

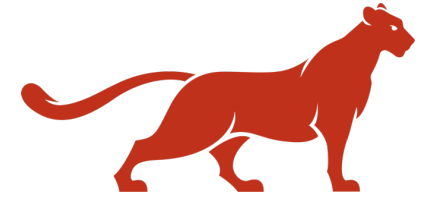
**BETTER
TOMORROWS
BEGIN
TODAY.**

DUAL ENROLLMENT

VALENCIA COLLEGE

Application Instructions





Before you start, have the following information ready:

- Student Email Address (do not use your school email)
- Parent Email Address (must be different than student)
- Name and Email Address of School Counselor/Representative (this is not required for Home School Students)

Home School/FLVS:

- Submit the Letter of Verification (LOV) from school district (Orange/Osceola).
You may contact the homeschool office for your designated school district:
 - **Osceola County** - homeeducation@osceolaschools.net (407) 870-4847
 - **Orange County** - homeeducation@ocps.net

Starting my Dual Enrollment Application

Visit valenciacollege.edu/dual & click **Apply Now**

VALENCIACOLLEGE STUDENTS FACULTY EMPLOYEES ALUMNI FOUNDATION LOGIN

Search

DUAL ENROLLMENT COORDINATORS STUDENTS RESOURCES FREQUENTLY ASKED QUESTIONS REFERENCE BOOKLET ORDER TEXTBOOKS

Dual Enrollment

Valencia College > Admissions > Dual Enrollment

The Dual Enrollment Application (Free)

The DE Application is **free** of cost. If prompted to pay an application fee, you have completed the incorrect application type.

APPLICATION STEP-BY-STEP APPLICATION HELP APPLICATION INSTRUCTIONS ASSESSMENT FAQS

Spring 2024 Dates

- Application Available: Monday, September 11, 2023
- Application Deadline: Wednesday, October 11, 2023
- Assessment Score Deadline: Thursday, November 9, 2023

Apply Now →



Create Your Account

- ✓ Click on "**Sign Up**" to create an account.
- ✓ You will then be prompted to enter your personal information.



Valencia College Application

If this is your first time visiting this portal, please click the Sign Up link below.

If you are a returning user, please sign in using the email address you used when creating your account.

Sign In

Email Address

Password



[Sign Up](#) | [Forgot Password](#)

Forgot your password? Please click on the Forgot Password link. Valencia College is unable to assist with password re-sets or look-ups.

Forgot your username? Please contact the Atlas Student Help Desk at 407-582-5444 or askatlas@valenciacollege.edu for assistance.



Enter the following information to create an account:

- ✓ First Name
- ✓ Last Name
- ✓ Email Address (do not use school email)
- ✓ Check - reCAPTCHA (I'm not a robot)
- ✓ Click **SUBMIT**



Apply to Valencia College

Start Your Application

Please enter your legal first name (given name) and last name (family name) with proper capitalization as it appears on your government issued identification. For example: Jeanie Jones.

You will use the email address provided below to log into the Valencia College Application Portal to complete and view your application. This is also the email we'll use to communicate with you about your admission to Valencia College. Please make sure you provide a valid email address that you check frequently.

If you have questions about this sign up page or receive an error, please contact us at 407-582-1507 for assistance.

Sign Up

* First Name




* Last Name



* Email Address



I'm not a robot

 reCAPTCHA
Privacy - Terms



SUBMIT





✓ You will receive an email confirmation, here you will be asked to create a portal password (**keep your password in a safe place**).

✓ Sign in using the following information:

Email Address

Password (newly created)

✓ Click on **SIGN IN** button.

Valencia College Application

If this is your first time visiting this portal, please click the Sign Up link below.

If you are a returning user, please sign in using the email address you used when creating your account.

Sign In

Email Address



Password



SIGN IN

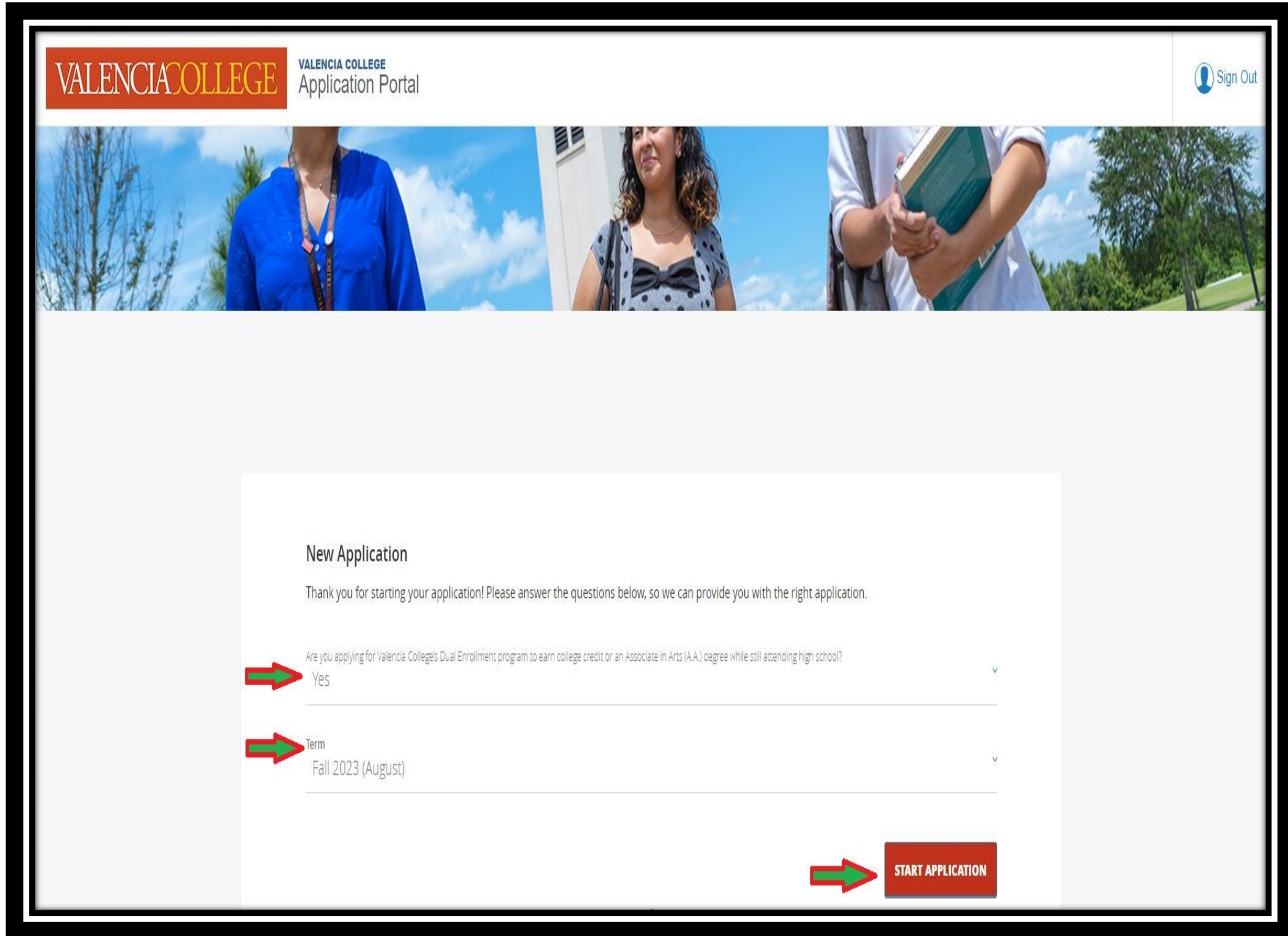


[Sign Up](#) | [Forgot Password](#)

Forgot your password? Please click on the Forgot Password link. Valencia College is unable to assist with password re-sets or look-ups.

Forgot your username? Please contact the Atlas Student Help Desk at 407-582-5444 or askatlas@valenciacollege.edu for assistance.



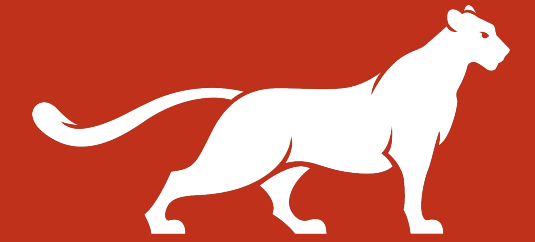


- Once logged into the application portal, you can start a new application.
- You need to select **Yes** to the Dual Enrollment preliminary question in order to be directed to the correct application form (Dual Enrollment Application Form).
- Select **Term** the student wishes to start the Dual Enrollment program.
- Click on **START APPLICATION**

**New
DUAL ENROLLMENT
Application**



PERSONAL INFORMATION



Complete **Personal Information** with the following information:

- ✓ **First Name** (auto-populated)
- ✓ **Last Name** (auto-populated)
- ✓ **Preferred First Name**
- ✓ **Date of Birth**

* **Note:** If you are using the auto-populate feature, the **Preferred First Name** field **might** pick up a name other than **your** legal name, please pay close attention.

VALENCIA COLLEGE Application

Personal Information

Way to go! By submitting this application, you're taking the first step toward earning college credits in high school. (That's a huge deal!) But before you start, please take note of these few helpful pieces of information:

Ask for Help: If you're stumped by a question, please contact us. We're here to help. For application assistance, you can:

- Call us at 407-582-1507
- Email us at enrollment@valenciacollege.edu
- Visit the [Answer Center](#)

Save Your Progress: As you complete your application, we recommend selecting the "Save and Continue" button as frequently as possible. This will help ensure that your progress is always saved and up to date.

Complete the Entire Application: It's important to complete the entire application. You'll receive an email confirming that we've received your application shortly after you submit it, so please make sure you receive your confirmation email. If you don't receive the email and you believe you have submitted your application, please call us at 407-582-1507, email us at enrollment@valenciacollege.edu or visit the [Answer Center](#).

We look forward to welcoming you to Valencia College!

* First Name
Domingo

* Last Name
Test

Middle Name

Suffix

Preferred First Name

If you have a previous last name, please enter it here:

* Date of Birth
Feb 2000



PERSONAL INFORMATION — cont.



✓ **Gender**

✓ **Citizenship Status**

✓ **Ethnicity**

✓ **Race**

✓ **Click CONTINUE**

VALENCIA COLLEGE Application

Personal Information

Way to go! By submitting this application, you're taking the first step toward earning college credits in high school. (That's a huge deal!) But before you start, please take note of these few helpful pieces of information:

Ask for Help: If you're stumped by a question, please contact us. We're here to help. For application assistance, you can:

- Call us at 407-582-1507
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We look forward to welcoming you to Valencia College!

First Name
* Domingo

Last Name
* Test

Middle Name

Suffix

Preferred First Name

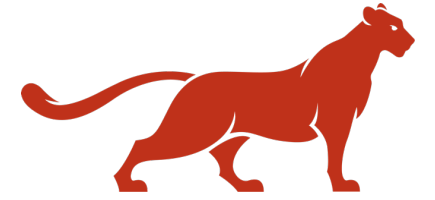
If you have a previous last name, please enter it here:

Date of Birth
* Feb 19 2000

CONTINUE



CONTACT INFORMATION



VALENCIA COLLEGE Application

Sign Out REVIEW APPLICATION

Contact Information

Mailing Address

* United States of America (US) Country

* Street address line 1
123 Main St

Street address line 2

* City
Orlando

* State Florida Zip 32825

* Which is your preferred phone?
Mobile

Would you also like to provide an additional Home Phone number?

Yes
 No

Enter your Mobile Phone below - (10 digits, no special characters, e.g. #####)
4075925925

If you do not wish to receive text or SMS messages from Valencia College, please uncheck this box. If you leave the box checked, we will text you about your enrollment at the college. This may include texts about your application, financial aid, registration and other enrollment topics.

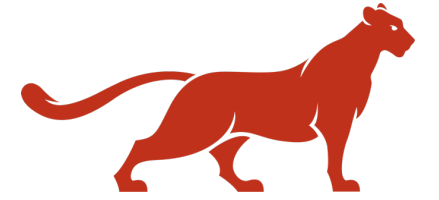
SAVE AND CONTINUE

Complete the **Contact Information** section with the following information:

- ✓ **Mailing Address**
- ✓ **Preferred Phone**
- ✓ **Click CONTINUE**



CITIZENSHIP INFORMATION

A screenshot of the Valencia College application form. The header shows the Valencia College logo and 'Application' text. The page title is 'Citizenship Information'. The form contains three fields: 'Country of Citizenship' with 'Cameroon' selected, 'Country of Birth' with 'Cameroon' selected, and a question 'Are you currently in the U.S. on a visa?' with radio buttons for 'Yes' and 'No'. A 'SAVE AND CONTINUE' button is at the bottom. The top right of the page has 'Sign Out' and 'REVIEW APPLICATION' buttons.

VALENCIA COLLEGE VALENCIA COLLEGE Application

Sign Out REVIEW APPLICATION

Citizenship Information

Country of Citizenship
Cameroon

Country of Birth
Cameroon

Are you currently in the U.S. on a visa?

Yes
 No

SAVE AND CONTINUE

Complete the **Citizenship Information** with the following:

- ✓ Country of Citizenship
- ✓ Country of Birth
- ✓ Currently in the U.S. on a visa?
- ✓ **Click CONTINUE**

DUAL ENROLLMENT SCHOOL INFORMATION



Complete the **Dual Enrollment School Information** with the following:

- ✓ Dual Enrollment School Name
- ✓ **Anticipated HS graduation date**
"Unsure of your high school graduation date? Check with your school counselor or parent/guardian (home education students)"
- ✓ **Click CONTINUE.**

The screenshot shows the Valencia College application interface. At the top, there is a navigation bar with the Valencia College logo, the text 'VALENCIA COLLEGE Application', and buttons for 'Sign Out' and 'REVIEW APPLICATION'. Below this is a breadcrumb trail: 'Dual Enrollment School Information', with a red arrow pointing to the current page. The main content area contains instructions and two required fields. The instructions state: 'Please begin typing your school name in the High School Name field below. You can also search by your high school city. If your school is not found - please select "Unknown School" and complete the additional information required for your school. If you are currently enrolled in a homeschool program or only taking classes with Florida Virtual School (FLVS), please type "Homeschool (Orlando)" and select: Homeschool (Orlando, FL, United States Of America (The)).' The first field is labeled '* Dual Enrollment School Name' and contains the text 'Oak Ridge High School (Orlando, FL, United States Of America (The))'. The second field is labeled '* What is your anticipated high school graduation date?' and contains a dropdown menu with 'May' selected, followed by a year dropdown with '23' selected and a '2007' option visible. A 'SAVE AND CONTINUE' button is located at the bottom right of the form.



ADDITIONAL SCHOOL INFORMATION



Complete the **Additional School Information** section:

✓ Select appropriate high school option.

✓ **Click CONTINUE**

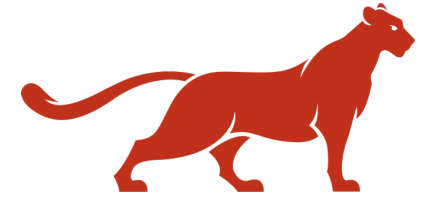
Note: If a student selects the **Homeschool Program Graduate** option, a pop up window will appear and require you to acknowledge the submission of the Homeschool documents.

You will also be required to upload the document and check the **Applies to Requirement checkbox** in the **Homeschool Document Upload** section.

The screenshot shows the Valencia College Application portal. At the top, there is a navigation bar with the Valencia College logo and 'Application' text. On the right, there are 'Sign Out' and 'REVIEW APPLICATION' buttons. Below the navigation bar, the 'Additional School Information' link is highlighted with a red arrow. The main content area features a dropdown menu with 'Home School Program Graduate' selected. Below the dropdown, there is a 'SAVE AND CONTINUE' button.



PROGRAM OF STUDY



VALENCIA COLLEGE Application

Sign Out REVIEW APPLICATION

Program of Study

Since you are applying as a Dual Enrollment student, your only option below will be to select the Dual Enrollment program.

* Please select your program of study/degree pathway:
Dual Enrollment

Valencia College offers classes on multiple campuses and online, and you're welcome to take classes at multiple campuses and/or online. However, for support services (advising, tutoring, etc.), we want to assign you to one of our campuses.

* Please select the campus that you would like to have assigned to you:
West Campus

Not sure which campus is for you? [View a detailed list of campus locations.](#)

SAVE AND CONTINUE

Complete the **Program of Study** section with the following information:

- ✓ Program of study/degree pathway (Dual Enrollment)
- ✓ Campus
- ✓ Click **CONTINUE**

DUAL ENROLLENT QUESTIONS



VALENCIA COLLEGE Application

Sign Out REVIEW APPLICATION

Dual Enrollment Questions

* Please select your current grade level:
11

* I understand that I am responsible for completing all the steps for enrollment, according to established deadlines, including: entry assessment, New Student Orientation, registration for courses, and the purchase of books.
 Yes

* I understand that I am only permitted to enroll in credit courses which appear in the regular Valencia College schedule of credit bearing classes and that I am eligible to enroll in courses that may be offered at my school, online, or at any Valencia College campus.
 Yes

* I understand that while enrolled in Valencia courses I will be required to comply with all applicable policies and procedures which normally apply to Valencia College students.
 Yes

* Have you taken a placement test (ACT, SAT or PERT)?
 Yes
 No

* I authorize my parent(s)/legal guardian(s) to obtain information about my academic records. (Permission ends upon student's graduation from high school).
Yes

* Full name of parent(s)/legal guardian(s) to whom my information may be released (separate multiple names with a comma):
John Doe

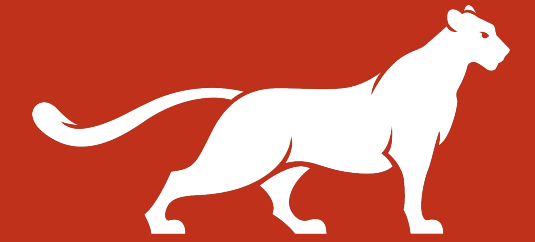
* Do you intend to complete your degree at Valencia College after high school graduation?
Yes

SAVE AND CONTINUE

Complete the **Dual Enrollment Questions** section with the following information:

- ✓ Current grade level.
- ✓ Review and acknowledge the statements for program requirements
- ✓ Select an option regarding the placement test (ACT, SAT, or PERT)
- ✓ Complete the parent authorization section
- ✓ Click **CONTINUE**

STATE MANDATED QUESTIONS



Complete the **State Mandated Questions** card with the following information:

- ✓ Sex offender/Predator
 - ✓ Online courses restriction for students with mailing address in the state of California
 - ✓ (Parent 1) & (parent 2) highest level of education
-
- ✓ Click **CONTINUE**

The screenshot displays the Valencia College application portal. At the top, the header includes the Valencia College logo, the text "VALENCIA COLLEGE Application", a "Sign Out" link, and a "REVIEW APPLICATION" button. The main content area is titled "State Mandated Questions" and contains three questions:

- Question 1: "Are you listed on the Florida Department of Law Enforcement Sex Offender/Predator web site?" with radio button options for "Yes" and "No". The "No" option is selected.
- Question 2: "Due to state and federal regulations, any student registered in an online course cannot reside in or have a mailing address in the state of California. If you have a California mailing address, you will be deleted from any online course(s) in which your register. Please acknowledge that you have read and understand this requirement." with a radio button option "I have read and understand this requirement" which is selected.
- Question 3: "Please select the option that corresponds to the highest level of education completed by the parent/guardian who played the largest role in raising you:" with a dropdown menu showing "Less than high school, no diploma".
- Question 4: "Please select the option that corresponds to the highest level of education completed by the other parent/guardian who helped raise you. If you were raised by only a single parent or guardian, please select this response in the drop down menu:" with a dropdown menu showing "Less than high school, no diploma".

A red "SAVE AND CONTINUE" button is located at the bottom right of the form.



PARENT/GUARDIAN APPROVAL



Complete the **Parent/Guardian Approval** section with the following information:

- ✓ Parent/Guardian First Name
- ✓ Parent/Guardian Last Name
- ✓ Parent/Guardian Email Address
(**must** be different from student's email address)

✓ Click **CONTINUE**

Note: Once saved, you cannot edit the information. You must review and submit application then navigate to your application portal homepage to edit/change information on the recommender.

VALENCIA COLLEGE VALENCIA COLLEGE Application Sign Out REVIEW APPLICATION

Dual Enrollment Parent/Guardian Approval

Please provide the name and email address for your parent/legal guardian who will be sent a request for acknowledgement and approval for your participation in the Dual Enrollment program. **Once saved, you will not be able to edit the information provided below.**

If you need to edit/change the information below after it has been saved, please review and submit your application. You will be presented with the option to edit the information entered once you are redirected to your application portal homepage.

* Parent/Guardian First Name John

* Parent/Guardian Last Name Doe

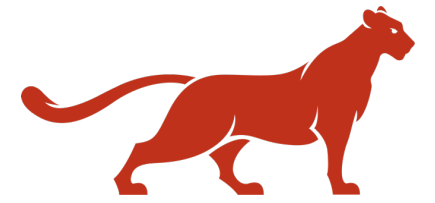
* Parent/Guardian Email Address johndoe123@valenciacollege.edu

Please Note: Your parent/guardian's email address must be different from your email address. You must each have your own, unique email address.

SAVE AND CONTINUE



SCHOOL REPRESENTATIVE APPROVAL



VALENCIA COLLEGE Application

Sign Out REVIEW APPLICATION

Dual Enrollment School Representative Approval

Please provide the name and contact information for your school counselor or representative who will be reviewing and approving your Dual Enrollment application. **Once saved, you will not be able to edit the information provided below.**

If you need to edit/change the information below after it has been saved, please review and submit your application. You will be presented with the option to edit the information entered once you are redirected to your application portal homepage.

NOTE: Please use your school representative's official school email address.

If you are a homeschool student or only taking classes via Florida Virtual School (FLVS), please provide your parent/legal guardian's information below.

* School Representative First Name
Mary

* School Representative Last Name
Doe

* School Representative Email Address
marydoe123@valenciacollege.edu

SAVE AND REVIEW APPLICATION

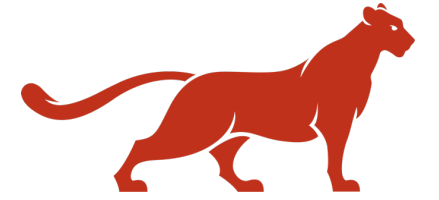
Complete the **School Representative Approval** with the following information:

- ✓ School Representative First Name
- ✓ School Representative Last Name
- ✓ Click School Representative Email Address (**must** be different from student's and/or parent's email address)
- ✓ **SAVE AND REVIEW APPLICATION**

***Note:** Once saved, you cannot edit the information. You must review and submit application then navigate to your application portal homepage to edit/change information on the recommender.

***If you selected homeschool you won't need to complete this section and won't see it on application.**

REVIEW YOUR APPLICATION



Review **ALL** sections of the application

Application completion rate should be at **99% COMPLETE** at this point.

Click the **EDIT** button to edit any section of the application. See exception below.

You cannot edit/change the following sections at this point:

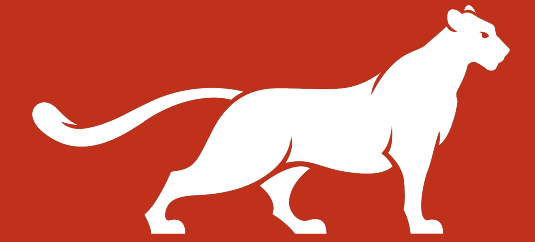
- **Dual Enrollment Parent/Guardian**
- **Dual Enrollment School Representative**

- **SUBMIT YOUR APPLICATION**

* **Note:** You must first submit the application, then navigate to your application portal homepage to edit/change information on the recommender and parent/guardian.

The screenshot displays the Valencia College application review interface. At the top, the Valencia College logo and 'Review Your Application' are visible, with a red arrow pointing to the title. Below the title, there is an 'EDIT' button with a red arrow pointing to it. The main content area is divided into two columns. The left column contains text and instructions, including a '99% COMPLETE' progress indicator with a red arrow pointing to it. The right column features a large 'SUBMIT YOUR APPLICATION' button. The bottom section of the form includes input fields for 'First Name' (Domingo), 'Last Name' (Test), 'Middle Name', 'Suffix', and 'Preferred First Name'.

VERIFY AND SUBMIT



In order to verify and submit, you must complete the following:

- ✓ Read the entire verification statement
- ✓ Select the verification checkbox
- ✓ Enter an Electronic Signature
- ✓ **VERIFY & SUBMIT**



VALENCIA COLLEGE VALENCIA COLLEGE Application Portal

Verify & Submit

By submitting this application, I certify that I have read this application and that the statements I have made are correct and complete, including a report of all college work attempted or completed. I acknowledge that the College reserves the right to deny or rescind admission and/or enrollment to any applicant or student whose record of behavior indicates that he or she would disrupt the orderly process/enrollment of the College's programs or would interfere with the rights and privileges of other students. This includes applicants who have falsified or omitted information, or submitted fraudulent documents to the College.

If I am seeking to be classified as a Florida Resident for Tuition Purposes, I swear and affirm that I am a U.S. Citizen, Permanent Resident, or other status lawfully present in the United States who meets all requirements for classification as a Florida Resident for Tuition Purposes and that my residence in Florida has been for the purpose of establishing a permanent home and is not incidental to enrollment at an institution of higher learning. I authorize Valencia College to view and assess documentation related to my classification as a Florida Resident for Tuition Purposes. If false or fraudulent statements are submitted in connection with seeking residency, I will be responsible for paying additional monies for the non-residency rate. If I have not selected Florida Residency for Tuition Purposes, I may later seek to modify my status if valid, verifiable residency documentation is provided.

By submitting this application, I authorize Valencia College to update my record in the following instances when related to my program of study, catalog year or the awarding of my degree: current Dual Enrollment students graduating from high school who have met the requirements of the Associate in Arts degree; students with expired or expiring catalogs who have otherwise met the requirements for being awarded a degree; or when the state department of education has revised or modified a program of study when in the best interest of the student and in accordance with industry recommendations/requirements.

By submitting this application, I acknowledge that the US Department of Education requires colleges to provide student applicants with the following information: To file a report of sexual harassment, you may contact Mr. Ryan Kane, Assistant Vice President, Equity & Access, Title IX Coordinator, via mail, email, or telephone at any time. Reports of sexual harassment can be submitted in writing or verbally to: Mr. Ryan Kane at 1768 Park Center Drive Orlando, FL 32835, mail code: DO-21, phone: 407 582 3421, email: rkane8@valenciacollege.edu.

By submitting this application, I consent to participation in electronic transactions with Valencia College, including admissions, registration, financial aid notifications, billing and student financial information that will be sent to my Atlas e-mail account.

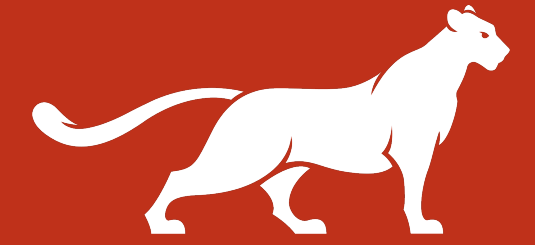
I verify all is true and correct

Electronic Signature
Domingo T

BACK TO APPLICATION VERIFY & SUBMIT



CONFIRMATION PAGE



Here you can find information about **Next Steps**, including:

- ✓ Assessment Website
- ✓ DE Office contact email address

Students can now click **Return Home** to navigate to the application portal homepage, where you can edit/change the following sections:

- ✓ Dual Enrollment Parent/Guardian Approval.
- ✓ Dual Enrollment School Representative Approval.

VALENCIA COLLEGE Application Portal

Thank you for submitting your application!

PLEASE NOTE: Your Dual Enrollment application has remaining requirements before it can be reviewed.

Next Step: Your parent/legal guardian and school representative have been emailed a form requiring their approval.

Your placement test scores are an important part in your Dual Enrollment acceptance. For information about test score requirements, please visit our [Assessment Website](#).

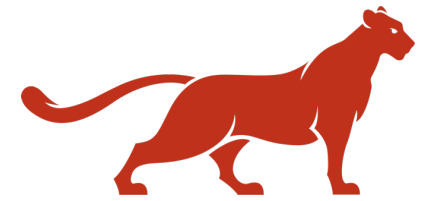
If you have any further questions please contact the Dual Enrollment Office at dualenrollment@valenciacollege.edu.

Sincerely,
Dual Enrollment Team

[Return Home](#)



APPLICATION PORTAL HOMEPAGE



Valencia College Application Portal
Welcome, Domingo!

Home Next Steps

< Dual Enrollment Application

STARTED ON TUE, MARCH 28, 2023 EDT
DUE ON WED, MARCH 29, 2023 EDT

100% COMPLETE

Application - Submitted

Thank you for submitting your application, please complete your checklist items to be ready for review.

REVIEW APPLICATION

Checklist

- Recommendation from John Doe not received. [Send Reminder](#) or [Change Recommender](#)
- Recommendation from Mary Doe not received. [Send Reminder](#) or [Change Recommender](#)

From the homepage, students can:

- ✓ View all applications
- ✓ Start a new application
- ✓ View submitted application at 100% completion rate

Edit/Change:

- ✓ Edit/change School Representative Approval
- ✓ Edit/change Parent/Guardian Approval

Reminders:

- ✓ Send reminder email to parent/guardian
- ✓ Send reminder to school representative