

FAU

FLORIDA ATLANTIC
UNIVERSITY

High School Dual Enrollment

New Student

Orientation

What is Dual Enrollment?



- A program which allows high school students who meet the minimum requirements to concurrently earn credit for high school and college classes.
- Students are classified as FAU non-degree seeking students.
- Course enrollment is on a space-available basis.
 - If there are no seats available, the students will have to choose another course or enroll in courses at the high school.

Important Dates for Spring 2012

- First Day to Register for Classes: Monday, January 2, 2012
- Classes Begin: Saturday, January 7, 2012
- Last Day to Add/Drop Classes: Friday, January 13, 2012
- Deadline to pay fees: Tuesday, January 17, 2012
- Final Exams: Thursday, April 26, 2012 – Wednesday, May 2, 2012
- Semester Ends: Friday, May 4, 2012

For more important dates please see the academic calendar:

<http://www.fau.edu/registrar/acadcal.php>



Getting Started

if you have not already done so...

- ❑ Go to <http://myfau.fau.edu>
- ❑ Click on the “Look up Username/FAUNet ID” and follow the directions. After you have obtained your Username and Z number (student ID), go back to the MyFAU website and log in.
- ❑ The username is your FAUNet ID and the default password is your date of birth in **MMDDYY** format. For example if you were born on March 7, 1992, your default password will be 030792. (You may be asked to submit security questions or change your password the first time you log into the system.)
- ❑ Once you have logged in, your Z number will be displayed in the top left hand corner of the screen. On the top right hand corner of the screen is a link to your FAU email.
- ❑ The home screen has quite a bit of information. Please make sure to read through it carefully. Please make sure to check your email regularly.

Selecting Classes


- The course schedule can be located at:
<http://www.fau.edu/registrar/schedule/crsschdl.php>
- Course selections must be approved by your high school counselor.
- Students may take a maximum of 2 classes for a total of up to 8 credit hours.
- It is recommended that students have 3 to 5 approved course options in case your first choice selections are unavailable at the time of registration.
 - ▣ If you are registered for a class without approval from your guidance counselor FAU will not permit you to remain in that class.
- You will need to satisfy any prerequisites, co-requisites, pretests, proficiency exams, and/or permissions from the instructor/department, before registering for classes.
 - ▣ **Overrides can only be given by the department or professor. If an override or permission is needed it is the sole responsibility of the student to contact the department or professor directly. The Dual Enrollment office will not give students overrides.**
 - ▣ **If you are planning on taking a math class you must take the ALEKS math placement test and achieve the minimum scores. For more information please see the math department website: <http://www.fau.edu/mathplacement/index.php>**
- If your classes are closed try finding the same class at a different time or select one of your alternative courses. You can register all the way up until the end of drop/add week so do not get discouraged. **Keep trying!**

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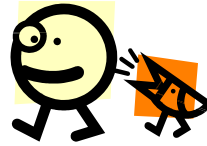
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REGISTERING FOR
CLASSES, TEXTBOOKS, AND
FEES/COSTS

How to Register for Classes

- Once you are logged in click on the MyFAU Self Service link.
- The Main Menu has the following links:
 - ▣ Personal Information
 - ▣ Student Services 
 - ▣ Financial Aid
 - ▣ Faculty/Staff Directory
- Click on the Registration link from the Student Services menu.
- Click on Add and Drop classes.
 - ▣ You will be presented with the Add Classes worksheet page. If you know the CRN(s) (5 digit # that represents the particular class you want) enter it here and then click “Submit Changes” to add the class. If you don’t know the CRN, use the Class Search button to find them. When you get the list of classes, there will be a small box to the left of classes that are available for adding. You can click in the box to select it, and then, at the bottom of the page, click the Register button.
 - ▣ If you are registering for a course that requires a lab or a discussion, you must put both course CRN numbers in at the same time in order to register for the class.

A Few Hints...



- To print your course schedule, click on **Return to Menu** in the top right and then click on the **My Schedule** link from the Registration Menu.
- Owl ID Cards can be obtained at the **Owl Card Center** located in the Student Union. You **cannot** obtain your Owl Card until you are registered for classes.
- Once you have successfully registered for classes bring your book voucher (if applicable) to the Boca Registrar's Office (Student Support Services Building 1st floor)



Course Textbooks

- **Palm Beach County Public School Students:** after you register for class(es) pick up a book voucher from your guidance counselor and bring it to the Registrar's Office. The book voucher form requires the FAU Dual Enrollment Coordinator's signature in order to obtain your books. Please make sure that your course selections are final before purchasing books. You must take the book voucher to BookSmart (across the street from FAU) with your course schedule to obtain your books.
- **Broward County Public School Students:** after you register for class(es) print out the book voucher form from the Dual Enrollment website and have it signed by your high school. Once signed, bring it to the Boca Registrar's Office. This form requires the FAU Dual Enrollment Coordinator's signature in order to obtain books. You must take the form to the FAU Bookstore on the Boca Raton campus with your course schedule to obtain your books.
- **Private, Home Education, or Charter School students:** You are responsible for your own instructional materials.

****"CLICKERS" are not covered by the book vouchers.**



Fees

- Tuition and lab fees are waived by FAU.
- Upon registering for classes, students are responsible for two non-refundable fees: the ID card fee the first semester and the transportation access fee each semester. For current costs please visit:
http://www.fau.edu/controller/student_information/tuition_breakdown.php
- Students enrolled in public schools may contact their Guidance Counselor regarding textbook vouchers.

How to Pay Your Fees Online

1. Go to www.fau.edu
2. Select the **Current Students tab**
3. Select **MyFAU Login**
4. Select **FAU Self-Service (on the left side of the webpage)**
5. Select **Student Services**
6. Select **Student Account**
7. Select **Account Detail for Term (select the applicable term)**
8. Select the **Pay Now button to pay by credit card or web check**



***Please note: Statements are not mailed, they are only available electronically using these steps.*

Parking & Transportation

Students are eligible to register for their parking permits 24 hours after they have registered for their classes. To register for a permit:

1. Login to your MyFAU account.
(myfau.fau.edu)
2. Students click on the “Money Matters” tab.
3. Click on “Parking and Transportation Services”.
4. Click on “Register for Permit”.
5. Fill out the information correctly.
6. Print out the confirmation page and follow the instructions carefully

Please put the confirmation page on your dashboard.

The confirmation page is valid for up to three weeks to allow for you to receive the permit in the mail. If you have not received the permit within this time, please contact the office for further instructions.

□ Placement of Permit

The permit must be affixed on the outside of the vehicle. Peel the backing from the permit and place it on the driver's side of the rear window. Permits **MAY NOT** be affixed inside the vehicle or by means other than the adhesive of the permit. A vehicle in non-compliance with applicable rules is subject to ticketing.



Example of where to place the permit

Transcripts & Grades

- The university will send a transcript to your high school once the semester has ended.
- You can view your final grades at the end of the term through your MYFAU account.
- You must maintain a C (2.0) or better in order to continue in the program. If you receive a final grade of a C- (1.67) or lower you will not be able to continue in the program.
- **If you are planning to apply to other colleges after you graduate you will need to request official transcripts either through your MYFAU account, mail, or in person at the Registrar's Office. There is a \$10.00 per copy fee for all transcripts.**



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Important University
Information, Policies and
Procedures

Helpful Tools and Links



- [FAU Student Handbook](#)

- <http://www.fau.edu/handbook/>

- [University Catalog](#)

- <http://www.fau.edu/academic/registrar/catalog/>

- [Dining Services](#)

- <http://www.dineoncampus.com/fau/>

Contact information

□ High School Dual Enrollment Coordinator

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Please feel free to contact me any time!

