

DUAL ENROLLMENT PROCEDURES

Deadlines- Students who wish to take a Summer or Fall Dual Enrollment class MUST be fully registered BEFORE the last day of school. No registrations will be approved during the summer.

1. Prospective dual enrollment students must have a 3.0 un-weighted high school GPA. After verifying your GPA, click here to → [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. Estrada. Email the following information to EstradaC@dadeschools.net to request a referral:

Student Name, Student ID#, Miami Dade College ID#, Student Date of Birth, Student Email Address, Parent Email Address, Preferred campus for testing (if no campus is selected, you will be referred to Hialeah Campus)

3. Once your referral has been submitted, contact the Testing Center for your preferred campus: click here to see the → [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. Estrada’s 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. Estrada will post instructions for selecting classes on the Remind group.

10. Students will login to their MDC student portal to search for and register for classes. (See instructions posted to Remind.)

11. Be sure to include alternate classes (either different sections of the same course or other courses you would also be interested in taking) on your registration form in case your first choice gets filled.

12. 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)

13. You will need to complete steps 10-12 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 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. ******