

# Dual Enrollment Application Instructions

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Spring 2024 Dual Enrollment Application



**ARE YOU  
READY?**

## **Before you start, make sure you have...**

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- Student email address
  - *Do not use your school email address*
- Parent/Guardian email address
  - *Must be different from the student email*
- DE School Representative email address
  - *Not applicable for Homeschool/FLVS applicants*
- **Homeschool/FLVS students:** you are required to provide the Letter of Verification of Home Education (LOV) from Orange or Osceola County on their official letterhead. To obtain the LOV, please contact the following - Osceola County: 407-870-4847; Orange County: [homeeducation@ocps.net](mailto:homeeducation@ocps.net)

Visit [www.valenciacollege.edu/dual](http://www.valenciacollege.edu/dual) and click on the "Apply Now" button.

## 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

APPLY  
NOW

## Spring 2024 Dates

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



# 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](mailto:askatlas@valenciacollege.edu) for assistance.

Select “sign up” if this is your first time applying via this portal or “sign in”.

## 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 provide 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.

### Sign Up

\* First Name

\* Last Name

\* Email Address



I'm not a robot



reCAPTCHA  
Privacy - Terms

**Provide the requested information and click “submit”.**

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**SUBMIT**

Inbox: Get Started on Your Valencia College Application

nt@valenciacollege.edu

14.198

9-01 13:33:30

JSON

RAW

LINKS

ATTACHMENTS

VALENCIA COLLEGE

Hi Dual,

Thanks for signing up to submit a Valencia College admissions application! To get started, click the "Create Password" button below to create a password and get started on your application today.

Your Username: devc@mailinator.com

Create Password

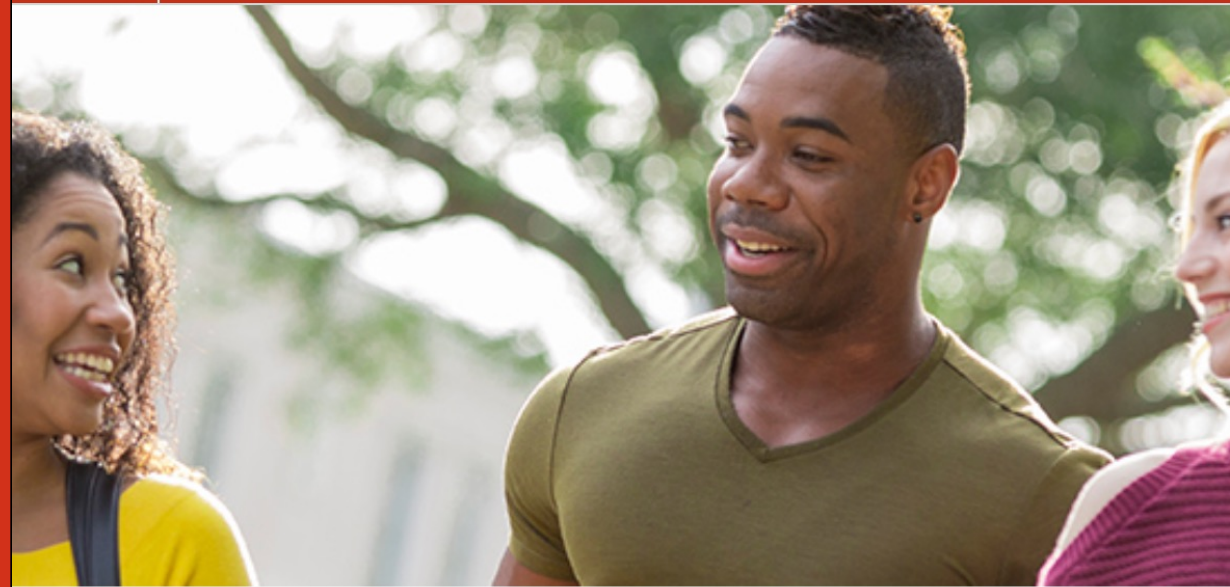
Need help along the way? We've got your back. Visit our [Answer Center](#), give us a call at 407-582-

**Look for an email titled "Get Started on your Valencia College Application" – make sure to double check your spam/junk folders for it. Select "Create Password" and follow the instructions to create a new password.**

*\*Make sure to write down your username and password!\**

**Select “Start a New Application”.**

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**No Applications Started**

**START A NEW APPLICATION**



### New Application

Thank you for starting your application! Please answer the questions below, so we can provide you with the right application.

Are you currently in high school and looking to participate in the Dual Enrollment program?

Yes

Term

Spring 2022 (January)

[START APPLICATION](#)

**Select “Yes” for “Are you currently in high school and looking to participate in the Dual Enrollment program?”. Select the application term. Click on “start application”.**



**Provide all the requested information – making sure to always select “save and continue”. Proof-read the application and select “submit your application”.**

*\*Misspelled information (email addresses, names, etc.) will result in delayed application processing.\**

tation

Sign Out



**SUBMIT YOUR APPLICATION**

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

DE

BACK TO APPLICATION

VERIFY & SUBMIT

**Verify, sign, and  
select “Verify and  
Submit”.**

# **Your application is not completed yet!**

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After submitting the student portion of the application, please make sure that your parent/guardian completes their approval form by the application deadline for your application to be considered.

# Parent/Guardian Application Portion Instructions:

1. Look for an email titled “We need your approval for [student name] to participate in the Valencia College Dual Enrollment program”. Make sure to check your spam/junk folders for it.

ed Your Approval for TestDEMichael to Participate in the Valencia College Dual Enrollment Program - In



DEMichael to Participate in the Valencia College Dual Enrollment Pro

ciacollege.edu>

downloaded.

Hello!

TestDEMichael has applied to the Valencia College Dual Enrollment Program and has listed you as their parent/legal guardian.

**All Dual Enrollment applicants are required to obtain approval from their parent/legal guardian to participate in the Dual Enrollment program.**

Please click the Complete Parent/Guardian Approval button below to acknowledge and approve TestDEMichael to participate in the Dual Enrollment program at Valencia College.

Sincerely,

Dr. Mike Bosley  
Interim Director, Dual Enrollement

[COMPLETE PARENT/GUARDIAN APPROVAL →](#)



Parent/Guardian

\* I acknowledge that I may be responsible for payment of textbooks and other instructional materials for the student enrolled in Valencia classes.

Yes

\* I understand that all students must maintain a good academic standing at Valencia (2.0 Grade Point Average) in order to continue in Dual Enrollment courses and maintain a middle/high school 3.0 GPA (unweighted). If a Dual Enrollment student earns a grade of "W" (Withdrawal) in two Dual Enrollment courses, s/he will no longer be eligible to participate in the Dual Enrollment Program.

Yes

\* I understand that Dual Enrollment at Valencia cannot be extended beyond high school graduation.

Yes

**SAVE AND REVIEW RECOMMENDATION**

# “Parent/Guardian Application Portion Instructions: (continued)”

2. Select “Complete parent/guardian approval”, provide all the requested information, and select “save and review recommendation”. Proof-read all the information provided and select “submit your recommendation”.

*\*Parent/Guardian approvals must be submitted by the application deadline in order for the application to be considered.\**

# Make sure your DE Representative submits their approval!

*\*This step is not applicable for Homeschool/FLVS Applicants.\**

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All applicants can always verify if their Parent/Guardian and/or DE School Representative have submitted their form by logging into the [application portal](#).

# Reminder:

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Eligible assessment scores must be obtained by the assessment score deadline to be admitted to Dual Enrollment. Please refer to <https://valenciacollege.edu/students/assessments/dual-enrollment.php> for assessment information.

# Having a hard time completing the DE application?

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Please visit: [www.valenciacollege.edu/dual](http://www.valenciacollege.edu/dual) and select Application Help for basic application troubleshoot questions and answers.