

## CONTACT INFORMATION

**East Campus**  
701 N Econlockhatchee Trl, Orlando  
Building 5, Room 211D

**Osceola Campus**  
1800 Denn John Ln, Kissimmee  
Building 3, Room 103

**West Campus**  
1800 S Kirkman Rd, Orlando  
Student Services Building (SSB), Suite 146

**Office 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)

**Academic Advising Hours:**  
Mondays, Tuesdays and Fridays: Appointments only  
Wednesdays and Thursdays: Walk-ins only  
(8:00 a.m. - 4:00 p.m.)

**Phone:**  
407-582-1600

**Email:**  
dualenrollment@valenciacollege.edu

 Valencia College Dual Enrollment

 @VCDualEnroll  @vcdualenrollment

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

**VALENCIA**COLLEGE

## 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 you first meet with your school guidance counselor to discuss unmet high school requirements before meeting with a DE advisor. To speak with an academic advisor, please schedule an advising appointment at [valenciacollege.edu/dual-advising](https://valenciacollege.edu/dual-advising)

## WHAT'S NEXT AFTER ACCEPTANCE

-  Create Atlas Account
-  Complete Online Orientation
-  Attend On-Campus Orientation (Optional)
-  Register for Courses
-  Obtain Parking Decal and Student ID
-  Pick Up Textbooks

For specific details, visit: [valenciacollege.edu/dual](https://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 and/or SAT by the assessment score deadline: **November 6, 2020**.
- 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 unweighted cumulative GPA.
- Must maintain minimum 3.0 GPA in high school and minimum 2.0 GPA each semester at Valencia College.

### 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 the "Apply Now" button to create a login and submit a **FREE** online DE application. Please visit our website for detailed instructions.
- After completing the online DE application, you will be redirected to the Signature Page. Click "Dual Enrollment Application Signature Request form" and sign your name. For your application to be completed in its entirety, we must collect all approval signatures through Dynamic Forms. **Please do not skip this step.**
- Create your student account for Dynamic Forms with your personal email rather than your student email. 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. **Please note: You and your parent/legal guardian cannot share the same email address—you must each have your own, unique email address.**
  - Homeschool/FLVS Students: You will be required to upload an unofficial high school transcript and a Letter of Verification of Home Education provided by Orange or Osceola County and issued within the last year.
- After you complete the student form, it will generate an email to your parent/legal guardian for participation approval. Your parent/legal guardian must create their own Dynamic Forms account in order to approve the DE application. Once your parent/legal guardian provides an online signature, an email will be automatically sent to your guidance counselor to provide academic verification.
  - Homeschool/FLVS Students: Once the parent/legal guardian provides an online signature, your application will be submitted to the DE office.
- Once your guidance counselor completes the academic verification, your application will be submitted to the DE office.

**Spring 2021 ADMISSION DATES:**  
Application Available: September 14, 2020  
Application Deadline: October 19, 2020  
Assessment Score Deadline: November 6, 2020

### 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.

#### PERT Scores:

- Reading: 106
- Writing: 103
- Math: 114 (College Mathematics or Intermediate Algebra)
- Math: 123 (College Algebra or Statistical Methods)



#### 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 or Statistical Methods)

#### SAT Scores:

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

#### 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 emailed to students. The letter will include next steps or you can refer to our website for details: [valenciacollege.edu/dual](http://valenciacollege.edu/dual)

### 6 CHECK APPLICATION STATUS

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