

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

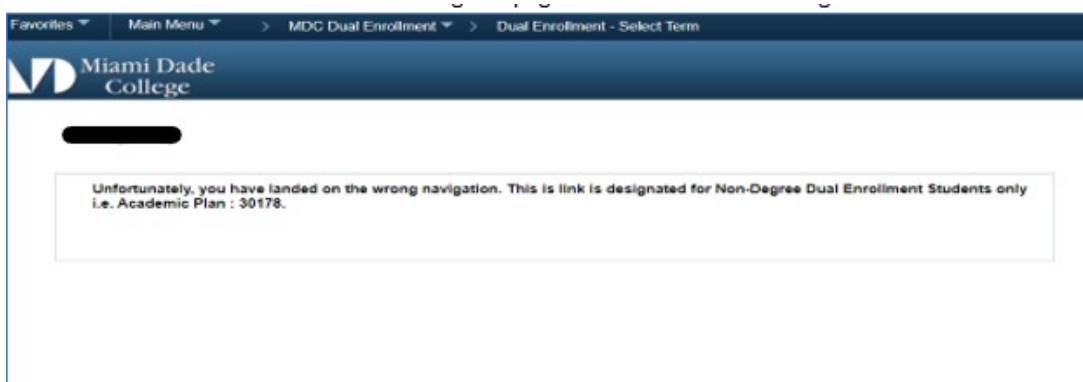
**STEP 1:** USE the following link to log into your MDC Account:

<http://destudent.mdc.edu>



The screenshot shows the MDCConnect login interface. At the top, there is a logo for MDCConnect consisting of a cluster of blue and grey hexagons followed by the text "MDCConnect". Below the logo, there are three input fields: "Username(e.g. john.smith001)", "Password", and "Select a Language". The "Select a Language" dropdown menu is currently set to "English". Below the input fields is a green "Sign In" button. At the bottom, there is a checkbox labeled "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:



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.

**NOTE:** If you need to apply for MDC's Dual Enrollment Program, please log into [www.mdc.edu](http://www.mdc.edu) and click [Apply](#). Follow the simple steps to complete this process. To be considered for Dual Enrollment, please make sure you select:



What will be your highest level of education by Fall 2024 (August-December)?

<input type="radio"/> I won't have completed high school	<input type="radio"/> I have received or will receive a High school diploma or GED before attending MDC	<input type="radio"/> I completed some College/University but never graduated	<input type="radio"/> I graduated college or university
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## STEP 2: Select Term for Dual Enrollment Registration

The screenshot shows the 'Dual Enrollment - Select Term' page. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'MDC Dual Enrollment', and 'Dual Enrollment - Select Term'. The Miami Dade College logo is visible in the header. Below the header, there is a 'Select a Term' section. A message states: 'If you see wrong school name on the below list, we have an option to change in the next step. Please select term and proceed.' Below this is a table with the following data:

Term	School Name	Career	Institution
<input type="radio"/> Fall 2021	Robert Morgan Educ Center	Undergraduate	Miami Dade College

Below the table is a section titled 'Dual Enrollment Credit & Grading Policies' with the following text:

- By participating in this program, students will be starting their college academic record. All grades earned will be part of their official MDC transcripts, including failing grades and withdrawals. Grades, including withdrawal grades, may affect high school graduation, subsequent postsecondary admission, and financial aid eligibility at MDC or another college/university. Students who fail or withdraw from a course cannot repeat the same course as a Dual Enrollment student, but can enroll in other courses, if eligible.
- Students must meet statutory eligibility requirements to participate in the dual enrollment program as **set forth in Section 1007.271, Florida Statutes**. Students must maintain a 2.0 MDC GPA as well as a 3.0 unweighted high school GPA to continue eligibility in the program.
- College credit earned at MDC 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.

At the bottom of the page, there is a button labeled 'Go to Select Classes'.

**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.

Favorites Main Menu MDC Dual Enrollment Dual Enrollment - Select Term

Miami Dade College

Dual Enrollment - Select Your Classes

Student ID: [REDACTED] Status: Approved

Term: 2217 Fall 2021 View My Enrolled Classes Schedule

School Code: 1010005326 Robert Morgan Educ Center Validate my class choices

Change School:

New School Code: 1010000412 Indian River State College

**STEP 3:** Indicate your grade level and high school academy/career interest.

Favorites Main Menu MDC Dual Enrollment Dual Enrollment - Select Term

Miami Dade College All Search

Dual Enrollment - Select Your Classes

Student ID: [REDACTED] Status: Begin

Term: 2237 Fall 2023

School Code: 1010012806 Felix Varela Senior High Validate my class choices

Change School:

New School Code: 1010012017 Rolling Green Acad

Grade Level: 10th Grade

High School Academy: 0006-Computer Programming

**Note:** MDC is interested in learning about your career interests. This helps the College provide a guided career pathway to support your dual enrollment experience. If you are in a high school academy, please select this option. You are also welcome to select a particular career interest.

MDC recommends selecting **Collegiate/Advance College Degree** if your goal is to pursue a bachelor's degree.

## STEP 4: Add Classes to Your Shopping Cart

**Select Choices and Save!**

**My Class Choices**

Class Nbr	Search	Subject Area	Catalog Nbr	Section	Description	Approved By Counselor	Enrolled	
1 1003	<input type="text"/>	ACG	2021L	1	Financial Acct Lab	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>
2 <input type="text" value="4151"/>	<input type="text"/>	MAT	1033	1	Intermediate Algebra	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

**My Class Alternatives**

Class Nbr	Search	Rank	Subject Area	Catalog Nbr	Section	Description	Approved by Counselor	Enrolled	
1 7110	<input type="text"/>	2	ITA	1120	4	Elemen Italian 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>
2 <input type="text" value="1142"/>	<input type="text"/>	1	ARC	2701	1	Hist Architecture 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Your choices are approved by Counselor!

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) Add your current grade level
- 4) Indicate your current High School Academy or Career Interest
- 5) Search for courses to add to the shopping cart

Favorites > Main Menu > MDC Dual Enrollment > Dual Enrollment - Select Term

**Miami Dade College**

Student Enrollment

**Search Results**

Miami Dade College | Fall 2021

The following classes match your search criteria Course Subject: **MAT - Mathematics**, Course Number is exactly **'1033'**. Show Open Classes Only: **Yes**

Open  Closed

**248 class section(s) found**

▼ **MAT 1033 - Intermediate Algebra**

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
4151	1-LEC Main Sess	MoWe 5:40PM - 6:55PM	TBA	Staff	08/23/2021 - 12/17/2021	<input checked="" type="radio"/>	<input type="button" value="Select"/>
7691	1-LEC Twelve Wk	MoWe 5:40PM - 7:05PM	TBA	Staff	09/27/2021 - 12/17/2021	<input checked="" type="radio"/>	<input type="button" value="Select"/>
7543	1-LEC Eight Wk 1	TuTh 7:05PM - 8:20PM	TBA	Staff	08/23/2021 - 10/15/2021	<input checked="" type="radio"/>	<input type="button" value="Select"/>

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 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 rank #1. Please rank your alternate courses in terms of preference.