

DUAL ENROLLMENT PROCESS

(Students for whom the Community College is the Home Institution)

Our Community College Coordinators are available to help you throughout the dual enrollment process. Please visit <http://www.uncfsu.edu/ccstudents/Coordinators.htm> to locate the Coordinator assigned to your community college. Additional information on dual enrollment is available at <http://www.uncfsu.edu/ccstudents/DualEnrollment/dualenrollment.htm>.

1. Meet with your advisor at your community college to discuss your dual enrollment plan and obtain approval for enrolling in specific classes at the community college and at FSU based on the curriculum guide.
2. Complete the Dual Enrollment/Financial Aid form and submit it to the department chair at your community college for signature. The deadlines for submitting your dual enrollment form to the community college are: August 1 for Fall Semester; December 1 for Spring Semester; May 1 for Summer School.
3. After the form is approved by the department chair, the form must be approved in succession by the following offices at the community college: Director of Admissions, Registrar, Director of Financial Aid (if you are using financial aid funds), and the Bursar. If you are a first-time dual enrollment student, you must also attach an FSU application and transcripts. Transcripts may be copies validated by the community college Registrar's signature. You will need to sign the release on the dual enrollment form.
4. After receiving all approvals at the community college, submit the signed form to the FSU Office of Admissions. You must submit any other documents required by the Office of Admissions to activate your enrollment for the requested semester/term. While the community college is your home institution, you will be admitted to FSU as a special visiting student. Once you have earned 60 credit hours towards your degree, you will need to submit an updated FSU application, and at that point, FSU will become your home institution.
5. Once you are approved for admission, the FSU Admissions Office will forward the dual enrollment form to the FSU Registrar's Office, and send you a letter of admission with instructions for using self-service Banner. You will use self-service Banner to check your registration status, and check and update your personal information.
6. Upon receipt of the dual enrollment form, the FSU Registrar will register you for the FSU classes indicated on the dual enrollment form. You will need to check your registration status in Banner.
7. The dual enrollment form will then be processed in succession by each of the following offices at FSU: the Financial Aid Office (if you are receiving financial aid), the Bursar, and the Department Chair.
8. If you WILL be using financial aid, the following steps will be taken:
 - a. FSU's Financial Aid Office will forward a copy of the signed dual enrollment form to the Financial Aid Office at the community college.
 - b. The Financial Aid Office at the community college will calculate and award financial aid based on the cost of attendance and total enrolled hours at both institutions.
 - c. FSU's Bursar will submit an invoice to the Bursar at the community college.
 - d. The community college Bursar will submit payment to FSU prior to disbursing your refund.

9. If you withdraw from your classes at FSU, the FSU Registrar will notify the Bursar, Director of Financial Aid, and the Registrar at the community college so that your tuition and fees can be adjusted if necessary. You will need to follow FSU's withdrawal process, and you will be responsible for repaying any money due back to the community college as a result of your withdrawal.
10. If you will NOT be using financial aid, you will be responsible for paying tuition and fees directly to each institution.
11. When you take a course at FSU, you will be assessed an insurance fee. You may elect to waive the insurance through Student Health Services, located in the Spalding Infirmary on the FSU campus, or online at www.studentinsurance.com. The deadline for waiving insurance fees is the last day of late registration as noted on the FSU academic calendar, no exceptions.