

DUAL ENROLLMENT PROCEDURES

1. Prospective dual enrollment students must have a 3.0 un-weighted high school GPA. After verifying your GPA, **apply to the College.**

*** **Note:** Students participating in dual enrollment must earn a grade of “C” or higher in their college-level courses and maintain a 3.0 GPA in high school to continue participation. Students whose College GPA falls below 2.0 are ineligible to continue dual enrollment. Students may lose eligibility if they are disruptive to the learning process. ***

2. Students must complete a placement test to see if you qualify to take college classes. To take the Accuplacer NG at MDC, students must request a Testing Referral from Ms. Andrews. Email the following information to **mandrews@dadeschools.net** to request a referral:

- A. Student Name
- B. Miami Dade College ID#
- C. Student Date of Birth
- D. Student Email address
- E. Parent Email address
- F. Preferred campus for testing- if no campus is selected student will be referred to the Hialeah Campus

3. Once your referral has been submitted, contact the Testing Center for your preferred campus: **MDC Testing Centers** You may be asked to make an appointment for testing so be sure to check the testing policies and hours of operation before showing up to test.

4. The Accuplacer NG test may only be taken twice while in 9th or 10th grade and twice while in 11th or 12th grade. If you do not receive a passing score on any part of the exam, **you will have to receive remediation** before being allowed to test a second time.

5. Placement test scores are only valid for 2 years. You may have to take the test again in your Junior or Senior year -even if you have been taking Dual Enrollment classes.

6. Bring your test scores to the Ms. Andrews office **immediately**. Dual Enrollment students are required to register for a class at least 2 weeks prior to the first day of a semester. (Miami-Dade College policy!) Do not wait until the last minute to test.

7. Make an appointment with your counselor to discuss possible courses to enroll in. Students should take care to sign up for Dual Enrollment classes with a purpose. Don't sign up for Dual Enrollment just because. Take a class that is important!

8. Join the Jose Marti MAST Dual Enrollment Remind group. Text @jmmastd to 81010. Only students who are actively enrolled or are in the process of enrolling for a DE class will be allowed in the Remind group due to group size limits.
9. Once classes are posted for a new semester, Ms. Andrews will post a link to a registration form (via Microsoft Forms) on the Remind group. Once you register via the form, a referral will be submitted to the college for you
10. You will receive a digital Dual Enrollment Program form via email. Complete the Program Form, sign it digitally, and submit it. Your parent, counselor, and principal will receive emails to sign the form after you submit. (Make sure your parent checks their email right away so they can sign!)
11. Once the signing process is complete, you should receive another email with the completed form that includes all required signatures. You will be registered for the classes that you entered on the form at this point. If any of your classes are no longer available, you will be contacted to select a new class.
12. Submit a copy of your official schedule to Ms. Andrews as soon as you are registered. The schedule must be received, or your tuition bill WILL NOT be paid. (You will receive instructions on how to pull the schedule that needs to be submitted on Remind.)
13. A book voucher will be automatically added to your MDC account that can be used to purchase textbooks at no cost. The procedure for ordering books is constantly changing due to Covid-19 restrictions. The current ordering process is explained here: [**How to order textbooks**](#) If you are still unsure what to do, please call the Bookstore at the campus where your class is to get instructions. (See how to link for Bookstore contacts)
14. You will need to complete steps 9-13 each semester to sign up for classes. You can take up to 2 classes each semester (summer, fall, and/or spring) for a total of 6 classes per year. Reminders: You are required to maintain your 3.0 high school gpa and earn no lower than a C in every college class in order to continue Dual Enrollment. In addition, you may be required to retake your placement test if your test score is more than 2 years old.