

## Getting Started

### The Office of Advisement & Career Services

Room 1117 – (305) 237-6133

The first step in your educational journey is to choose a major/program of study. The Office of Advisement & Career Services offers helpful tools and programs to support you in making this important decision. In addition to academic advisement and career guidance you may obtain assistance with job searches; resume writing, job interviewing skills, information on job fairs, career expos, and career development workshops.

#### Step One

##### Admission & Financial Aid Process (305) 237-6045

- [ ] Complete the admission application online at [www.mdc.edu](http://www.mdc.edu). Students are encouraged to complete the admission application at least 30 days prior to the beginning of the term in which they wish to enroll.

AND

- [ ] Complete the financial aid application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please include the federal school code for MDC InterAmerican Campus – E00994 – so the results of your application are sent to us automatically. Financial Aid processing may take between four and eight weeks so we encourage you to apply as early as possible each year.
- [ ] Pay the \$20 non-refundable application fee at the Bursar's Office, window 4.
- [ ] Send official high school or college transcripts to the **Admission's office, 627 SW 27 Ave, Miami, FL 33135.**

#### Step Two

##### Testing (305) 237-6041, Room 1110

The following tests will assist the college in assessing your Reading, Writing and Math skills. The results will enable the college to place you in the most appropriate courses that match your level of academic preparedness. Before taking a test, you will be required to present a government issued I.D.

- [ ] If you have taken the SAT or ACT within the past two years, please take your original test score report to the Testing Department in room 1110 or call 305-237-6041 and a representative will help you determine if you need additional testing.
- [ ] Transfer students who have successfully completed college level English and college level Math/Algebra MAY be exempt from placement testing. Please visit the Office of Advisement & Career Services in room 1117 or call 305-237-6133 and a representative will help you determine if you need testing.

- [ ] If you are enrolling in credit classes and have not taken the SAT or ACT, you must take the Computerized Placement Test (CPT). **This test will be used to determine your placement.** No appointment is required. Walk-in hours are Monday through Thursday 8:30 a.m. to 4:30 p.m. and Fridays 8:30 a.m. to 2:00 p.m. The Testing Office check-in area is located in room 1110.
- [ ] If you are enrolling in credit **English-As-A-Second Language (ESL)** classes you will need to take the **COMPASS/ESL** test. No appointment is required. Walk-in hours are Monday through Thursday 8:30 a.m. to 4:30 p.m. and Fridays 8:30 a.m. to 2:00 p.m. The Testing Office check-in area is located in room 1110.
- [ ] If you are enrolling in vocational credit classes you will need to take the **Tests for Adult Basic Education (TABE)**. No appointment is required. Walk-in hours are Monday through Thursday 8:30 a.m. to 4:00 p.m. and Fridays 8:30 a.m. to 1:00 p.m. The Testing Office check-in area is located in room 1110.

### Step Three

#### MDC Student Account

- [ ] Create your MDC Student Account before your Orientation Session. You may do this on-line at <http://www.mdc.edu/sis>.

### Step Four

#### Orientation (305) 237- 6364, Room 1106

- [ ] Make an appointment to attend a new student Orientation in the Office of Student Life in room 1106.

**All new students will be required to attend an Orientation session during which academic advisement and course selection will be provided. Students will use the online registration system to register – please make sure to create your account prior to the orientation session.**

### Step Five

#### Bursar/Fees (305) 237-6264

- [ ] Pay fees at the Bursar's window - before the payment deadline on your class schedule. Fees may be paid in cash, by check, money order or credit card.
- [ ] If you are using Visa or Master Card, you may pay on-line at [www.mdc.edu](http://www.mdc.edu). First click on the Current Students then click on Pay Fees.
- [ ] If you are eligible for financial aid and your class schedule does not appear paid, check your award online at [http://www.mdc.edu/financial\\_aid](http://www.mdc.edu/financial_aid)
- [ ] Retain your paid schedule for your records.

**Please remember, your classes will be dropped for non-payment if your fees are not paid by the date indicated on your class schedule.**

**Student ID/Parking Decal (305) 237-6364, Room 1106**

- [ ] Present a paid schedule and photo ID to get your MDC Student ID at the Student Life office, room 1106. You must also bring your vehicle registration to obtain a parking decal. Parking decals are required to park on campus.