# INSTRUCTIONS FOR SEARCHING AND SELECTING COURSES USING THE DUAL ENROLLMENT STUDENT PORTAL

**STEP 1:** USE the following link to log into your MDC Account:

http://destudent.mdc.edu

MDConnect	
Username(e.g. john.smith001)	
Password	
Select a Language	
Sign In Enable Screen Reader Mode	

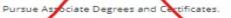
**NOTE:** Students that are NOT part of the Dual Enrollment Program will not be able to access the shared portal. In this instance, students will receive the following message:

Favorites 🔻	Main Menu 🌱	> MDC D	ual Enrollment 🔻 >	Dual Enroliment - Sek	ect Term		
	ami Dade College			_	_	_	
-							
	nfortunately, you h Academic Plan :		the wrong navigatio	on. This is link is desig	gnated for Non-Deg	ree Dual Enroliment	Students only

If you receive this message **AND** are a dual enrollment student, please notify your assigned dual enrollment coordinator to ensure that your admissions application on file is for Dual Enrollment.



### Credit Application



If you have or need an F-1 visa, STOP and <u>submit an</u> International Student application.



#### Dual Enrollment

Students in grades 6-12 who are enrolled in Miami Dade County public schools, participating private and charter schools, or home school are eligible to participate in the MDC dual enrollment program.



#### Bachelor's Application

Pursue a Bachelor of Science of Bachelor of Applied Science degree

If you have or need an F-1 visa, STOP and <u>submit an</u> International Student application.



#### International Students

Attend MDC agan International F1 Visa Etudent pursuing an Associate or Bachelor degree. Visit the <u>International Student website</u> for additional requirements.

## STEP 2: Select Term for Dual Enrollment Registration

	Main Menu 🔻	> MDC Dual Enrollment -> (	Dual Enrollment - Select T		
$O^{M}$	iami Dade College				
	College				
-					
Sele	ect a Term				
	-	I name on the below list, we have an	option to change in the	next step. Please select term and proceed.	
Sel	ect a term		0		
	Term	School Name	Career	Institution	
0	Fall 2021	Robert Morgan Educ Center	Undergraduate	Miami Dade College	
gra fail	aduation, subsequent	, including failing grades and withdrawa postsecondary admission, and financia course cannot repeat the same course a	al aid eligibility at MDC or a	another college/university, Students who	
100		tatutory eligibility requirements to partic utes. Students must maintain a 2.0 MD h.			
	college credit earned mber.	at MDC will transfer to any Florida publ	ic college or university offe	ering that course with the same prefix and	
		duation, if students do not attend the sa f transfer credit may vary at the receivin		here they earned the Dual Enrollment	
cre					
cre		Go to Sele	ct Classes		
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**NOTE:** Read MDC's dual enrollment credit & grading policies before selecting courses.

#### Question: What happens if I changed schools, or my school is listed incorrectly?

**Answer:** Select the school of record before continuing on to the next step. You will have the option of changing schools when you navigate to the '*Go to Select Classes*' page.

## STEP 3: Add Classes to Your Shopping Cart

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On the *Dual Enrollment – Select Your Classes* page, you will be able to:

- 1) Indicate a change of school
- 2) Search and select your new school
- 3) Search for courses to add to the shopping cart

	s 🔹 Main	Menu V > M	IDC Dual En	rollment 🔻 > Dua	I Enrollment - Select	t Term	
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Stude	ent Enrollme	ent					
Sear	ch Resul	ts					
Miam	i Dade College	e   Fall 2021					
The f Num	ollowing class per is exactly "	es match your searc 1033', Show Open (	h criteria Col Classes Only	urse Subject: MAT - M 7: Yes	Mathematics, Cours	open	
eturn t	o Student Enro	ollment	N	ew Search	Modify Sear	ch	
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₩M	AT 1033 - Int	termediate Algebra					
▼M Class	AT 1033 - Int Section	termediate Algebra	Room	Instructor	Meeting Dates	Status	
₩M	AT 1033 - Int	termediate Algebra		Instructor Staff	Meeting Dates 08/23/2021 - 12/17/2021	Status	Select
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The search function will let you know whether a class is open or closed. It will provide meeting dates and times. Click on the section to see the instruction modality (in-person, blended, Online, or MDC LIVE).

#### \*\*IMPORTANT:

- 1. Don't Forget to Save the Courses to your shopping cart.
- 2. Remember to validate your class choices, as this will help determine whether you are eligible to take the courses that you have selected. The system will screen for any pre-requisite or co-requisite courses as well as other determining factors.
- **3.** You will see all classes that have been approved by your secondary school counselor. All approved classes will be locked. You will be not be able to change a course once it is approved.
- **4.** A green check indicates that you have been enrolled in a class. A red X means that you have not been enrolled.
- 5. When selecting My Class Alternatives, you can select different sections of the same course as well as different courses. If one of your class choices is closed by the time your enrollment request reaches MDC, the Dual Enrollment Coordinator will choose the alternate course that you <u>rank #1</u>. Please rank your alternate courses in terms of preference.