

**DUAL ENROLLMENT STEP SHEET**
**(Flip over for Checklist)**
Minimum criteria

- ❖ Secondary students must have a 3.0 high school un-weighted GPA, and be enrolled in grades 6<sup>th</sup>-12<sup>th</sup>.
- ❖ Meet MDC testing requirements – *Minimum test scores required for dual enrollment (subject to change)*

- a) SAT (as of 03/2016) - Reading 24, Writing 25, Math 24 (MAT1033) 26.5 (MAC1105)    c) PERT - Reading 106, Writing 103, Math 114 (MAT1033) 123 (MAC1105)
- b) ACT - Reading 19, English 17, Math 19    d) **For Math above MAC1105 – please take CLM test after scoring 135 or more on the PERT**

- ❖ Please note: Virtual College classes are only approved for Dual Enrollment students during the Summer term.

1	<b>Admissions Applications Requirements and Process</b> Submit MDC admissions application online. MDC admissions application must be completed in full, and need to include a valid email address. No application fee applies to Dual Enrollment students.  <b>**Please allow 24-48 hours for processing**</b>	<ul style="list-style-type: none"> <li>❖ <u>MDC Kendall Admissions and Registration</u> (305)237-2222</li> <li>❖ <u>Important websites:</u>  <a href="http://www.mdc.edu/admissions">www.mdc.edu/admissions</a>  <a href="http://www.mdc.edu/future-students/docs/Dual-Enrollment-Program.pdf">http://www.mdc.edu/future-students/docs/Dual-Enrollment-Program.pdf</a> </li> </ul>
2	<b>Create your MDC Account and Student Email.</b> Please check your MyMDC.net email account on a regular basis!	<ul style="list-style-type: none"> <li>❖ <u>Important websites:</u> my.mdc.edu</li> </ul>
3	<b>Placement Testing Requirements (You must see Dual Enrollment coordinator in New Student Center for authorization)</b> Take PERT college placement test at MDC Testing Center with <b>testing referral form from high school/articulation agreement</b> for homeschooled students (provided in R101,) and <b>approval from the Dual Enrollment coordinator</b> . If you have SAT/ACT, or PERT scores from your high school, please visit the Testing Center to transfer them. Refer to scoring chart above for appropriate scores needed.	<ul style="list-style-type: none"> <li>❖ <u>Testing and Assessment Center</u>, Bldg R 5<sup>th</sup> floor (305)237-2341            Must bring a <u>picture ID</u> and <u>testing referral form</u>.            Hours: Mon - Thu. 8:30am-5:30pm            Friday 8:30am-2:30pm            Testing is available on a walk-in basis.            No appointment needed.* Subject to change *</li> </ul>
4	<b>Dual Enrollment form</b> must be completed in ink by the student, parent, and school administration/homeschool department. The school seal, high school requirement, and <u>un-weighted</u> GPA are required. Homeschool students must provide a Home Education Enrollment Verification each term. <b>FORMS WILL NOT BE PROCESSED IF THEY ARE INCOMPLETE OR ALTERED.</b>	<ul style="list-style-type: none"> <li>❖ <u>MDCPS Homeschool Dept.</u> 489 East Dr. Miami Springs, FL (305)883-5310</li> <li>❖ <u>Public/Private/Charter High School</u> Counselor and Principal</li> </ul>
5	<b>Submit Dual Enrollment form to Dual Enrollment Coordinator</b> We will register you for the class(es) selected on the form, you may not register for them on your own. <u>You will receive an email once it is processed and submitted for payment.</u> Validated schedules will be available online by the due date. Note: Payments do not transfer from class to class, so any unauthorized alterations to the schedule may result in all courses dropping for non-payment.	<ul style="list-style-type: none"> <li>❖ <u>MDC Kendall New Student Center</u>, Room R101  <a href="mailto:krecruitment@mdc.edu">krecruitment@mdc.edu</a>            Hours: Mon-Thu 8:00 am – 7:00 pm            Fri 8:00 am-4:30pm *Subject to change*            Remind: rmd.at/dekendall or text @dekendall to 81010</li> </ul>
6	<b>Course Books, MDC Picture ID and Decal Requirements</b> Public/charter high school must request a book voucher from High School counselor. Homeschooled students must request a book voucher at the campus they submit their forms. All others must purchase their own course books. To obtain your official MDC picture ID & decal, you must present a validated schedule, photo ID and vehicle registration in the Student Union Office	<ul style="list-style-type: none"> <li>❖ <u>Bookstore</u>, Room 8106 (305)237-2361 – next to the Cafeteria</li> <li>❖ <u>Student Union</u>, Room 100 (305)237-2321 – next to the Koffee House  <b>Please note:</b> Contact Departments for hours of operation.</li> </ul>

**CLASSES BEGIN (Fall/August, Spring/January and Summer/May and June)**

- ❖ **The ACCESS Department** is available for students with disabilities. For more information, contact (305)237-2767, Room 2121.

**DUAL ENROLLMENT CHECKLIST**  
**(Flip over for Step Sheet)**

- Do you have the forms needed?** Pick up in the New Student Center, or print them from the links below:
  - Dual Enrollment form: <http://www.mdc.edu/future-students/docs/Dual-Enrollment-Program.pdf>
  
- MDC Credit Student Admissions process**
  - Did you provide your Social Security number? If you do not have a social security number, you may leave this area blank. US Citizens must provide a Social Security number.
  - Did you write in a valid email address?
  - Is your high school graduation date correct?
  - Did you receive a confirmation email?
  - Did you receive an email confirmation from Admissions that the number is active? If so, proceed with PERT testing at MDC.
  - Check the status of your application online at [www.mdc.edu/admissions](http://www.mdc.edu/admissions)
  
- PERT Testing at MDC**
  - Did you take the complete PERT (reading, writing, mathematics) at your high school, or take the ACT/SAT? If so, you may not need to take the PERT at MDC. Visit the Testing Center to transfer your scores to your file.
  - Did your counselor complete and sign your Test Referral form?
  - Home School students:** Your Test Referral is your Articulation Agreement, print one from here: <http://www.mdc.edu/future-students/docs/Home-Education-DE-Agreement.pdf>
  - Did you validate your Test Referral form at ***MDC Kendall Campus New Student Center, Building R 1<sup>st</sup> floor, R101?***
  - Did you submit Test Referral form and validation to complete PERT at ***MDC Kendall Campus Testing Center, Building R 5<sup>th</sup> floor?*** **Student must bring a valid picture ID for testing purposes.**
  
- Dual Enrollment course registration (every term)**
  - Did you fill in your expected graduation date?
  - Did you, your parent/guardian, counselor, and principal sign the form?
  - Did your counselor complete the high school subject area met?
  - Does your form have your un-weighted GPA and high school stamp/seal?
  - Is your form clean, free of scratches, overwriting, or whiteout?
  - Home School students only:** Please submit a Home Education Enrollment Verification each term.
  - Did you drop off completed Dual Enrollment form at ***New Student Center, Building R 1<sup>st</sup> floor, R101?***

***Note: Dual Enrollment forms will not be processed if they are incomplete or altered.***

***No scratches, overwriting, or whiteout permitted anywhere. NO EXCEPTIONS***