



**MIAMI LAKES EDUCATIONAL CENTER
DUAL ENROLLMENT PROGRAM
7 EASY STEPS**

Step 1

- Request appointment with School Counselor to obtain a Dual Enrollment packet from your School Counselor. The packet consists of **Miami Dade College** Admissions Application (online), MDC- Dual Enrollment application, book voucher, and Dual Enrollment Book Responsibility Form. (Students requesting Dual Enrollment classes must have an un-weighted GPA of 3.0) Course must be approved by counselor.
- **MDC** Admissions Application must be completed by the student and parent. MDC application is available on line at http://www.mdc.edu/asa/dual_enrollment.asp
- On the website above you will find the MDC-M-DCPS Dual Enrollment List of approved courses and other pertinent information.

Step 2

- Drop off Dual Enrollment packet in Student Services to obtain counselor and school administrator signatures as well as the school seal; packet will then be returned to student:
 - a) Dual Enrollment Application **must be fully completed** and signed by parent and student. Dual Enrollment **course must be indicated** on form at the time you are requesting signatures.
 - b) Book Voucher: must be completed and signed by high school counselor, school administrator, student and parent.
 - c) Dual Enrollment Book Responsibility Form is retained by counselor. ***Make a copy in order save the instructions on how to return your Dual Enrollment books.***
 - d) Students wishing to enroll in more than one term must complete the Dual Enrollment application for each subsequent term.

Step 3

- Submit Dual Enrollment application and voucher to MDC New Student Center (at North Campus New Student Center, Room 1173).
- Bring all necessary ID

Step 4

- Complete PERT or CPT at MDC Campus Testing Center (North Campus, Room 1160 (305) 237-1015).
- SAT or ACT passing scores may exempt student from taking CPT. Student must request College Board and/or ACT to have official scores sent to MDC.

Step 5

- See an advisor for review of test scores and registration consideration at North Campus – New Student Center, Room 1173.

Step 6

- Pick up validated paid schedule at the Registration Office (North Campus, Room 1123).

Step 7

- Purchase books (Submit Student Voucher) (North Campus Bookstore, Room 4101 (305-237-1247).

DUAL ENROLLMENT BOOK RESPONSIBILITY FORM

Upon completion of the Dual Enrollment course, it is MYRESPONSIBILITY to return my textbook in a mailing envelope to:

ATTN: Ms. Valentina Pasarón
Supervisor II, Instructional Materials & Textbook Services
Instructional Materials and Textbook Services
Mail Code: 9629
SBAB Building, Room 337

This envelope is to be placed in the school mailbox in the Principal's office Bldg #3. If I do not follow this procedure, I will be charged for the textbook and it will become part of my financial obligation at Miami Lakes Educational Center.

I understand the above and accept full responsibility.

Student Name: _____ Student ID#: _____

Course Title: _____

Student Grade Level: _____

Student Signature: _____

Parent Signature: _____

Date: _____

RETURN ADDRESS:

ATTN: Ms. Valentina Pasarón
Supervisor II, Instructional Materials &
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