

Dual Enrollment Application Instructions

Fall 2022 Dates

- Application Available: Tuesday, February 1, 2022
- Application Deadline: Tuesday, March 1, 2022
- Assessment Score Deadline: Tuesday, April 12, 2022

1. Meet Application Criteria:

- Attend a Public/Charter School in Orange or Osceola County, an eligible private school in Orange or Osceola County, or be a Homeschool/FLVS student registered with the Home Education department at Orange or Osceola County.
- Have a 3.0 minimum unweighted cumulative high school GPA for grades 6-11 at the time of application or 3.0 minimum weighted high school cumulative GPA for high school seniors at time of application. (Not applicable to homeschool/FLVS applicants).
- Obtain eligible college-ready test scores through the PERT, ACT and/or SAT in all three sections (Reading, Writing/English, and Math) by the assessment score deadline.

2. Apply For Admission:

- Make sure to have the following prior to starting the application:
 - Student email address- do not use your middle/high school student email.
 - Parent/Guardian email address- must be different from the student email.
 - DE School Representative email address- not applicable for homeschool/FLVS applicants.
 - Homeschool/FLVS applicants - You are required to provide the Letter of Verification of Home Education (LOV) from Orange or Osceola County on their official letterhead as part of the application. To obtain the LOV, please contact the following - Osceola County: 407-870-4847; Orange County: homeeducation@ocps.net
- Visit valenciacollege.edu/dual and click on the "Apply Now" button.
- Select "sign up" if this is your first time applying via this portal or "sign in".
- Provide the requested information and click "submit".
- 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".
- 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, proof-read the application, and select "submit your application".
- Verify, sign, and select "verify and submit".
- 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 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.
 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 for the application to be considered.*
- Helpful Tips:
 - Always use the "save and continue" button while completing the application.
 - Make sure to carefully read all the application, provide the required information, and proof-read all the information provided prior to submitting the application.
 - Misspelled information (email addresses, names, etc.) will result in delayed application processing.
- 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.