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

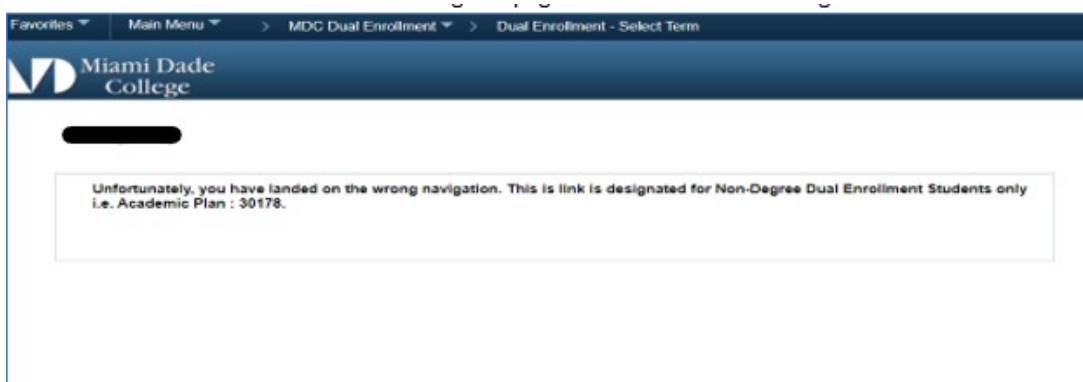**STEP 1:** USE the following link to log into your MDC Account:

http://destudent.mdc.edu

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 and click Apply. Follow the simple steps to complete this process. To be considered for Dual Enrollment, please make sure you select:

STEP 2: Select Term for Dual Enrollment Registration

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

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

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

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 <u>rank #1</u>. Please rank your alternate courses in terms of preference.