



DUAL ENROLLMENT PROGRAM FORM

This form must be completed every term for which dual enrollment is sought.

Instructions

An MDC Admission Application must be completed if this is the first time that the student completes this Dual Enrollment Program Form. The MDC Admission Application must be completed and submitted to an Admissions and Registration Office location below. The Dual Enrollment Program Form must be submitted to the Dual Enrollment Coordinator at least 10 business days prior to the first day of the requested term of enrollment.

Term/Year Enrollment Intention	Fall	Spring	Summer	Year_____
Location	North West	Kendall MEEC	Wolfson Medical	Padrón Homestead
				Hialeah

PART 1 – Student's Personal Information

Check One: New Student Continuing Student

Student's Last Name	First Name	Middle	MDC Student ID
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Student's Mailing Address	City	Zip
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Student's Birth Date (MM/DD/YYYY)	Home Phone #	Cellular Phone #	Email Address
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Student's Current Grade Level 12th Grade _____

Expected High School Graduation Date(MM/DD/YYYY) _____

Part 2 – Student's and Parent's Certification

By signing below, the student and the student's parent certifies the following: the student has read and will comply with the requirements and procedures on the reverse side of this form; intends to pursue a postsecondary degree following graduation from high school; and understands that the College will provide a transcript of grades and placement test scores to the student's school. All Dual Enrollment courses will be posted to the high school permanent record.

Student's Full Name (print legibly)	Student's Signature	Date (MM/DD/YYYY)
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Parent's/Legal Guardian's Name (print legibly)	Parent's/Legal Guardian's Signature	Date (MM/DD/YYYY)
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Parent's/Legal Guardian's E-mail Address

PART 3 – Dual Enrollment Course Approval

This section must be completed by the student's school Guidance Counselor/home school official and signed by the school principal. Please list all Dual Enrollment courses that the Guidance Counselor/home school official approves for the student to take during the term/year enrollment intention listed at the top of this form.

MDC COURSE (e.g. ENC1101)	COURSE TITLE	COURSE #	Alternate Course #	HIGH SCHOOL SUBJECT AREA MET	CAMPUS	Book Title (Completed by Bookstore)	Price
MDC DE Coordinator Notes:							TOTAL

To the student: When available, students will be given a used book. Students are responsible for returning all textbooks issued during each semester of study. Students will be held financially responsible for any textbook(s) not returned to their high school.

Name of School

Public/Charter Private Home School

Address

City

State

Zip Code

High School Unweighted GPA _____

Name of Guidance Counselor/Home School Official(print legibly)

School Telephone Number & Counselor Extension

Guidance Counselor Email

Signature of Guidance Counselor or Home School Official

Date (MM/DD/YYYY)

Signature of School Principal

Date (MM/DD/YYYY)

Principal E-mail

PART 4 – MDC Admission and Enrollment Approval

Approved for Dual Enrollment Yes No

Signature of Dual Enrollment Coordinator

Date (MM/DD/YYYY)

Signature of Authorizing MDC Official

Date (MM/DD/YYYY)

DUAL ENROLLMENT PROGRAM INFORMATION AND ADMISSION REQUIREMENTS

1. What is Dual Enrollment?

Dual Enrollment is a program that allows eligible high school and middle school students currently attending Miami-Dade County public schools (M-DCPS), accredited private schools, or home school to simultaneously enroll in college courses. The credits that students earn must be used toward both high school graduation and toward a college level degree (such as Associate or Baccalaureate), or college level certificate. (See mdc.edu/dualenrollment)

2. Who is eligible for the Dual Enrollment Program at Miami Dade College (MDC)?

Students in grades 6-12 who meet high school GPA and placement test requirements may participate in Dual Enrollment.

- Earned a minimum **3.0** high school unweighted grade point average (GPA). A minimum **2.5** weighted GPA is required for Student Life Skills (SLS) courses and a minimum **2.0** unweighted GPA is required for career and technical certificate dual enrollment.
- Earned college ready scores in reading and writing on a state-approved placement test such as SAT/ACT, CPT, or PERT for college credit courses.
- Obtained permission from parent, Guidance Counselor and Principal (as indicated by signature on Dual Enrollment Program Form).
- Expressed intent to pursue a postsecondary degree.

3. Who pays the college tuition for Dual Enrollment?

- Public, charter, and private school students are exempt from registration, tuition, laboratory fees, and special fees for eligible Dual Enrollment courses.
- As of July 1, 2013 public, charter, and private schools shall reimburse the college for Dual Enrollment instruction provided to its students.
- Home school students are also exempt from any fees if taking courses that count toward high school graduation.
- If a student withdraws from the school district/private school after registering for dual enrollment and does not withdraw from the dual enrollment classes prior to the drop/add date, the student will be held liable for the tuition cost for the courses.

4. Who pays for the textbooks?

- M-DCPS students will receive their books at no cost. Students are issued a Dual Enrollment book voucher by their school advisor. Charter Schools will provide textbooks for their students participating in Dual Enrollment.
- Private school students must pay for their own books and other instructional materials.
- Home school students receive their books at no cost. Students are issued a dual enrollment book voucher from the College.

5. Are all college courses available through Dual Enrollment?

No, there are some restrictions on the choice of course(s), such as the following:

- In addition to the State's "[Dual Enrollment Course High School Subject Area Equivalency List](#)" which identifies the MDC courses taken through dual enrollment that satisfy high school subject area graduation requirements, any college credit course comprised of three (3) credits or more can be considered for Dual Enrollment, subject to approval by the student's school and MDC academic unit.
- Students must meet all course prerequisite and placement testing requirements for a course to be considered for dual enrollment.
- Enrollment in fully online college credit courses is permissible for dual enrollment students during the summer term only, beginning in summer 2017.
- Courses selected by students and their guidance counselors will count toward students' high school graduation as certified by the school principal's signature on the form.
- Students participating in Dual Enrollment courses must follow the College's calendar.
- Developmental education courses, physical education courses, private lessons, some recreation courses, and independent study courses are not eligible for Dual Enrollment.**

6. How many courses are students allowed to take per semester?

- There is no limit on the number of courses that a dual enrollment student may enroll in each term. In order to ensure academic success, Miami-Dade County Public School recommends that public school students enroll in a maximum of two (2) courses each term (excluding Labs).
- The amount of work necessary to succeed in Dual Enrollment courses will be more than in high school courses. Students and school Guidance Counselors should take into consideration the College academic requirements, course scheduling, meeting times, transportation and travel time.

7. When and where may Dual Enrollment courses be taken?

These courses may be taken before, during or after school hours and during the summer. They may be offered at the school, college, or other approved locations. Students and/or parents/guardians are responsible for the student's transportation to and from the Dual Enrollment locations.

8. How do I participate in the Dual Enrollment program?

- Students must submit the online Miami Dade College Admission Application.
- The Dual Enrollment Program Form must be submitted to the Dual Enrollment Coordinator at the MDC campus selected on the Dual Enrollment Program Form at least **10** business days prior to the first day of the requested term of enrollment. The form must include signatures of the student, parent/legal guardian, guidance counselor, and school principal. It must also bear the official school seal/home school stamp.
- An eligible home school student must provide proof of enrollment in a home education program by submitting the signed "[Dual Enrollment Verification Form for Students Registered with M-DCPS Home Education Program](#)." A home schooled student and parent must enter into an Articulation Agreement with the College.

9. What do I need to do every academic term?

- Students will be required to provide a complete Dual Enrollment Program Form each term in order to retain enrollment eligibility.
- Students whose college GPA falls below 2.0, or high school unweighted GPA falls below 3.0, are ineligible to continue Dual Enrollment.

10. Will Dual Enrollment courses transfer to other colleges and universities?

- These credits will transfer to any Florida public college or university offering that course with the same prefix and number.
- Upon high school graduation, if students do not attend the same college or university where they earned the Dual Enrollment credit, the application of transfer credit may vary at the receiving institution. Dual Enrollment courses become a part of a student's permanent college academic transcript.

11. What happens if I withdraw from a class?

Students who officially withdraw within the established deadline will have a "W" (withdrawal grade) posted on the college transcript, which may affect high school graduation. Students who withdraw from a course cannot repeat the same course as a Dual Enrollment student, but can enroll in other courses, if eligible.