



## Dual Enrollment Registration Checklist – Returning Students

Use this guide to help you keep track of your application process! All these steps will be sent to you in a series of emails as you complete the requirements.

Date Completed	Step	Description
	<b><u>Step 1: Submit Application Materials</u></b> Link: <a href="https://owldocs.fau.edu/portal/">https://owldocs.fau.edu/portal/</a>	Please ensure that you have gathered all necessary documents and obtained all required signatures.
	<b><u>Step 2: Check your emails</u></b> Communication will be sent to the email address you used for the Online Application Form	Check your email to ensure that you have submitted all necessary documents. If eligible, you will receive an application complete email within 7-10 business days. If your submitted application contains missing, incomplete, or ineligible documents, we will communicate with you via email. It is your responsibility to correct any errors prior to the application deadline.
<b>The following steps are for students who have successfully completed the application process. If you have, you will receive an “Application Complete” email.</b>		
	<b><u>Step 3: Obtain Prerequisite Overrides</u></b>	We recommend reaching out to the department at least two weeks prior to registration. Additional information can be found in your Dual Enrollment Orientation or welcome email.
	<b><u>Step 4: Check Your Holds</u></b> Use MyFAU Self-Service to check your holds.	Check your holds and ensure there is nothing that will prevent you from registering!
	<b><u>Step 5: Register For Classes</u></b> Check our website to see when you can register!	Registration opens 2-3 weeks prior to when classes begin. Students register themselves through MyFAU Self-Service.