

# Dual Enrollment (DE)

## Application Help & Frequently Asked Questions

---

- 1. I completed the student portion of the DE application, but I misspelled my parent/guardian's email, how can I fix this?**
  - If the parent/guardian form has not been completed yet: log into the [application portal](#), click on “change recommender” next to parent/guardian, and update the email. Don't forget to click resend!
  - If the parent/guardian form has been completed, please email [dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu) with your full name, date of birth, and the correct information for additional assistance.
- 2. I completed the student portion of the DE application, but my parent/guardian has not received the email. How can I fix this?**
  - Review your submitted portion of the application by logging into the [application portal](#) and make sure you spelled their email correctly. If it is incorrect, please refer to the previous question.
  - Have your parent/guardian check their spam/junk folders for it.
  - If they are still unable to locate the email, log into the [application portal](#) and click resend for the parent/guardian approval form.
- 3. I completed the DE representative portion of the DE application, but I misspelled my DE representative's email. How can I fix this?**
  - If the DE representative form has not been completed yet: log into the [application portal](#), click on “change recommender” next to DE representative, and update the email. Don't forget to click resend!
  - If the DE representative form has been completed, please email [dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu) with your full name, date of birth, and the correct information for additional assistance.
- 4. I completed the student portion of the DE application, but my DE representative has not received the email. How can I fix this?**
  - Review your submitted portion of the application by logging into the [application portal](#) and make sure you spelled their email correctly. If it is incorrect, please refer to the previous question.
  - Have your DE representative check their spam/junk folders for it.
  - If they are still unable to locate the email, log into the [application portal](#) and click resend for the DE representative approval form.

**5. The application is not allowing me to continue. How can I fix this?**

- Always use the “save and continue” button as you complete the application. Please allow for a few minutes after clicking “save and continue” for the application to load each section.

**6. I accidentally submitted incorrect personal/contact information on my application (date of birth, misspelled name, incorrect phone number, etc.). How can I fix this?**

- Please email [dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu) with your full name, date of birth, and a detailed explanation along with the correct information for additional assistance.

**7. How can I know if my parent/guardian and/or DE representative submitted their approval forms?**

- Log into the [application portal](#) and look at the right hand side of the screen. Items with a green checkmark have been submitted and items with a red “x” have not been submitted. You can also view your application status in this portal.

**8. Will I be automatically admitted to DE after submitting the application?**

- No. Applicants must submit their DE application by the application deadline, and obtain eligible assessment scores by the assessment score deadline to be admitted to DE. Please visit <https://valenciacollege.edu/students/assessments/dual-enrollment.php> for assessment information.

**9. When will I receive my VID?**

- After your Dual Enrollment Application has been completed with all required approvals, please allow five business days for your Valencia Identification Number (VID) to be issued and sent to the email address provided. Be sure to provide an accurate email address that is checked regularly. If you have previously applied, your VID number will remain the same.

**10. When will I receive my acceptance letter?**

- Acceptance letters will be emailed within two weeks of receiving eligible college ready assessment scores. The letter will include your next steps.

For more information, contact Dual Enrollment at [dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu) or visit [valenciacollege.edu/dual](http://valenciacollege.edu/dual)

# Dual Enrollment Valencia Testing (PERT/SAT/ACT)

## Frequently Asked Questions

---

### 1. Do I need to make an appointment to take the PERT?

- Yes, appointments are required for [on campus testing](#).
- Appointments are not needed to take the PERT virtually. If you wish to take the pert virtually, you would be required to fill out the [Dual Enrollment Virtual Test Request Form](#).

### 2. Who do I contact if I am having issues with the virtual PERT process?

- If you are having issues with the Virtual PERT process, respond to the email you received entitled “YOUR PERT HONORLOCK ASSESSMENT” or send an email to: [pertteam@valenciacollege.edu](mailto:pertteam@valenciacollege.edu) and reference your VID#.

### 3. What do I need to bring for on campus testing?

- You only need to bring a valid government issued photo ID or a high school ID.
- Personal items will not be permitted in the Testing Center. NO large bags or purses allowed.

### 4. What if I do not have a High School ID or government-issued photo ID?

- Testing with Valencia College requires a government-issued photo ID (state ID, driver’s license, passport, etc.) or high school ID.
- If you do not have an ID, visit the [Florida Highway Safety and Motor Vehicles website](#) for [locations](#) and [documents needed](#) to obtain one before testing.

### 5. How long is the PERT?

- The PERT is not timed; however, most people take on average around 2.5 to 3 hours to complete the Full PERT (reading, writing and math).

### 6. How many questions are there/what subjects are on the PERT?

- The PERT consists of 3 sections: Reading, Writing, and Math. Each section is 30 questions, and all the questions are multiple choice.

### 7. Can I use my own calculator?

- No. A built-in calculator will be provided for you on certain questions of the math section.

### 8. Is there a fee?

- Dual Enrollment students taking the PERT for the first time with Valencia do not have to pay for their first Valencia PERT attempt.
- If you have taken the PERT before at Valencia (virtually or on a Valencia campus), and it has been less than 2 years, retakes are \$10 per attempt per section. You are allowed 3 attempts with Valencia College.

- 9. Can I retake the PERT if I need/want to?**
- A student is allowed 3 PERT attempts, per section, at Valencia within a two-year period.
  - You must wait at least one day between each attempt.
- 10. Do my PERT scores expire?**
- Your scores are valid for 2 years. If you have not started classes within the two years, you have the option to test again for placement.
- 11. When do I get my scores?**
- You will see your scores immediately after completing your test, on the last testing screen. If you took the PERT *virtually*, scores will be validated after your recorded testing session has been reviewed by the assessment team.
- 12. Are there any study or practice materials for the PERT?**
- Yes, you can find study material [here](#).
- 13. I have my ACT/ SAT scores, can I send you a copy?**
- Valencia will not accept paper copies of SAT and ACT, they must be sent electronically from [CollegeBoard or ACT](#).
  - It takes 4 weeks to receive and process your SAT/ACT scores. If you took it at your high school, the timeline will vary based on when SAT/ACT provides those scores. TIP: When taking the SAT/ACT, be sure you selected Valencia as a recipient of your scores.
- 14. I took the PERT at my High School; how can I send the scores to you?**
- High School PERT scores will only be accepted electronically from your school district. Speak to your guidance counselor to ensure your scores sent to Valencia via your school district.
- 15. What scores should I have on my ACT/SAT to be exempt from the PERT test?**
- You can click on this [LINK](#) to check our ACT/SAT chart.
- 16. When is the deadline to take the PERT?**
- Since you are applying for Dual Enrollment, there are specific assessment scores deadlines you must meet. Make sure you check the [Dual Enrollment website](#) for any specific deadlines.
- 17. I paid for my retake, and I do not want to take it anymore. How can I get a refund?**
- Send an email to [pertteam@valenciacollege.edu](mailto:pertteam@valenciacollege.edu) to request a refund. It takes 3-5 business days to process.

For more information, visit  
<https://valenciacollege.edu/students/assessments/dual-enrollment.php>