



Office of Dual Enrollment



2022 - 2023

D U A L E N R O L L M E N T

Student Handbook

Website: barry.edu/dualenrollment | E-Mail: dualenrollment@barry.edu

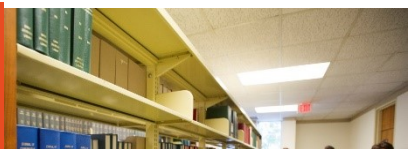
DUAL ENROLLMENT

... acceleration option available that enable students to pursue a rigorous curriculum for high school graduation, as well as earn credit toward a degree or industry certification.

Click link below to learn more from the Florida Department of Education (FLDOE): [Dual Enrollment Frequently Asked Questions](#)



This handbook is to share information with students (and parents) about the Dual Enrollment program at Barry University. The Office of Dual Enrollment works collaboratively with partner schools to offer credit courses that fit the needs of their students. If you have any questions, please contact the High School's Liaison or send us an email at dualenrollment@barry.edu.



WHY BARRY? 1

OVERVIEW OF DUAL ENROLLMENT..... 2

 Who Is Eligible To Participate In Dual Enrollment?..... 2

BENEFITS OF DUAL ENROLLMENT 3

 Benefits Of Barry's Dual Enrollment Program 3

 Why Is It Important To Take Dual Enrollment Seriously? 3

THE APPLICATION PROCESS 4

 How To Apply 4

 Easy Steps To Follow For Application Submission 4

DE APPLICATION STEPS: 1 to 2..... 5

DE APPLICATION STEPS: 3..... 6

DE APPLICATION STEPS: 4 to 7 7

REGISTRATION | WITHDRAWAL 8

 Course Registration 8

 Official Course Withdrawal 8

WHAT IS FERPA? | TRANSCRIPT 9

 About FERPA..... 9

 Requesting Transcripts..... 9

EXPECTATIONS IN A COURSE..... 10

 Expectations in a Dual Enrollment Course 10

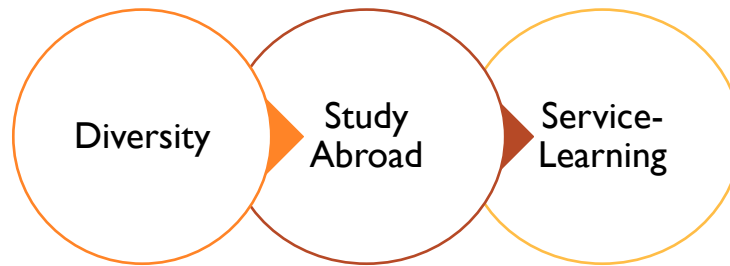
 Course Subject Areas Include But Not Limited To:..... 10

DE STUDENT SUCCESS TIPS..... 11

 Dual Enrollment Student Success Tips! 11

DE STUDENT SUCCESS TIPS (Cont'd)	12
SUPPORT SERVICES	13
BarryU Student Handbook.....	13
Academic Services	13
Student Services.....	13
RESOURCES - LIBRARY & TUTORING.....	14
Library Resources	14
Tutoring Resources – Glenn Hubert Learning Center	14
AFTER HIGH SCHOOL - WHAT'S NEXT?	15
FREQUENTLY ASKED QUESTIONS.....	16

WHY BARRY?



At Barry University, our top priority is providing you with a high quality education in an environment conducive to your growth as a student and future professional. Our programs are designed to give you a solid foundation in the major of your choice. Beyond the fundamentals, we give you the tools to expand your knowledge, actively engage with the material, and hone critical thinking skills to expand your horizons.

In addition to sharpening your skills in the classroom setting, we want to assist in making use of your talents beyond the books. There are many opportunities to make use of your practical knowledge on and off campus. Get involved in labs, competitions, volunteer opportunities, and discussions that will maximize the benefits of your education with us.

Our curriculum works for you, opening the door to make your passion your profession.

OVERVIEW OF DUAL ENROLLMENT

According to Florida Department of Education, dual enrollment is an acceleration program that allows secondary students, including home education students and students with disabilities, to take postsecondary coursework and simultaneously earn credit toward a high school diploma, a career certificate, an industry certification, or an associate or baccalaureate degree at a Florida public or eligible private institution. (FLDOE, 2020)

The Office of Dual Enrollment under the Division of Academic Affairs offers students at participating high schools, the opportunity to earn high school and college credits right at their own schools. Since dual enrollment credits can be transferred to most public colleges and universities in Florida, you'll be saving yourself time and money later and possibly be able to graduate from college early.

Who Is Eligible To Participate In Dual Enrollment?

To be admitted as a Barry dual enrollment student, you must:

- be enrolled in a course of study which will fulfill requirement for high school graduation;
- be in either 11th or 12th grade;
- have at least a 3.0 unweighted high school GPA;
- attend a partner high school;
- acquire a parent/guardian's and high school's necessary approval;
- meet the minimum standardized college readiness score according to the Florida Department of Education's common placement testing standards
- Additional minimal test scores may be required for higher level courses



BENEFITS OF DUAL ENROLLMENT



Why Is It Important To Take Dual Enrollment Seriously?

Dual enrollment grades impact both your high school and college GPA.

1. Grades can affect your acceptance into colleges and universities.
 - a. Some colleges/universities will consider your dual enrollment GPA in their admissions decisions.
2. Dual enrollment grades can affect your Bright Futures Scholarship.
3. Earning less than a C in a dual enrollment course may cause your college / university application to be rejected and/or rescinded and could be cause for program dismissal.
4. Dual enrollment grades can affect your acceptance into limited access majors and/or your admission to graduate school. They remain on your college and high school transcripts forever, and cannot be forgiven on your transcripts.

Benefits Of Barry's Dual Enrollment Program

- Acclimates students to university level course work and expectations.
- Gives students access to tutoring at Barry along with library, career and counseling services.
- Students receive an official Barry transcript indicating college credits earned, which are transferable to most universities.
- Save money on college tuition and potentially graduate college early.
- Students can increase academic performance and educational attainment.
- Receive an annual tuition discount as an undergraduate student at Barry.

THE APPLICATION PROCESS

How To Apply

Students should indicate interest in the Dual Enrollment Program to their Guidance Counselor or School's Dual Enrollment Coordinator (also called High School Liaison). Students will need to:

- Complete assessment testing
- Determine course(s) to be taken
- Complete and sign electronic application forms
- Ensure test scores are uploaded with your application.

Remember to communicate with your High School Liaison for complete instruction, however below is a general view of the application steps involved.

Easy Steps To Follow For Application Submission

To earn credits for dual enrollment courses, your school needs to be a partner with Barry University. Here are a few steps to help you navigate through the application process of the dual enrollment program. Remember to have continuous consultation with your counselor.

Students will need to complete the electronic forms and provide supporting documents as needed:

1. Application Form – for new students to electronically apply to Barry Dual Enrollment Program.
2. Authorization Form – submitted each semester for course enrollment.
3. FERPA Form – The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of students' education records.
4. Test Score Report – a requirement to be admitted to the dual enrollment program, students need to submit a test score for either SAT, ACT, PERT or Accuplacer for admission consideration.

DE APPLICATION STEPS: 1 to 2

1. Are you are eligible for dual enrollment?

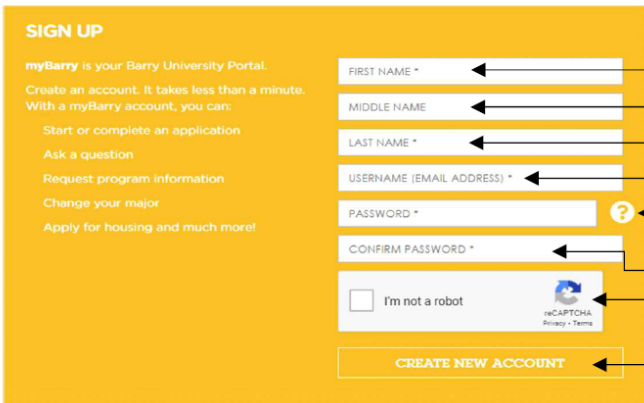
- Discuss with your high school's liaison if you are a possible candidate for the dual enrollment program.
- Acquire the approval of your parent/legal guardian as well.

Taking dual enrollment courses?
→ **the success starts with YOU!**

2. Sign up by creating a BarryU account

Once the student gets the approval from the school and parent/legal guardian, you will need to use the link provided by the high school liaison. In addition, an application guide will be available to the student. This will allow the student to create a new BarryU email account or log in with your credentials to submit your application.

➤ If you are a new dual enrollment Student, then fill out the yellow form to create a new account.



SIGN UP
myBarry is your Barry University Portal.
Create an account. It takes less than a minute.
With a myBarry account, you can:
Start or complete an application
Ask a question
Request program information
Change your major
Apply for housing and much more!

1. Insert First name
2. Insert Middle name
3. Insert Last name
4. Use preferred email to create username
5. Create Unique Password
Click on question mark for password requirements
6. Repeat Password
7. Complete Captcha by clicking the empty box
8. Click create new account after completing all steps

For the applications process, there are two options available to the student on the “Welcome to the Barry Dual Enrollment Program” page.

DE APPLICATION STEPS: 3

- Option 1 – New Student:
 - Student that has never taken a Barry dual enrollment course.

➤ This option is for a student that has never taken a Barry Dual-Enrollment Course.

WELCOME TO THE BARRY DUAL ENROLLMENT PROGRAM!

To better help you navigate this process, please indicate if you are a:

New student to the program

Returning student to the program

High School Name: Father Lopez High School

Intended Start Term

Spring 2022

Next

1. Click this option for new students.
2. Choose intended start term.
3. Click on next to start the application

- Option 2 – Returning Student:
 - Student that has previously taken a Barry dual enrollment course.

WELCOME TO THE BARRY DUAL ENROLLMENT PROGRAM!

To better help you navigate this process, please indicate if you are a:

New student to the program

Returning student to the program

Barry University Student ID

Birthdate

High School Name: Father Lopez High School

Intended Start Term

Spring 2022

Next

1. Click this option for returning students.
2. Input student ID
3. Input date of birth
4. Choose intended start term
5. Click on next to start the application process.

3. Application Process

New students will start the application process by submitting their personal and demographic information, parent/legal guardian information, as well as academic information. Students' emergency contact information will be necessary for new students only. After completion of this electronic process, the student will submit the application for review by High School Liaison.

DE APPLICATION STEPS: 4 to 7

4. Supporting Documents

Supporting documents need to be uploaded during the applications process before submission.

UPLOAD DOCUMENTS

2. Click to Upload supporting documents

- In this form the Applicant will select as the Description the type of document (SAT, ACT, PERT or Accuplacer Scores) they will submit. Once the file is selected using the Browse Files button, click on the Upload Documents button, to add the files to the application as a supporting document.
- Please see section 3.7a, shown below, for additional guidance.

3. Click to Submit Application

5. Electronic Signature

After submission of application, the High School Liaison will have the opportunity to review the forms and send them back to students. Thereafter, the student (signer) will read and sign a disclosure agreement via DocuSign.

Please Review & Act on These Documents

DocuSign

Barry University's Office of Dual Enrollment
dualenrollment@barry.edu

You are receiving this email on behalf of the Barry University Dual Enrollment Program. You have been designated as a necessary party to provide a signature for a student application for admission to the program. Please provide all necessary signatures for submission so the application can be moved forward in the process. Thank you!

Please read the Electronic Record and Signatures Disclosure.
 I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

1. Click on the white checkbox to accept the electronic disclosure agreement.

2. Click on the button that says continue to submit the checked

6. Importance of FERPA Form

FERPA is a requirement for new students. It is very important that students add the correct name of their parent/guardian and related email address on the FERPA form.

7. Completion of Signature Process

Once students signed their documents, they will be routed (except FERPA) to parents/ legal guardians for signature. Then, the High School Liaison will review and sign all documents for final approval. All parties will receive an email from DocuSign with a copy of the signed and completed forms.

REGISTRATION | WITHDRAWAL

Course Registration

Dual enrollment course selection and registration is slightly different from that of the main campus process. As such, students are given the opportunity during the application process to select their courses under the academic information/submit section. The High School Liaison will verify and approve the course selection(s), and the Office of the Registrar will complete the final registration step.

The screenshot shows a web form titled "4.5 Academic Information/ Submit". It is divided into two main sections: "ACADEMIC INFORMATION" and "COURSES".

- ACADEMIC INFORMATION:**
 - * Current Grade Level: A dropdown menu with "-- Choose One --" selected. Callout 1 points to this field.
 - * Graduation Date: A date input field showing "MM/YYYY" with a sub-label "Expected High School Graduation Date (MM/YYYY)". Callout 2 points to this field.
 - * Unweighted High School GPA: A text input field with a sub-label "Please enter a value from 0.00 to 4.00". Callout 3 points to this field.
- COURSES:**
 - Choose courses: Two checkboxes are visible: "REL-2300: Comparative Religion (3.00 credits)" and "REL-3752: Freedom and Virtue (3.00 credits)". Callout 4 points to this section.
- Submit:** A red button labeled "Submit Dual Enrollment Application". Callout 5 points to this button.

Official Course Withdrawal

Barry University maintains a strict policy regarding course withdrawal. Therefore, dual enrollment students are responsible for initiating a course withdrawal. Students can obtain an official Course Withdrawal Form thru their High School Liaison or access the link on the dual enrollment website. This form must be signed and dated by the student, course instructor and the High School Liaison. It must then be emailed to the Office of Dual Enrollment within seven working days or by the published withdrawal deadline date. If a student decides to withdraw from a course, note that:

1. It is recommended that they discuss this matter with their high school instructor and/or High School Liaison before committing to this action.
2. Initiate withdrawal during the designated period. Otherwise, an F grade will be issued at the end of the term.

Reach out to Office of Dual Enrollment via email, dualenrollment@barry.edu with any questions.

WHAT IS FERPA? | TRANSCRIPT

About FERPA

Student education records are official and confidential documents protected under the Family Education Rights and Privacy Act (FERPA). Barry University complies with FERPA and policies pertaining to students and parents. The University defines “education record” as records that directly related to a student and is maintained by the institution which includes academic records and student conduct files. As such, it is a requirement for all students applying to the dual enrollment program to complete the FERPA form along with their parents. Read more on Barry University FERPA policy

According to [FLDOE](#), FERPA gives parents the right to review and confirm the accuracy of education records. These rights transfer to the student when the student turns 18 years old or attends a postsecondary institution. At this time, the student is designated as an “eligible student” and holds the same rights as his or her parent held with respect to education records.

Requesting Transcripts

Dual enrollment college credits earned at Barry University are transferable to most universities, therefore it is very important for students to take these courses seriously. Poor performance in DE courses may affect university admissions and financial aid. The grades received will permanently remain on a student's college and high school transcripts, and cannot be forgiven. In addition, the grades are calculated into the student's postsecondary grade point average.

To request an official transcript, current and former students may order transcripts online through the Office of the Registrar website - [Registrar - Barry University, Miami, FL](#). Alumni and former students are asked to complete a one-time consent form the first time a transcript is requested. It can be sent electronically and are generally processed within 2-3 business days. There is a fee for each official transcripts.

EXPECTATIONS IN A COURSE

Expectations in a Dual Enrollment Course

- Generally, dual enrollment courses **are identical to the courses offered to regularly enrolled college students.**
- Dual enrollment courses are as **academically rigorous** as the courses offered to college students.
- What is **academic rigor**?
 - The academic or intellectual challenge of a class.

How difficult a class is

+

How hard a student has to work to earn a good grade

+

How well a class prepares the student by teaching them skills useful in school, the job world, and in life

= RIGOR

Subject Areas

The courses grouped into subject areas include, but not limited to:

- | | | |
|----------------------------------|---|--------------------------|
| • Art Design | • English Foreign Languages
 Speech | • Mathematics Sciences |
| • Business | • History | • Theology |
| • Computer Student Life Skills | | |

DE STUDENT SUCCESS TIPS

Dual Enrollment Student Success Tips!



- *It is essential to establish positive academic habits and behaviors from the beginning to meet the challenge and give yourself the best chances of being successful!*
- *The more rigorous a course ↪ the more you can learn!*
- *Be proactive!*

Maintain good class attendance. _____

- Missing even one class can have a negative impact on your grade.

Manage your time and stay organized. _____

- Set priorities
- Plan ahead
- Use a calendar
- Make to-do lists
- Don't procrastinate

Be prepared. _____

- Have the required textbooks before the class begins.
- Come to class each day having read what was required and having reviewed the notes and material from the previous class session.

Learn how to take good notes. _____

- Systematic, shortened format (i.e., outline, 2-column, marginal, power notes, etc.).
- Your notes should supplement the textbook and lecture presentations—not be word for word!

Study and review every day. (Yes, every day!)

- Do not wait until you have a quiz or exam to study.
- Review course material daily.
- Re-read notes before the next class.

DE STUDENT SUCCESS TIPS (Cont'd)

Study and review every day. (Yes, every day!) *continued* _____

- Do practice problems daily.
- Avoid the cram!

Don't let tests and exams intimidate you. _____

- A test is simply the opportunity to show the knowledge you have gained.
- Tests are not designed to make you fail.
- Use a systematic approach to test-taking.
- If you experience test anxiety, take a breath and remind yourself that you have studied the material and know your stuff.
- Take the test one question at a time and avoid second-guessing and over-analyzing your responses.
- If you don't know something, skip it and come back to it later.

Use the course syllabus. _____

- It is a contract between the student and instructor.
- It lists course content and assignment due dates.
- It outlines your instructors' requirements for the classroom.
- It provides attendance, grading, and exam policies.

Keep track of your grades.

- Pay attention to technology tools used to maintain grades.
- Record your grades on assignments when you get your results.
- Keep track of what you have done and what is left to do by using the syllabus as a checklist.
- If you need specific feedback, to help you progress, talk to your instructor!

Communicate! _____

Get help early. _____

SUPPORT SERVICES

BarryU Student Handbook

The [Student Handbook](#) covers the resources and general services available to all students at Barry University. It includes but is not limited to student's right and responsibilities, student services for on or off campus, as well as policies and procedures.

Feel free to click on any of the link below to learn more about Barry's Academic and Student Services to support students.

Academic Services



1. [Transcript Requests](#)
2. [Office of the Registrar](#)
3. [Policy on Release of Information](#)
4. [Permanent Records](#)
5. [Undergraduate Degrees](#)
6. [Center for Academic Success and Advising](#)
7. [Honors Program at Barry](#)
8. [Student Planning](#)

Student Services



1. [Accessibility Services](#)
2. [Student Conduct](#)
3. [Counseling and Psychological Services](#)
4. [Career Services](#)
5. [Campus Ministry](#) (Chapel)
6. [Student ID Card](#)
7. [Student Life](#)
8. [Service Learning](#)

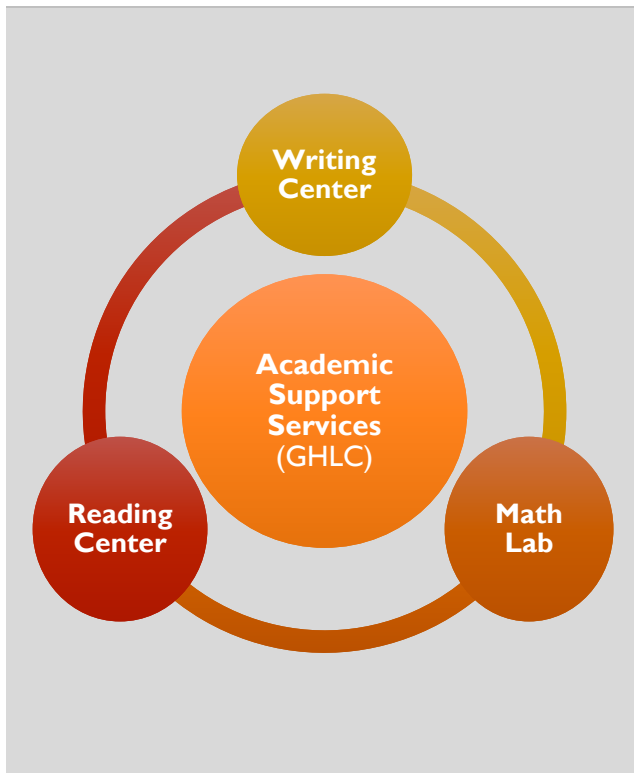
RESOURCES - LIBRARY & TUTORING

Library Resources

The Monsignor William Barry Memorial Library provides information resources, services and facilities to support the educational objectives of the University. Knowing where to look for what you need can be daunting in the library, use the [Student Library Guide](#) for quick and easy access. To arrange for research help or for general assistance, please email libraryhelp@barry.edu to meet a librarian in-person or virtually.

*For every challenge in your academics,
resources at BarryU are readily available.*

Tutoring Resources – Glenn Hubert Learning Center



The Glenn Hubert Learning Center (GHLC), is comprised of the Mathematics Laboratory, the Reading Center, and the Writing Center. Our mission is to support students in their academic coursework. Click on any of the links to access the available resource:

- Tutoring – [Remote Schedule](#) | [Policies](#)
- Writing Center - [Lab](#) | [Resources](#)
- Math Lab - [Online Resources](#)
- [Book Appointments](#)

Main Office: Garner Hall 113

Phone: (305) 899-3687

AFTER HIGH SCHOOL - WHAT'S NEXT?

Better Opportunities. Better Learning.



[Schedule a Visit](#)

[Virtual Tour of Barry](#)

[Apply Today](#)

****Students who are eligible for financial aid and who enroll at Barry University will receive a *tuition discount of \$1,000 per year for participating in the Dual-Enrollment Program, AND/ OR tuition discount of \$1,000 per year for attending a Catholic high school***

... At Barry ...

- We create an enriching learning environment that helps prepare every student for the future – no matter their background.
- Students come with a wealth of potential and leave with a well-rounded education, hands-on training, and a socially conscious perspective.
- Students will have the opportunity to meet successful alumni who return to speak on campus, connect with students, and socialize at our events.

Learn more about the [admissions process](#) for undergraduate students.

FREQUENTLY ASKED QUESTIONS

1. How do students qualify for admission to the Dual Enrollment Program?

Students qualify for admission to the Dual Enrollment Program when they are identified by the High School Liaison as students with a junior or senior standing and who have a 3.0 or better unweighted grade point average on a 4.0 scale. Students must attend one of the partner high schools for the dual enrollment program.

2. What is the admissions process?

New Dual Enrollment students will electronically fill-in the Dual Enrollment Admissions Application Form, Authorization Form, and FERPA Form. Students must contact their High School Liaison to access link for electronic application process. Once students have submitted their application process to the High School Liaison, they will be vetted thoroughly and will submit all forms to the Office of Dual Enrollment. The Office of Dual Enrollment will then work with the University Registrar to register students and provides the High School Liaison with a roster for each dual enrollment course. High School Liaisons will review and verify the accuracy of course rosters.

3. Where are the Dual Enrollment classes taught?

The dual enrollment program benefits high school students by enabling them to take college-level courses at designated high school sites or on the Barry University campus. The site will depend on the agreement between Barry and the partner high school. For a full list of dual enrollment courses being offered by each partner high school, click [here](#) to access the website.

4. What is the cost and how can I pay for courses?

The tuition for Dual Enrollment students is \$65.00 per credit hour. Most courses are three credits; therefore one course costs a total of \$195.00. Students are not required to pay the dual enrollment tuition to Barry University. Tuition shall be paid directly to Barry University by the school.

FREQUENTLY ASKED QUESTIONS

5. Are Dual Enrollment course credits transferable?

All courses taught as dual enrollment courses are guaranteed to transfer to public institutions offering the same course in the State of Florida.

6. Who teaches the Dual Enrollment courses?

Dual Enrollment courses are taught by Barry University professors and/or high school teachers (who meet Barry University's criteria for adjunct professors). Barry University, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), abides by its standards for the selection of adjunct faculty.

7. What are the benefits of enrolling in Barry University's Dual Enrollment Program?

Dual enrollment students receive experience, firsthand, of what college is like. In addition, students are able to explore degree majors by taking courses in their area of academic interest.

Further, as a dual enrollment student, the students will have full access to Barry University's benefits and resources, such as tutoring, library services, career services, counseling services, and others.

Financial aid eligible students who enroll in a Barry University undergraduate program will receive a tuition discount of \$1000 per year.

8. How can I request my Barry University transcript?

Students should login to [Student Planning](#) portal and make sure all of their grades are posted PRIOR to requesting their official transcripts. Official transcripts may be ordered via the portal by clicking on the Order Transcripts in the portal or through the [Office of the Registrar](#).

FREQUENTLY ASKED QUESTIONS

9. Where can I review the Barry University Student Handbook?

Click [here](#) to access the Student Handbook. Please note some policies/procedures listed may not be applicable to dual enrollment students.

10. What is FERPA?

The FERPA form is part of the electronic dual enrollment application process. Click below to learn more about the Family Educational Rights and Privacy Act (FERPA) - [FERPA: Barry University](#) or [Florida Department of Education](#).

11. Where can I get more information on Disability Accommodations?

Accommodations approved at the high school must be approved for students enrolled in dual enrollment courses. To request accommodations in the high school, please contact the High School Liaison or to obtain more information about Barry University's disability accommodations, the student should contact the Barry University Office of Accessibility Services at (305) 899-3056.

12. Who can a student/parent contact with additional questions?

Students and parents can contact the Office of Dual Enrollment with any questions. We can be contacted at dualenrollment@barry.edu or 305-899-7861.

We hope you gained further knowledge on the Barry University's Dual Enrollment Program. Thank you for your interest and feel free to contact us with any questions:

Office of Dual Enrollment

Barry University

11300 NE 2nd Avenue,

Miami Shores, FL 33161

E-Mail: dualenrollment@barry.edu

Tel: 305.899.7861

Website: [Dual Enrollment - Academic Affairs - Barry University, Miami, FL](#)