High School Dual Enrollment
New Student Orientation
What is Dual Enrollment?

A program which allows eligible high school students to credit toward high school graduation and future college degree programs.
Important Dates for Summer 2014 (Terms 1 & 2)

- First Day to Register for Classes: Monday, May 5, 2014
- Classes Begin: Monday, May 12, 2014
- Last Day to Add/Drop Classes: Friday, May 16, 2014
  *For Saturday or Sunday only classes:* Sunday, May 18, 2014
- Deadline to pay fees: Monday, May 19, 2014
- Semester Ends:
  - Term 1: Tuesday, August 5, 2014
  - Term 2: Monday, June 23, 2014

For more important dates please see the academic calendar: [http://www.fau.edu/registrar/registration/calendar.php](http://www.fau.edu/registrar/registration/calendar.php)
Important Dates for Summer 2014
(Term 3)

- First Day to Register for Classes:
  - Tuesday, June 24, 2014

- Classes Begin:
  - Tuesday, June 24, 2014

- Last Day to Add/Drop Classes:
  - Friday, June 27, 2014
  - *For Saturday or Sunday only classes: Sunday, June 29, 2014

- Deadline to pay fees:
  - Tuesday, July 1, 2014

- Semester Ends:
  - Tuesday, August 5, 2014

For more important dates please see the academic calendar:
http://www.fau.edu/registrar/registration/calendar.php
Getting Started

Once you are notified by email that your application is complete

- Go to [http://myfau.fau.edu](http://myfau.fau.edu)
- Click on “Look up FAUNet ID.” Use your Social Security Number to look up your FAUNet ID and Z#. Now you can go back to the MyFAU homepage and log in.
- The default password is fau and your date of birth in MMDDYY format. For example if you were born on March 7, 1992, your default password will be fau030792. (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, and check your email regularly.
Choosing Classes
Selecting Classes

- The course schedule can be located at: http://www.fau.edu/registrar/courses/index.php

- Course selections must be approved by your high school counselor.

- 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 is not able to give 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 you find the classes you want 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!
Dual Enrollment Course Restrictions

- Dual Enrollment students may take up to 8 credit hours each semester.

- Dual Enrollment students may not register for:
  - Courses that are less than 3.0 credits without a corresponding lab
  - Courses graded pass/fail or satisfactory/unsatisfactory
  - Directed independent study courses
  - Study abroad courses
  - Graduate level courses
  - Courses for which prerequisites have not been met
    - *FAU does not record test scores or transcripts for Dual Enrollment Students. If a prerequisite has been satisfied by either exam credit (AP) or transfer credit (other dual enrollment) the student must request overrides directly from the individual department.

- There are only three College of Business courses that Dual Enrollment students are permitted to take:
  - ECO 2013 – Macroeconomics
  - ECO 2023 – Microeconomics
  - GEB 2011 – Introduction to Business

**Students who register for a class not listed on their permission form may be dropped without notice.**
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.

- Select the term you wish to register for.

- Click on Add and Drop classes.
  - You should know the CRN (5 digit # that represents the particular class you want) prior to registering. Enter the CRN(s) in the boxes provided here and then click “Submit Changes” to add the class.
  - 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.
Owl ID Cards and Parking Permits
OWL ID Cards

- OWL CARDS may be obtained at the OWL CARD Services Office located at the Boca Raton campus 24 hours after you register for classes.

- Legal identification (passport, drivers' license, military, or State/Government Photo identification card) must be presented to obtain an OWL CARD.

- You must know your assigned Z number. If you are not sure, you can find it by logging into your student account through My FAU.
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 “Purchase 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
TEXT BOOKS, FEES AND COSTS
Course Textbooks

- **Palm Beach County Public School Students**: After you register for class(es), pick up a book voucher from your High School Guidance Counselor. Please make sure that your course selections are final before purchasing books. You must take the book voucher to BookSmart 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, 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.

**”IClickers” and electronic codes may not be covered by the book vouchers.**

**Book vouchers may not be offered in the Summer term.**
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](http://www.fau.edu/controller/student_information/tuition_breakdown.php)

Students enrolled in public schools may contact their Guidance Counselor regarding textbook vouchers.

Fees can be paid online through MyFAU, or there is a payment drop box on campus where they can be paid via check.
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.**
Important University Information, Policies and Procedures
Transcripts & Grades

- The university will send a transcript of grades 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 are planning to apply to other colleges after you graduate, you will need to request official transcripts through MyFAU. There is a fee of $10.00 per copy.
Helpful Tools and Links

- **FAU Student Handbook**
  - [http://www.fau.edu/handbook/](http://www.fau.edu/handbook/)

- **University Catalog**
  - [http://www.fau.edu/registrar/registration/catalog.php](http://www.fau.edu/registrar/registration/catalog.php)
Contact Information

Office of the Registrar

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777 Glades Road
Boca Raton, Florida 33431
Phone: 561-297-2009
Fax: 561-297-2081
Email: hsdual@fau.edu

Website:
http://www.fau.edu/registrar/dual-enrollment/

Please feel free to contact us any time!