

DUAL ENROLLMENT

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Miami-Dade
College

North Campus

What is Dual Enrollment?

- ❑ A program that allows eligible high school students currently attending accredited Miami Dade County public or private high schools, or home school to simultaneously enroll in a college course
- ❑ The credits that students earn must be used toward both a high school graduation and are acceptable toward a college Associate or Baccalaureate degree, or Technical Certificate
- ❑ Courses may be taken before, during, or after school, and during the summer. They may be offered at the high school (MDC/M-DCPS Inter-institutional agreement) or on the college campus
- ❑ Students are responsible for providing their own transportation to and from the campus

2014 Legislative Changes affecting Dual Enrollment

- ❑ Section 1007.271 and Chapter 2014-39, Laws of FL 2014, <http://laws.flrules.org/2014/39>. These two bills amended the Dual Enrollment Statute
- ❑ Students in grades 6-12 in a public or eligible private school who meet high school UGPA and placement test requirements may participate in Dual Enrollment
- ❑ 6-8 grade student MUST have the required high school UGPA
- ❑ 6-8 grade student MUST meet the placement test requirement

Who pays the college tuition?

- ❑ Senate Bill 1514 became effective on July 1, 2013. Florida Statutes require school districts to pay the standard tuition rate per credit hour to a public postsecondary institution
- ❑ Charter schools and Private schools will be required to sign an agreement with MDC, as to remit payment to the college for the cost of the students dual enrollment courses
- ❑ Home school students enrolled in courses toward high school graduation as approved by the M-DCPS Home School District Director are exempt from payment of dual enrollment courses

Benefits of Dual Enrollment

- ❑ Enriches the course opportunities for outstanding high school students
- ❑ Shortens the time to attain a college degree
- ❑ Saves students and parents money. Dual enrollment students are exempt from paying application, registration, tuition, laboratory, and special fees
- ❑ Provides students with college credit transferable to a university
- ❑ Grades earned through dual enrollment become part of the students' permanent high school and college transcripts

Eligibility for Dual Enrollment

- ❑ GPA: 3.0 minimum (unweighted)
- ❑ Pass the appropriate section(s) of the College's Postsecondary Education Readiness Test (PERT), or submit adequate SAT/ACT scores
- ❑ Students may not earn more than twelve (12), credits prior to demonstrating proficiency in the basic skills areas of reading, writing, and mathematics
- ❑ Permission from the parent/guardian, high school principal and counselor
- ❑ Meet with the Dual Enrollment Coordinator at the campus the student plans to attend

Eligibility for Study Life Skills courses

- ❑ GPA: 2.5 high school cumulative weighted GPA
- ❑ Must have tested or have submitted SAT/ACT scores to MDC
- ❑ Study Life Skills (SLS) courses are:
SLS 1401, Psychology of Career Adjustment
SLS 1510, Preparing for Student Success
IDS 1044, Leadership Seminar

Dual Enrollment Steps

Step 1

- ❑ Student obtains Dual Enrollment form, MDC Admission Application and Placement Test Referral Form at high school
 - *Dual Enrollment form **must** include: School Seal, Appropriate Signatures, Name of Approved Dual Enrollment Course, and High School Course Requirement Met*
- ❑ Submit forms to the Campus Registrar's Office or dual enrollment coordinator where the high school student plans to attend, at least 10 days in advance of the requested term of enrollment
- ❑ A new dual enrollment form must be submitted for each term



APPLICATION FOR ADMISSION

General Information

ADMISSIONS
AND
REGISTRATION
SERVICES

Please type or print clearly in black or blue ink all information on this application.

- College Credit Application* Career and Technical Education

*NOTE: There is a \$30 nonrefundable admission application fee for first-time College credit applications.
Fee subject to change without notice.

Name _____
LAST FIRST MIDDLE

Social Security number _____ Date of birth _____
(MONTH) (DAY) (YEAR)

E-mail _____ Phone (home) _____

Phone (cellular) _____ Phone (work) _____

Local address _____
STREET CITY STATE ZIP CODE

Permanent address (if different from above) _____

Country of birth _____ Country of citizenship _____

Immigration status: U.S. citizen Permanent resident alien (copy of card required) Other _____
 Refugee/asylum status (copy required) Visa: type _____ (copy required)

Emergency contact: Full name _____ Relationship to Student _____

Work Phone _____ Home/Cell Phone _____

Native Language:
 Creole English Spanish Other (please indicate) _____

Are you an active duty service member? Yes No Are you a veteran of the U.S. Military? Yes No

Are you eligible to receive VA educational benefits as the spouse or dependent child of a veteran? Yes No

Demographic Data: Please provide the following data.

Check only one: Yes, I am Hispanic/Latino No, I am not Hispanic/Latino

Check one or more: Asian American Indian or Alaskan Native Black or African American
 Native Hawaiian or Other Pacific Islander White

Gender: Male Female

The information requested above in the Demographic Data section is on a voluntary basis to aid the State of Florida in its commitment to Equal Education/Employment Opportunity and to meet federal reporting requirements. (This information will not affect your admission to the College.)

Basis of Admission (Please check box that applies)

- | | |
|---|--|
| <input type="checkbox"/> Earned a standard high school diploma | <input type="checkbox"/> Home-schooled |
| <input type="checkbox"/> Earned a GED | <input type="checkbox"/> Early college (dual enrollment) |
| <input type="checkbox"/> Anticipated high school or GED graduation date _____ | <input type="checkbox"/> Early admission |
| <input type="checkbox"/> Transfer from an accredited college or university | <input type="checkbox"/> Career pathways |
| <input type="checkbox"/> Transient student | <input type="checkbox"/> Special diploma or certificate of completion |
| | <input type="checkbox"/> None of the above (allowed for Career and Technical Education only) |

Name of high school: _____ Graduation date _____

City, state and country of high school: _____

For office use only: Date _____ Term _____ Staff Initials _____ MDC student # _____

(PLEASE COMPLETE ALL SECTIONS AND SIGN YOUR APPLICATION)



MDC Admission Application

MDC Admissions application, pg 2

All first-time-in-college students must submit official high school transcripts (showing actual graduation date) or equivalency. If you are a Florida public high school graduate, Miami Dade College will electronically request your transcript. However, you are ultimately responsible for ensuring that Miami Dade College receives your final high school transcript or equivalency.

Previous Colleges or Universities: Have you attended any other colleges or universities? Yes No

If you have previously attended another college or university, please note that all degree-seeking students are required to submit official college/university transcripts from all institutions attended. Failure to submit all transcripts will prevent future enrollment at the College and/or jeopardize financial aid eligibility. Please request that your final official transcripts be sent to the Miami Dade College campus you will attend. Transcripts will be evaluated only if you are a degree-seeking student.
(If yes, please list all information below. If additional space is needed, attach list on a separate sheet.)

Name of institution: _____

City, state and country _____

Dates attended _____ Degree earned _____
(leave blank if none)

Name of institution: _____

City, state and country _____

Dates attended _____ Degree earned _____
(leave blank if none)

Enrollment and Degree Information

New admission Previously applied but never enrolled Previously enrolled (term and year) _____

I plan to attend Miami Dade College beginning:

Term: Fall (Aug.-Dec.) Spring (Jan.-Apr.) Summer (May-July)

Location preferred: Hialeah Homestead InterAmerican Kendall Medical North
 West Wolfson Virtual College Outreach: _____

Check the degree or program you intend to pursue at Miami Dade College:

Associate in Arts (A.A.) Associate in Science (A.S.) Associate of Applied Science (A.A.S.) Bachelor's degree
 College Credit Certificate program Career and Technical Education program Undecided

Intended major/Pathway _____ Program code (see program listing) _____

I plan on taking specific credit courses only and do not intend to complete a degree at this time. Please check one of the following categories:

Personal interest Transfer Upgrade my skills Teacher certification/renewal EPI program Transient

Conduct and Certification Statements

Have you ever been incarcerated or convicted of a felony, or have you experienced disciplinary problems at another educational institution?

YES NO If yes, please submit a written statement detailing the circumstances to the dean of students for review prior to admission to Miami Dade College. This information will be handled confidentially.

I authorize Miami Dade College to obtain my Florida public school/college/university records and test scores through the use of electronic means if my former school participates in the Florida Automated System for Transferring Educational Records (FASTER). I agree to the release of any transcripts and test scores to this institution, including any score reports that this institution may request from the College Board or ACT. I understand that I may be provisionally admitted until all of my transcripts and related academic records have been received, and that if my transcripts are not provided within the first 30 days of my initial term, I may not be allowed to register in a subsequent term.

I CERTIFY that all statements given in this application are true and accurate to the best of my knowledge. I agree to abide by the Students' Rights and Responsibilities Handbook, available at the Student Life Office, and all other rules, regulations and policies of Miami Dade College. I agree that if my records are not complete within the initial term of enrollment or if any information is found to be false, I may be suspended from classes without a refund of any fees paid.

NOTE: YOU MUST ALSO COMPLETE AND SIGN THE FLORIDA RESIDENCY AFFIDAVIT (ON THE NEXT PAGE) IN ORDER FOR YOUR ADMISSION APPLICATION TO BE COMPLETE.

X _____ DATE _____
SIGNATURE OF APPLICANT

MIAMI DADE COLLEGE IS AN EQUAL ACCESS/EQUAL OPPORTUNITY INSTITUTION AND DOES NOT DISCRIMINATE ON THE BASIS OF GENDER, RACE, COLOR, MARITAL STATUS, AGE, RELIGION, NATIONAL ORIGIN, DISABILITY, VETERAN'S STATUS, SEXUAL ORIENTATION OR GENETIC INFORMATION. CONTACT THE OFFICE OF DIRECTOR, EQUAL OPPORTUNITY PROGRAMS/ADA COORDINATOR, AT 305-237-2577 FOR ASSISTANCE.
TITLE: DIRECTOR, EQUAL OPPORTUNITY PROGRAMS/ADA COORDINATOR
ADDRESS: HUMAN RESOURCES, KENDALL CAMPUS, 11011 S.W. 104 STREET, MIAMI, FLORIDA

Dual Enrollment Form



HIGH SCHOOL OR HOME SCHOOL- MIAMI DADE COLLEGE (MDC) DUAL ENROLLMENT PROGRAM FORM

<http://www.mdc.edu>

This form must be completed every term for which dual enrollment is sought.

Instructions

An MDC Admission Application must be completed if this is the first time that the student completes this Dual Enrollment Program Form. The MDC Admission Application must be completed and submitted to an Admissions and Registration Office location below. The Dual Enrollment Program Form must be submitted to the Dual Enrollment Coordinator at least 10 business days prior to the first day of the requested term of enrollment.

Term/Year Enrollment Intention				Location							
Fall	Spring	Summer	Year _____	North	Kendall	Wolfson	Homestead	InterAmerican	Hialeah	West	EEC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 1 – Student's Personal Information

Check One: New Student Continuing Student

Student's Last Name _____ First Name _____ Middle _____ MDC Student ID _____

Student's Mailing Address _____ City _____ Zip _____

Student's Birth Date (MM/DD/YYYY) _____ Home Phone # _____ Cellular Phone # _____ Email Address _____

Student's Current High School Ranking: Sophomore Junior Senior Expected High School Graduation Date (MM/DD/YYYY) _____

Part 2 – Student's and Parent's Certification

By signing below, the student certifies the following: he/she has read and will comply with the requirements and procedures on the reverse side of this form; intends to pursue a postsecondary degree following graduation from high school; and understands that the College will provide a transcript of grades and placement test scores to the student's high school. All Dual Enrollment courses will be posted to the high school permanent record.

Student's Full Name (print legibly) _____ Student's Signature _____ Date (MM/DD/YYYY) _____

Parent's/Legal Guardian's Name (print legibly) _____ Parent's/Legal Guardian's Signature _____ Date (MM/DD/YYYY) _____

PART 3 – Dual Enrollment Course Approval

This section must be completed by the student's high school Guidance Counselor/home school official. Please legibly print below all Dual Enrollment courses that the Guidance Counselor/home school official approves for the student to take during the term/year enrollment intention listed at the top of this form.

Note: Courses that are illegible, have "white-out" under them or are crossed out will not be accepted as approved.

MDC Course (e.g. ENC1101)	Course Title	Reference Number	High school subject area met

Name of High School _____ Public/Charter Private Home School

High School Unweighted GPA _____

Address _____ City _____ State _____ Zip Code _____

Name of Guidance Counselor/Home School Official (print legibly) _____ High School Telephone Number & Counselor Extension _____

Signature of Guidance Counselor or Home School Official _____ Date (MM/DD/YYYY) _____

Signature of High School Principal _____ Date (MM/DD/YYYY) _____

AFFIX OFFICIAL

HIGH SCHOOL SEAL OR
HOME SCHOOL STAMP

PART 4 – MDC Admission and Enrollment Approval

Approved for Dual Enrollment Yes No

Signature of MDC Dual Enrollment Coordinator _____ Date (MM/DD/YYYY) _____

Signature of Admissions and Registration Officer _____ Date (MM/DD/YYYY) _____



PERT Placement Test Referral Form

Postsecondary Education Readiness Test (PERT) Placement Test Referral Form For High School Students

Last Name _____ First Name _____ M.I. _____

Grade _____ Name of High School: _____

Student's post-secondary institution ID# _____

Complete the relevant information below for current high school students who are being referred for dual enrollment or other special programs. Routine testing of 11th grade students, required as per Florida Statutes is completed at the student's high school.

FCAT 2.0 Grade 10 Reading Score _____ and Level _____

For students who took the Grade 10 FCAT in 2010 and 2011

FCAT Grade 10 Reading: Score _____ and Level _____

FCAT Grade 10 Mathematics: Score _____ and Level _____

For students who were in 9th grade in 2011-12 or beyond:

Algebra 1 EOC: Score _____ and Level _____

INSTRUCTIONS: Present this form with appropriate signature and a picture identification card, when testing for placement purposes at Miami Dade College. Students are not allowed to test without a referral form and acceptable identification. For more information please visit http://www.mdc.edu/testing_information/CPT_CLAST/09-420-Testing%20IDs.pdf.

The PERT takes approximately 3 hours to complete. For PERT information, current placement test schedules, and test preparation materials, please visit http://www.mdc.edu/testing_information/.

Select the section(s) of the PERT that the eligible high school student will be taking.

FIRST TIME TEST Check sub-test(s) to be taken:

_____ All Subtests _____ Reading _____ Writing _____ Mathematics

RETAKE Check sub-test(s) to be taken:

_____ All Subtests _____ Reading _____ Writing _____ Mathematics

Remediation completed for Retake administrations (Attach supporting documentation and complete score history)

_____ Math for College Readiness: 1200700 _____ Math for College Success: 1200410
_____ English IV: 1001405 _____ Writing for College Success: 1008370
_____ Reading for College Success: 1008350 _____ Other, please specify:

PERT placement test history.

Scores: Writing _____ Date _____ Reading _____ Date _____ Math _____ Date: _____

Pursuant to s.1008.30, students who scores at Level 2 or Level 3 on the reading portion of the grade 10 FCAT or Level 2, Level 3, or Level 4 on the mathematics portion must take the PERT. Pursuant to State Rule 6A-10.0315, students who do not meet or exceed college-ready scores on the PERT, ACT, or SAT must complete postsecondary preparatory instruction prior to high school graduation (see course list above). Completion of remediation in high school does not satisfy the requirement for demonstrating college readiness. Students who complete the remedial course may be given an opportunity to retake the PERT to score college-ready and avoid required enrollment in college preparatory communication and computation coursework at MDC.

High school students (public, private, and home-schooled) only have two attempts to take the PERT during their high school career. The initial test counts as the first attempt and re-taking any subtest counts as the **second and final attempt**. The student will not be eligible to take the PERT again until they graduate from high school and apply to college.

Dual Enrollment students at Miami Dade College must meet the unweighted minimum grade point average (GPA) eligibility as follows: a 3.0 GPA for college credit classes or a cumulative weighted 2.5 GPA for SLS courses.

I certify that this student is allowed to test as identified above.

Signed by high school counselor/authorized employee _____ Date _____ (print name and include phone number)

Course Placement Guide - FCELPT (English)

Skill Area	ACCUPLACER (CPT) Score	PERT Score	Course Placement
Reading*	20-70	50-83	REA0007**
	71-82	84-105	REA0017
			REA0056***
	83-20	106-150	Exempt / ENC1101*■
Writing*	20-70	50-89	ENC0015***
	71-82	90-102	ENC0025■
			ENC0056***
	83-120	103-150	ENC1101*■
*	Students who have not satisfied college preparatory reading requirements may not enroll in college-level English even if their writing test score is 83 or higher. Students who have not satisfied college preparatory reading and writing requirements may not enroll in any Gordon Rule course except mathematics. Students may select from a list of courses maintained by the Academic Advisement office and approved by the pertinent academic department, for co-enrollment with college prep courses.		
**	Students scoring at this level must see an advisor prior to registering.		
***	Effective Fall Term 2013, REA 0056 and ENC 0056 are used at MDC for FTIC direct entry students who place within 2 points of ENC 1101 in reading and/or writing or who receive departmental permission to register for these courses.		
■	Faculty may recommend supplemental services based on a required writing sample.		
Developmental education/EAP faculty will provide a diagnostic at the beginning of the course to confirm course placement. Alternate instruction may be provided to those students who score between 20-50 on the CPT or 50-61 on the PERT.			

Arithmetic scores are required for students scoring below the noted score on the Algebra subtest.

Course Placement Guide - FCELPT (Mathematics)

Skill Area	ACCUPLACER (CPT) Score			PERT Score	Course Placement
	Algebra	Arithmetic	College-Level Math	Math	
Math	20-71	20-29	Subtest Not Required	50-74	MAT0018*****
	20-71	30-64	Subtest Not Required	75-95	MAT0022C*****
	20-71	65-120	Subtest Not Required	96 - 113	MAT0028 or MAT0029***
	72-120*	Subtest Not Required	Subtest Not Required**	114 - 122	MAT1033****
		Subtest Not Required	20-39		Not Used
		Subtest Not Required	40-62	123-150 (135-150 refer to CPT-CLM)*****	MAC1105, MGF1106, MGF1107, or STA2023
		Subtest Not Required	63-120		Refer to Math Department
*	An algebra score in the range of 72-120 without a CPT college-level mathematics subtest score of 40 or higher places a student in MAT 1033.				
**	College-Level Mathematics subtest is available upon request if CPT algebra score is 72-86. Students who have already registered in a mathematics course (and are past the 100% refund deadline) are not eligible to take the CPT College-Level Mathematics subtest without permission from the chairperson of the Mathematics Department.				
***	Effective with 2013-1 Fall Term registration, MAT 0029 is used for the Student Achievement Initiative – Mathematics to Statistics Pathway.				
****	MAT 1033 counts toward graduation elective credit at MDC for students taking this course as of Summer Term 2010-3. A grade of A,B,C, or S must be earned in MAT 1033 in order to register in MAC 1105, MGF 1106, MGF 1107, and STA 2023.				
*****	Course placement changes for MAT 0018 and MAT 0022C effective for test dates on or after June 19, 2013. Required mathematics test prep boot camp course for FTIC direct entry students who place in MAT 0018 or MAT 0022C.				
*****	Students with a PERT math score of 135-150 and a CPT college-level mathematics subtest score of 63 or higher are referred to the Mathematics Department.				

Step 2

Must meet testing requirements

Picture ID Required for Testing

Step 3

- ❑ Bring PERT scores to Dual Enrollment Coordinator
 - ❑ *Official SAT/ACT scores need to be submitted to MDC*
- ❑ Register for approved courses with Dual Enrollment Coordinator
 - ❑ *Only courses on the approved MDC/M-DCPS list!*
 - ❑ *(2 maximum per semester, not including lab requirement)*

Things to Remember

- ❑ Book Voucher is submitted to the Bookstore
*Questions re: Vouchers should be directed to High School
- ❑ All books are returned to high school at the end of each term
- ❑ Students are not allowed to apply, register or add\drop courses online, a written notice from high school counselor is needed to drop a course
- ❑ Amount of work necessary to succeed in dual enrollment courses is greater than in high school courses
- ❑ Students must adhere to the regulations and guidelines set forth for all MDC students

Things to Remember

- ❑ Students are required to provide a complete Dual Enrollment Form each term to retain enrollment eligibility
- ❑ Dual Enrollment students are not allowed to repeat courses, register for Virtual College or Independent Studies courses
- ❑ Students whose college GPA falls below a 2.0, or high school UGPA falls below a 3.0, are not eligible to continue Dual Enrollment
- ❑ MDC transcripts are submitted electronically to M-DCPS district office at the end of each term

Internet Resources

MDC Dual Enrollment Webpage:

http://www.mdc.edu/asa/dual_enrollment_benefits.asp

- ❑ 1. Dual Enrollment form and MDC Admission Application may be printed at: www.mdc.edu/forms
 - ❑ admission application credit – AdmApp.pdf
 - ❑ high school dual enrollment form – HSDualEnrol.pdf
 - ❑ test referral form – test referral form.pdf
- 2. Students, teachers and counselors may view and print the list of eligible dual enrollment courses at: www.mdc.edu. Click on high school opportunities, click on dual enrollment, scroll down to “Are all courses available ...,” click on “See list of eligible courses.”
- 3. Search for open classes at: www.mdc.edu.
click on prospective students, click on course information, click on open class search, type in information requested (course prefix and number, i.e. MAC1105)
- 4. Testing Resources
http://www.mdc.edu/testing_information/testmain.asp

MDC Dual Enrollment Coordinators

Michael Mason , *Carrie P. Meek Entrepreneurial Education Center*

Phone:(305)237-1914

E-mail: mmason@mdc.edu

Maria Guntin, *Hialeah Campus*

Phone:(305)237-8745

E-mail: mvalenzu@mdc.edu

Margaret Angelo, *Homestead Campus*

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Kelly Hernandez, *Interamerican Campus*

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MDC Dual Enrollment Coordinators cont.

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E-mail: sgalera@mdc.edu

TBA, *Wolfson Campus*

Phone:(305)237-3076

E-mail:TBA

Thank you