DUAL ENROLLMENT APPLICATION CHECKLIST

Application Opens: Jan. 27 | Application Closes: March 2 | Test Score Deadline: April 13

Interested in dual enrollment? We'd love to see you around campus. Follow the steps below to get started. There's no cost to submit your dual enrollment application.

It's a lot of information—we get it. Ask a dual enrollment staff member if you need help. That's what we're here for.

MEET APPLICATION CRITERIA

- ❑ Live in Orange or Osceola County.
- ❑ Be registered at an Orange or Osceola Public/Charter School, eligible private school, or homeschool student in Orange or Osceola County.
- ❑ Meet the high school CGPA requirement (visit our DE website for details).
- ❑ Have a minimum 3.0 high school unweighted CGPA (grades 6-11) or a minimum 3.0 high school weighted CGPA (grade 12), at the time of application.

SUBMIT YOUR APPLICATION

- ❑ Apply for admission at **valenciacollege.edu/dual** and click on "Apply Now." Please complete all steps in the section in one sitting.
- ❑ Create a login ID and PIN. Write it here to reference later:

LOGIN ID
_____

PIN
_____

- ❑ Select "Dual Enrollment Student" for the application type.
- ❑ Submit all of the requested information. For the school information section, use "Lookup High School Code." Click "Application is complete" once finished.
- ❑ Read and agree to the terms. Once on the signature page, click "Dual Enrollment Application Signature Request form."
- ❑ Create a Dynamic Forms student account using your personal email (this does not include your OCPS or SDOC email). You'll also need to provide your parent/legal guardian's email address, as well as your school counselor's full name and email address (not applicable for homeschool/FLVS students).
  - ❑ **NOTE: Parent and student emails must be different.**
  - ❑ Write down your Dynamic Forms login information below.

USERNAME
_____

PASSWORD
_____

- ❑ Have your parent/guardian approve of your DE application via the Dynamic Forms email that they will receive.
- ❑ Make sure your school counselor submits their signature via Dynamic Forms (not applicable for homeschool/FLVS students). Once this is done, your application is complete and submitted.
- ❑ Receive your Valencia College ID number (VID) via email within 5 business days after all signatures are submitted.

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FREQUENTLY ASKED QUESTIONS (FAQ)

Why is the system requesting a $35 payment if the dual enrollment application is free?

You may be completing a different application. If this is the case, you can restart your application—be sure to select "Dual Enrollment Student" for the application type.

Can the dual enrollment office edit information on my application?

The dual enrollment office is only able to edit your guidance counselor's name and/or email address. For the other information, we won't be able to edit the application or form. Email **dualenrollment@valenciacollege.edu** to help resolve any issues that may arise.

What happens if I misspell/mistype my parent/legal guardian's email on my application?

Please follow the steps below:

- Access Dynamic Forms and log into your account
- Click "My Forms" on the top right
- Select "Pending/Draft Forms"
- Navigate to the "Manage Co-Signers" button
- Click the pencil icon on the left side of your parent/guardian email
- Update your parent/guardian email, then save
- Select "Resend Email"

What happens if I misspell my counselor's name/email on my application?

Email the dual enrollment office at **dualenrollment@valenciacollege.edu** with your full name, date of birth, and the correct guidance counselor's name (first and last name) and email address.

**I had previously applied to dual enrollment, but wasn't accepted.
Do I need to submit a new application?**

Yes. If you're a previous applicant and were not admitted into the dual enrollment program, then you'll need to submit a new application in order to be considered.

Can I take the PERT at Valencia College before applying for dual enrollment?

No. You'll need to first apply and receive your Valencia College ID (VID) number in order to be able to take the PERT. It's offered on a walk-in basis, so you won't need to make an appointment. Learn more at **valenciacollege.edu/dual-assessments**

Will I be automatically admitted to the dual enrollment program once I submit my application?

No. You'll need eligible test scores (PERT, SAT and/or ACT) on file for all three sections (reading, writing and math) by the test score deadline: April 13, 2020. Learn more at **valenciacollege.edu/dual** and click "Students," then choose one of the options "Public/Charter, Private or Homeschool."

**Learn more about dual enrollment at
valenciacollege.edu/dual**