

## **DUAL ENROLLMENT PROCESS**

### **(Students for whom FSU 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 FSU 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 your FSU department chair for signature. The deadlines for submitting your dual enrollment form to your FSU department chair are: August 1 for Fall Semester; December 1 for Spring Semester; May 1 for Summer School.
3. After the form is approved at by the department chair, the form must be approved in succession by the following offices at FSU: 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 a community college application and FSU transcript (if necessary). The transcript may be a copy validated by the FSU Registrar's signature. You will need to sign the release on the dual enrollment form.
4. After receiving all approvals at FSU, submit the signed form to the community college's Office of Admissions. You must submit any other documents required by the Office of Admissions to activate your enrollment for the requested semester/term.
5. Once you are approved for admission, the community college's Admissions Office will contact you with further information.
6. The dual enrollment form will then be processed in succession by each of the following offices at the community college: the Financial Aid Office (if you are receiving financial aid), the Bursar, and the Department Chair.
7. If you WILL be using financial aid, the following steps will be taken:
  - a. The community college's Financial Aid Office will forward a copy of the signed dual enrollment form to the FSU Financial Aid Office.
  - b. FSU's Financial Aid Office will calculate and award financial aid based on the cost of attendance and total enrolled hours at both institutions.
  - c. The community college's Bursar will submit an invoice to the FSU Bursar.
  - d. The FSU Bursar will submit payment to the community college prior to disbursing your refund.
8. At the end of each semester, you must ask the community college's Registrar to send a copy of your transcript to FSU.
9. If you withdraw from your classes at the community college, the community college's Registrar will notify the Bursar, Director of Financial Aid, and the Registrar at FSU so that your tuition and fees can be adjusted if necessary. You must follow the community college's withdrawal procedures, and you will be responsible for repaying any money due back FSU 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.