

## CONTACT INFORMATION

### East Campus

701 N. Econlockhatchee Trail, Orlando  
Building 5, Room 211D

### Osceola Campus

1800 Denn John Lane, Kissimmee  
Building 3, Room 103

### West Campus

1800 S. Kirkman Road, Orlando  
Student Services Building (SSB), Suite 146

### Hours:

Monday - Thursday, 8:00 a.m. - 5:00 p.m.  
Friday, 9:00 a.m. - 5:00 p.m.  
(Closed at noon on Fridays in the summer)

### Phone:

407-582-1600

### Email:

[dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu)

 Valencia College Dual Enrollment

 @VCDualEnroll    @vcdualenrollment

[valenciacollege.edu/dual](http://valenciacollege.edu/dual)

**VALENCIA**COLLEGE

Valencia College provides equal opportunity for educational opportunities and employment to all. For more information, please visit [valenciacollege.edu/equalopportunity](http://valenciacollege.edu/equalopportunity)

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## BENEFITS OF DUAL ENROLLMENT

- Get a head start on earning college credit
- Gain access to college resources and campus life opportunities
- Engage with different instructional methods: classroom, online, mixed mode
- Explore a variety of interesting course offerings
- Enjoy all the benefits of college without the cost








## ACADEMIC ADVISING APPOINTMENTS

The DE advising team helps serve students by:

- Making course recommendations
- Discussing graduation requirements
- Answering general DE questions

It is recommended that students first meet with their school guidance counselor to discuss unmet high school requirements before meeting with a DE advisor. To better serve students who need to speak with an academic advisor, please schedule an advising appointment at [valenciacollege.edu/dual-advising](http://valenciacollege.edu/dual-advising)

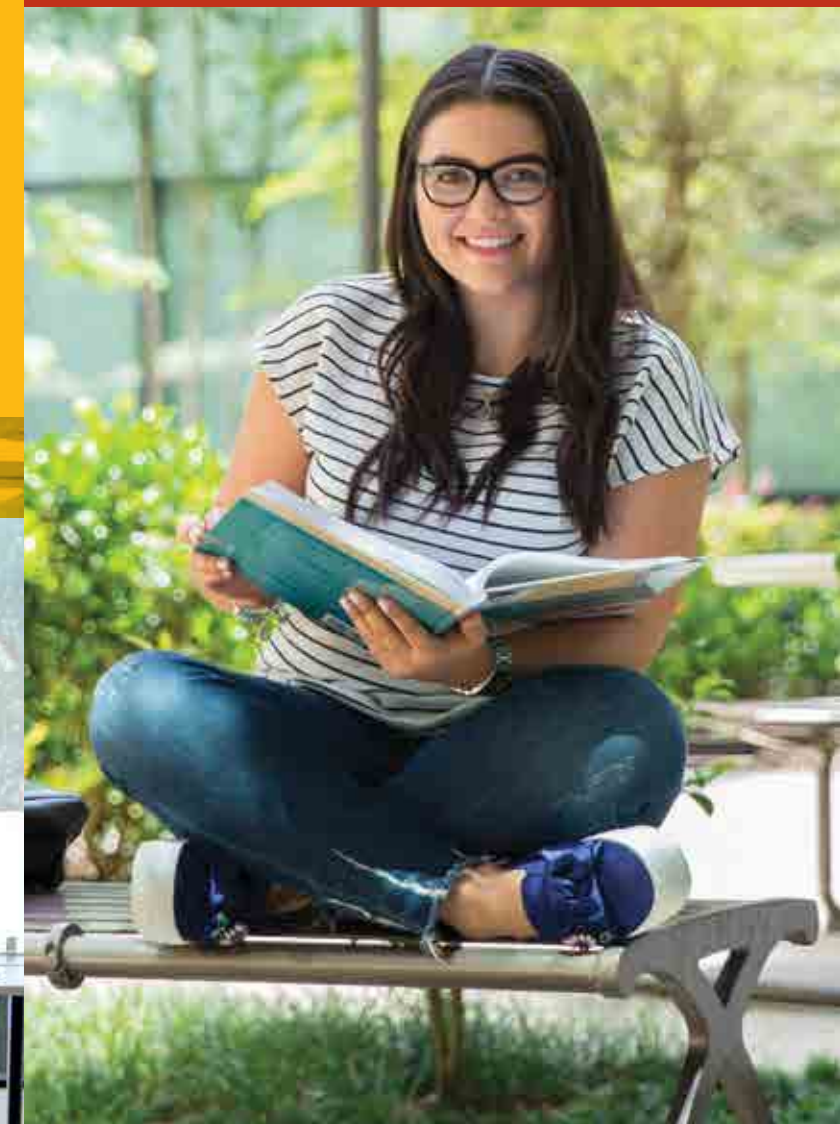
## WHAT'S NEXT AFTER ACCEPTANCE

-  Create Atlas Account
-  Complete Online Orientation
-  Register for Courses
-  Pick Up Textbooks
-  Obtain Student ID and Parking Decal

For specific details, visit: [valenciacollege.edu/dual](http://valenciacollege.edu/dual)



# DUAL ENROLLMENT STEP-BY-STEP GUIDE



**VALENCIA**COLLEGE

## DUAL ENROLLMENT (DE) APPLICATION PROCESS

### 1 MEET PARTICIPATION REQUIREMENTS:

- 3.0 unweighted cumulative GPA for grades 6-11 or 3.0 weighted high school cumulative GPA for high school seniors at time of application.
- Obtain eligible college-ready test scores through the PERT, ACT, SAT, FSA (OCPS only) and/or EOC (OCPS only) by the assessment score deadline of: October 29th.
- Resident of Orange or Osceola County, enrolled in grades 6-12 at a public or private school (must have current articulation agreement), or homeschool program. Students enrolled in a homeschool program are required to submit a letter of verification issued by Orange or Osceola County and an unofficial transcript with the high school cumulative GPA.
- Must maintain minimum 3.0 GPA in high school and minimum 2.0 GPA each term at Valencia College.

## ORANGE COUNTY PUBLIC SCHOOLS (OCPS) ONLY

Orange County public and charter school students can enter into the program if they are at college level in either Reading and Writing/English or Math. Please note, qualifying with only Reading and Writing/English OR Math will limit course options.

Grade 10 FSA ELA and Algebra I EOC scores can be used for admission into the DE program. Students who have earned a level 3 or higher on either exam must indicate it on their admissions application for consideration. Valencia College will verify and request your scores from the district.

PERT Math: Students who earn between a 96-113 can be accepted into the DE program and place into College Mathematics or Introduction to Statistical Reasoning.

## SCHOOL DISTRICT OF OSCEOLA COUNTY (SDOC) ONLY

Seniors from Osceola County public and charter schools can enter into the program if they are at college level in either Reading and Writing or Math. This exception requires guidance counselor and district approval. Please note, qualifying with only Reading and Writing or Math will limit course options.

### 2 APPLY FOR ADMISSION:

- Visit [valenciacollege.edu/dual](http://valenciacollege.edu/dual) and click on "Apply Now" to create a login and submit the online DE application.
- After completing step 1, you will be directed to create a mandatory Dynamic Forms account. You will be required to provide a parent/legal guardian's email address and your guidance counselor's full name and email address; an incorrect email address will delay processing time. This form will generate an email to the parent/legal guardian for participation approval.
  - Homeschool/FLVS students: You will be required to upload an unofficial high school transcript containing your high school cumulative GPA and a Letter of Verification of Home Education provided by Orange or Osceola County and issued within the last year.
- Once the parent/legal guardian form is completed, an email will be automatically sent to the guidance counselor to provide academic verification. A confirmation email will be sent to the student's email once all signatures are provided.
  - Homeschool/FLVS students: once the parent/legal guardian provides an online signature, your application will be submitted to the DE office.

### SPRING 2019 ADMISSION DATES:

Application Available: September 10, 2018

Application Deadline: October 8, 2018

Score Deadline: October 29, 2018

### 3 RECEIVE A VALENCIA COLLEGE ID NUMBER (VID):

- After the Dual Enrollment Application Signature Request form has been completed with all required signatures, the application will be submitted to the DE office. Please allow five business days for your Valencia College Identification Number (VID) to be emailed. Be sure to provide an accurate email address that is checked regularly.

### 4 SUBMIT ELIGIBLE ASSESSMENT SCORES:

- All DE applicants must submit eligible official test scores to Valencia College in order to be accepted for dual enrollment. The following score requirements must be on file with Valencia College by the specified deadlines, no exceptions. Scores must be less than two years old at term of registration. OCPS students: please see Orange County Public Schools Only section for additional eligible test scores.

#### PERT Scores:

- Reading: 106
- Writing: 103
- Math: 114 (Intermediate Algebra)
- Math: 123 (College Algebra)

#### PERT at Valencia College Assessment Center:

- Must submit a DE application and receive a VID number.
- Take your VID, and a state or federally issued picture ID (i.e., driver's license or passport) to the Assessment Center to test on a walk-in basis, no appointment needed. If you do not have a state or federally issued form of ID, an original birth certificate or a social security card along with a school ID can be accepted.
- DE students can take the PERT three times at Valencia College in a two-year period. No fee is required for the first attempt. Two retakes per sub-test is allowed; you must wait at least 24 hours to retake, attend a Valencia College retake review session and pay \$10 per sub-test. Scores from other institutions will not be accepted. For more information, visit the assessment website: [valenciacollege.edu/dualenrollment](http://valenciacollege.edu/dualenrollment)

#### PERT at High School Campus:

- All PERT Assessments taken at the high school will be retrieved by Valencia College at the district level. You will not need to make a request for scores to be sent.

#### ACT Scores:

- Reading: 19
- English: 17
- Math: 19 (Intermediate Algebra)
- Math: 21 (College Algebra)

#### SAT Scores:

- Critical Reading: 24
- Writing: 25
- Math: 24 (Intermediate Algebra)
- Math: 26.5 (College Algebra)

#### Please Note:

SAT and ACT scores must be sent directly by the student from College Board ([sat.collegeboard.org/home](http://sat.collegeboard.org/home)) or ACT ([actstudent.org/scores](http://actstudent.org/scores)) to Valencia College (**allow five weeks for scores to be delivered and processed**).



### 5 RECEIVE ACCEPTANCE LETTER

- Acceptance letters will be mailed by: **November 16**. The letter will include next steps or you can refer to our website for details at [valenciacollege.edu/dual](http://valenciacollege.edu/dual)

### 6 CHECK APPLICATION STATUS

- Orange/Osceola County public and charter school students: contact your DE school representative. Homeschool/FLVS students: email [dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu).