Miami Dade College
Kendall Campus

DUAL ENROLLMENT STEP SHEET
(Flip over for Checklist)

www.mdc.edu/dualenrollment

<u>Minimum criteria</u>

- ❖ Secondary students must have a 3.0 high school un-weighted GPA, and be enrolled in grades 6th-12th.
- ❖ 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)
b) ACT - Reading 19, English 17, Math 19

c) PERT - Reading 106, Writing 103, Math 114 (MAT1033) 123 (MAC1105)
d) For Math above MAC1105 – please take CLM test after scoring 135 or more on the PERT

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

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1	**Admissions Applications Requirements and Process** 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. ****Please allow 24-48 hours for processing****	❖ <u>MDC Kendall Admissions and Registration</u> (305)237-2222 ❖ <u>Important websites</u>: www.mdc.edu/admissions http://www.mdc.edu/future-students/docs/Dual-Enrollment-Program.pdf
2	**Create your MDC Account and Student Email.** Please check your MyMDC.net email account on a regular basis!	❖ <u>Important websites</u>: my.mdc.edu
3	**Placement Testing Requirements (You must see Dual Enrollment coordinator in New Student Center for authorization)** Take PERT college placement test at MDC Testing Center with **testing referral form from high school**/articulation agreement for homeschooled students (provided in R101,) and **approval from the Dual Enrollment coordinator**. 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.	❖ <u>Testing and Assessment Center</u>, Bldg R 5th 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 *
4	**Dual Enrollment form** 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. **FORMS WILL NOT BE PROCESSED IF THEY ARE INCOMPLETE OR ALTERED.**	❖ <u>MDCPS Homeschool Dept</u>. 489 East Dr. Miami Springs, FL (305)883-5310 ❖ <u>Public/Private/Charter High School</u> Counselor and Principal
5	**Submit Dual Enrollment form to Dual Enrollment Coordinator** 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.	❖ <u>MDC Kendall New Student Center</u>, Room R101 krecruitment@mdc.edu 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
6	**Course Books, MDC Picture ID and Decal Requirements** 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	❖ <u>Bookstore</u>, Room 8106 (305)237-2361 – next to the Cafeteria ❖ <u>Student Union</u>, Room 100 (305)237-2321 – next to the Koffee House **Please note:** Contact Departments for hours of operation.

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.

Revised March 2019

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- ☐ **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

- ☐ **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 1st floor, R101?_
  - ☐ Did you submit Test Referral form and validation to complete PERT at _MDC Kendall Campus Testing Center, Building R 5th 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 1st** _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