of FIU's DE is that close to 95 percent of the program is offered directly at 72 Florida schools.

START IN HIGH SCHOOL - FINISH AT FIU

BENEFITS OF DUAL ENROLLMENT

FIU DUAL ENROLLMENT FAST FACTS

150+

Courses to choose from

70+

Participating high schools

3.5 years

Average time to earn a degree for FIU Dual Enrollment students

\$9.8 M

FIU Dual Enrollment helped families save an estimated \$9.8 million in tuition and fees in 2019

\$2.4 M

FIU Dual Enrollment helped families save an estimated \$2.4 million in textbook costs in 2019

- **Experience firsthand** what college courses are like
- Get **flexible options** for taking courses: at your school, online, and at FIU
- **Explore degree majors** by taking courses in your area of academic interest
- **Save money** – dual enrollment courses are exempt from tuition and fees
- **Save time** by earning college and high school credits at the same time
- **Enjoy access** to Student Resources at FIU

Gain a competitive edge on your first-year experience in college.

***Best of all,
potentially reduce the cost
of your higher education!***

Meet with your school counselor, or parent/legal guardian TODAY, to discuss dual enrollment opportunities.

BENEFITS OF DUAL ENROLLMENT (CONT'D)

Benefits of Dual Enrollment—Did You Know?

■ **Improved High School Educational Outcomes**

By introducing more academic rigor through college-level courses, DE Programs may lead to the improved performance of students in their high school work. Studies have attributed participation in DE courses to improved outcomes among high school students, including being more engaged in school coursework and having a stronger academic and career focus.

■ **Increased Likelihood of Attending College and Educational Access**

Studies on DE have found a positive correlation between high school students' participation in DE courses and their probability of enrolling in an institution of post-secondary learning.

■ **Improved Performance in College**

Students who had taken DE courses while in high school, when enrolled in college, tend to perform better and graduate from college in a timely manner.

■ **Broadened Inclusion**

While all students can benefit from participation in DE programs, and thus, an increased likelihood of attending college, the impact of such programs can be significant on individuals traditionally underserved in higher education, and students who are first-generation college enrollees in their families.

In terms of students for whom the costs of a college education may be high, DE may reduce the total cost of college providing, generally, no-cost college credits and a shorter time to degrees.



"DE HAS AS ALLOWED ME THE OPPORTUNITY TO EASILY TRANSITION INTO COLLEGE. I RECOMMEND IT TO EVERY SINGLE JUNIOR IN HIGH SCHOOL, IT WAS ONE OF THE BEST DECISIONS I HAVE MADE IN MY LIFE."

Sonia Rodriguez

ELIGIBILITY REQUIREMENTS

At High School, Online, or On FIU Campus Dual Enrollment

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

- Be enrolled in grades 6-12 in a Florida public, charter, private or home school course of study that fulfills requirements for high school graduation
- Have a 3.0 unweighted high school GPA
- Meet the minimum standardized college placement and/or college readiness score according to the [Florida Department of Education's Common Placement Testing](#)

Full-Time/Early Admission Dual Enrollment Program

Students interested in the Full-Time/Early Admission DE program must:

- Be a rising senior in high school
- Have a 3.5 unweighted high school GPA
- Meet a minimum SAT score of 1200 or ACT score of 25

Additionally, students must meet required testing standards for enrollment in courses with pre-requisites (i.e. math courses higher than College Algebra require [ALEKS placement exam](#)).

***Continued participation in the program requires
that students maintain a 3.0 College GPA***

PROGRAM TYPES

At High School

Earn college credits at your high school

DE courses can be taken at Partner Schools during the high school academic year. Students earn, at the same time, college credits and credits that fulfill requirements for high school graduation.

Courses are taught by either a high school instructor appointed as an FIU Courtesy Lecturer, or an FIU Faculty or Adjunct Instructor.

Online

Take college courses online

Using FIU Canvas, a learning management system that lets you log into your online classroom, students can interact with faculty and other students and take part in a dynamic and interactive fully online course.

Courses are designed to provide students with the same top-quality experience that on-campus students enjoy. Students read chapters, submit assignments, participate in group projects, engage in discussions, reply to message boards and much more.

On FIU Campus

Take courses at FIU

On FIU Campus DE students take courses alongside other FIU students. Students can get involved, make new friends, explore interests and make a difference. Don't be just a student—be a Panther!

DE opportunities are available at the following FIU locations:

- Modesto Maidique Campus (MMC)
- Biscayne Bay Campus (BBC)
- Engineering Center (EC)
- FIU at I-75

Full-Time/Early Admission Dual Enrollment

High school senior year at FIU

Full-Time/ Early Admission DE allows seniors to complete their final year of high school at FIU. Students enroll in 12-15 college credit hours per semester. This program is not the same as freshmen admission to the university, but you can experience first-hand what life at FIU. Explore the campus, experience arts and culture, enjoy a variety of restaurants, shops and many other available resources.

If you want to explore the life of an FIU Panther, schedule an interview during your junior year with the DE academic advisor.

**To Earn Dual Credit Your School Must Be A Partner School.
Visit the FIU Dual Enrollment Website at dualenrollment.fiu.edu or
Ask Your School Guidance Counselor/Dual Enrollment Coordinator.**

Other Programs

Together with Miami-Dade County Public Schools (M-DCPS), FIU offers additional DE opportunities through the following:

- **Academy for Advanced Academics (AAA)**
- **Andrea Castillo/Ronald Reagan Senior High School Teaching Academy**
- **Florida Action for Minorities in Engineering (FLAME)**
- **MAST @ FIU Biscayne Bay Campus**
- **STEM Education Academy @ Southwest Miami Senior High School**
- **FIU Partners in Progress**

DUAL ENROLLMENT REGISTRATION PROCESS

1. Find Out If You Are Eligible

To earn dual credit, your high school must be a Partner School.

Learn about eligibility criteria, available Courses and how DE grades impact your college transcript. Then meet with your school guidance counselor to find out if DE is right for you. Home school students should talk with their parent or guardian.

If you're considering Full-Time/Dual Enrollment Early Admission, you'll also need to schedule an interview during your junior year with the DE academic advisor. Interviews are typically held in March. Contact the DE office to schedule an interview.

**LET'S GET STARTED
IN 5 EASY STEPS!**

2. Start Your Application

To begin your application, you will register a username and password. That way you can save and return to your application later. Have your contact and identification information ready so that you can complete the application.

Before finishing your application, when you reach the submission confirmation page print the **Parent Consent Form**. When you submit your application, you will be given a **Panther ID** number and your **MyFIU** student account will be created. This will be your lifeline to FIU. If you forget your Panther ID or other login information, recover it at login.fiu.edu by clicking "Need Help?". Learn more about the account recovery process.

Returning On FIU Campus Students

If you are an **On FIU Campus** student who has not participated in the DE program for three or more consecutive semesters, you must complete a new online application.

3. Login to MyFIU

Students should visit MyFIU to get familiar with their student account. See First Time Log In for help getting started. For general questions, see Access MyFIU.

If you're still having issues, you can browse the [Division of IT Knowledge Base](#) or call customer support at 305-348-2284.

If you are planning to take dual enrollment courses at your high school, you are done!

Submit the Parent Consent Form to your high school instructor or guidance counselor. Learn more about [FIU Student Conduct and Honor Code and other important resources](#).

4. Submit On FIU Campus Required Forms

For On FIU Campus students only. The forms required include the Common Placement Test Scores, DE Authorization Form, the immunization form, and forms that are applicable to home school students.

Here's what you need (Only for On FIU Campus):

- [Dual Enrollment Authorization Form](#) - Submitted every semester you take courses at FIU
- Parent Consent Form - Found on the submission confirmation page of your application
- [Immunization Forms](#) - Submitted if you are a new applicant or have been out of the university for three or more consecutive semesters
- Ask your school guidance counselor to assist you with providing [Common Placement Testing Scores](#), and other required exam scores, and/or prerequisites to take the course.

Home education students must also submit:

- Homeschool District Authorization Letter
- [Home Education DE Articulation Agreement](#)

Submit all forms to the FIU Dual Enrollment Office at either the Modesto A. Maidique Campus or the Biscayne Bay Campus.

5. Register for Classes

This step can only be completed **after** required documents are submitted.

OneStop is your FIU resource for class registration. Find out [How to Add Classes](#) on its website. Everything can be completed through your MyFIU account and OneStop is there to help you. You must follow the On FIU Campus [dual enrollment deadlines](#).

6. Dropping Classes

On FIU Campus students are responsible for dropping classes, [How to Drop Classes](#). Students who do not drop may receive a failing grade. It is recommended you advise your school guidance counselor to ensure withdrawal does not impact high school credit requirements.



DUAL ENROLLMENT TRANSFER GUARANTEES & STUDENT RECORDS

Dual Enrollment Transfer Guarantees

Dual enrollment college credit will transfer to any Florida public college or university offering a course with the same prefix and number and must be treated as though taken at the receiving institution. If students do not, upon high school graduation, attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Students and parents need to be informed of this caveat.

For more information visit: <https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf>

Student Records

FIU understands and agrees that it is subject to all federal and state laws related to the confidentiality of student information. FIU agrees to comply with the Family Educational Rights and Privacy Act (FERPA) and school districts policies and rules pertaining thereto. FIU treats all dual enrollment student information as confidential and will not disclose the student information to any third party, except as provided by law.

According to federal regulations, if a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two (2) schools/institutions may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the school and may inspect and review any records sent by the post-secondary institution to the school.

Inasmuch as dual enrollment students are FIU students, FIU faculty and staff "with a legitimate educational interest" may access student records in accordance with all applicable federal and state laws related to the confidentiality of student, as well as FIU and school districts rules.

COURSE SELECTION

Make Wise Decisions

Explore a wide range of courses including top-ranked online options. Take courses that fulfill high school graduation requirements and are part of the [University Core Curriculum \(UCC\)](#). These are courses required for any first-time college student. Or explore FIU degree pathways by taking electives that match your interest or degree aspirations.

Students in the On FIU Campus program can choose from any classes offered on campus if they satisfy the prerequisites. At High School students can select courses being offered at your school. Talk with a guidance counselor for help choosing courses.

On FIU Campus Courses

Find a class! Use [Class Search](#) to find available classes each semester. Meet with your school counselor (or parent/legal guardian if you are a home school student) to choose your classes.

Experience classes taught by highly experienced FIU professors. Take courses alongside a diverse community of students. Become an integral part of a university focused on student learning, innovation and collaboration. Don't just be a student - be a Panther!

At High School Courses

Start taking courses! Meet with your school counselors to choose courses offered at your school. Partner schools offer courses that are part of the [College of Arts,](#)

PLEASE NOTE

Dual Enrollment (DE) courses are rigorous college-level courses. DE course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average.

Poor performance in DE courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of DE.

Sciences & Education, the Steven J. Green School of International & Public Affairs, the College of Communication, Architecture + the Arts, the College of Engineering & Computing, the Chaplin School of Hospitality Management, Robert Stempel College of Public Health & Social Work and the College of Business.

Course descriptions can be found by searching course numbers in the Course Catalog.

In providing written consent of eligible sixth-to-eighth graders to participate in dual enrollment courses at FIU, parents acknowledge that FIU is an open campus and that FIU cannot be responsible for the supervision of these sixth (6)-to-eighth (8) grade students beyond the delivery of instruction in the classroom setting. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in sixth (6)-to-eighth (8) grade courses or high school courses, which some parents may consider advanced for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

Areas of Interest

Architecture	Education	Mathematics
Art & Art History	Engineering	Modern Languages
Communication & Writing	Geographic Information Systems	Music
Computing & Information Sciences	Hospitality & Tourism Management	Sciences
Construction, Infrastructure & Sustainability	Humanities	Nursing & Health Sciences
Criminal Justice	Business	Nutrition
		Sociology
		Strategies for Success

LEARNING RESOURCES AND STUDENT SUPPORT SERVICES



Advising

The FIU dual enrollment academic advisor works closely with your school guidance counselor to help you achieve academic success. Discuss with your high school counselor required testing, identify courses that meet your high school graduation requirement and get help preparing for your college education.



Center for Excellence in Writing

Whether you are brainstorming, drafting, revising or polishing, writing consultants at the [Center for Excellence in Writing](#) can assist you with papers, reports and projects for any course.



Tutoring

Center for Academic Success is your guide to library reference and informative overview of student academic success services. The [University Learning Center](#) has mathematics, statistics, biology, chemistry and physics tutors who are ready to help. Tutors are available for both individual and group sessions, workshops, tutoring by appointment, and walk-ins. Online tutoring is also available.



FIU Libraries

[FIU libraries](#) are a great resource for research and studying. Find resources that appeal to your learning style. Search for a book from on-campus or off-campus libraries, reserve a study room and more. Use the [Dual Enrollment Guide](#) to find out more about library services.



University Testing Center

Whether it's PERT, ALEKS, CLEP, SAT or other exams, the [University Testing Center](#) provides testing services at both the Modesto A. Maidique Campus and Biscayne Bay Campus.



OneCard

The [FIU One Card](#) is your official University identification card. As a student, faculty, staff, or affiliate member, your FIU OneCard should always be carried while on campus. You'll need it every day, everywhere.

Office of Scholarships

Want to get a head start on earning scholarships? The [FIU Office of Scholarships](#) helps match students with scholarship opportunities. See what FIU has to offer.

Disability Resource Center

Let nothing hold you back. The [Disability Resource Center](#) supports On FIU Campus students with resources to facilitate a smooth transition to university campus life. Visit their offices on both MMC and BBC.

Student Handbook

The [FIU Student Handbook](#) outlines services, programs, and activities of the university which are designed to enhance the quality of a student's educational experience.

Technical Support

Have a tech question? You have access to 24/7 [IT resources](#). Reach out for help with Canvas, MyFIU, WiFi access, computer labs and more.

**WITH YOU
EVERY STEP
OF THE WAY**

We encourage you to make the most out of your college experience.

FIU focuses heavily on student success. With any challenges you may face, you will always have support readily available.

FIU POLICIES AND REGULATIONS

Student Conduct and Honor Code

The Student Conduct and Honor Code is a compilation of policies, regulations, and rights designed to serve the Florida International Community. The code was recently updated to reflect changes in Florida state law and to better serve the University community. Students are expected to be familiar with the contents of the Student Conduct and Honor Code, so they know the policies and expectations for being a member of the FIU community.

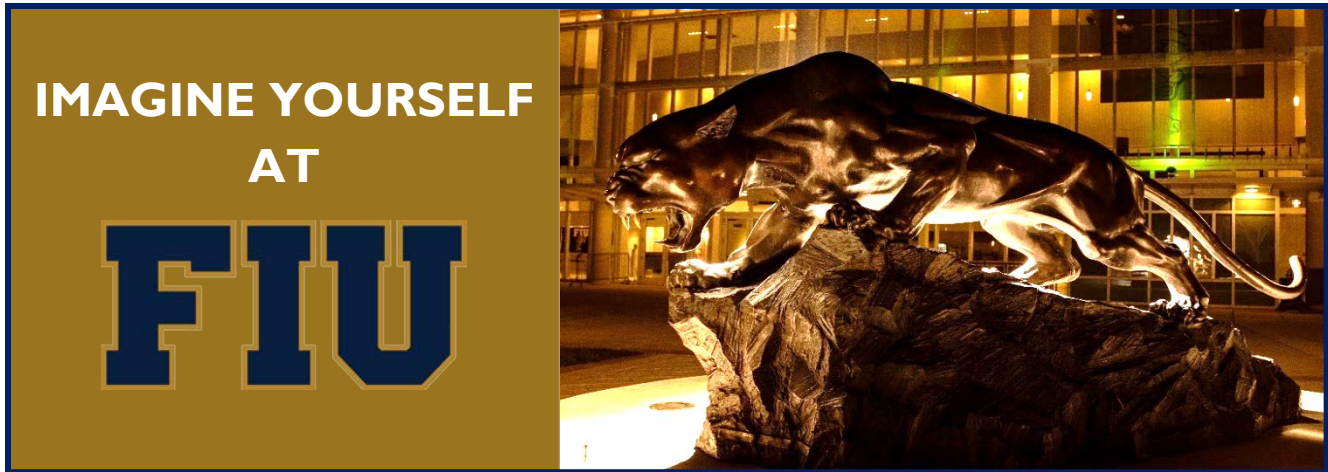
While students are enrolled in FIU courses, including online courses, the FIU Student Conduct and Honor Code and other policies and regulations regarding academic and behavioral discipline, as contained in the FIU Student Handbook, shall apply.

Sections of the Student Conduct and Honor Code that may be of interest to you include:

- Section 5 - Conduct Violations
- Section 6 - Academic Misconduct Violations
- Section 10 - Advisor for the Charged Student or Student Organization
- Section 11 - Due Process Rights of the Charged Student or Student Organization
- Section 12 - Principles of Group Responsibility
- Section 14 - Title IX Procedures
- Section 15 - Sanctions
- Section 16 - Withdrawal from a course pending charges of Academic Misconduct
- Section 17 - Interim Suspension
- Section 19 - Appeals

[Click Here to Download the Student Conduct and Honor Code](#)

WHAT HAPPENS AFTER DUAL ENROLLMENT?



Discover FIU Admissions Freshman Pathways

Admission to FIU is selective; applicants are encouraged to apply in the fall of their senior year. FIU takes into consideration an applicant's high school GPA in academic courses, success in dual enrollment courses and standardized test scores for admission to the University. The University values the achievements of applicants who participate in Dual Enrollment through FIU; therefore, additional weight may be given to an applicant who has successfully completed FIU college credit.

Academic Scholarships

Applicants wishing to be considered for academic scholarships should apply to FIU as a degree-seeking student, and be admitted to FIU, prior to November 1 of their senior year. Scholarships are competitive and an essay, as well as letters of recommendation, are required. Applicants participating in FIU Dual Enrollment, who plan to transition to FIU as a degree-seeking student, are also encouraged to earn micro-scholarships through [Raise.Me](https://www.raise.me/).

**APPLY TO
FIU DUAL ENROLLMENT
TODAY!**

dualenrollment.fiu.edu



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