

Valencia College Dual Enrollment Quick Reference Guide

➤ Admission

You must meet the following requirements to be admitted to Dual Enrollment (DE):

- Have at least a 3.0 unweighted cumulative high school GPA at the time of application
- Demonstrate **college readiness in Reading Writing, and Math**
- Be a **resident of Orange or Osceola County** and enrolled in grades 6-12 at a public or private school or home school program
- Private school applicants must be enrolled in an Orange or Osceola county school that has a current articulation agreement with Valencia DE; *contact DE office for additional admission details*
- Home school students must provide transcripts and proof of Orange or Osceola county enrollment in the home school program; also required to complete a separate articulation agreement; *contact DE office for additional admission details*
- Must maintain the minimum high school GPA (3.0), as well as adhere to Valencia's academic standards (maintain at least a 2.0 GPA each term of enrollment). If you fall below the requirements, you are no longer eligible to continue program participation

The Dual Enrollment application is available:

- At the DE website
<http://valenciacollege.edu/dual>
- From your school guidance counselor

See **application** and **assessment score** deadlines below. Everything must be received in the DE Office and be on file with Valencia by the specified deadlines (no exceptions):

- **Fall Term (2015) Admission**
-Application due by April 1st
-Assessment Scores due **no later than** May 15th
- **Spring Term (2016) Admission**
-Application due by October 1st
-Assessment Scores due **no later than** November 1st

➤ Assessment

You must provide assessment scores as *part* of the application process.

- If taking the **PERT** at a Valencia Assessment Center, you must first submit a completed application to the DE office and be assigned a Valencia ID (VID) number.
- Take your VID along with a state or federally issued picture ID (i.e., driver's license or passport) to the Assessment Center to test, on a walk in basis, no appointments. DE students may take the PERT twice at Valencia; no fee for the first time.
- If you do not earn passing scores on all 3 sections of the PERT the first time, 1 retake per sub-test is allowed; you must wait at least 24 hours to retake. Attend a retake review session and pay \$10 per sub-test. (*Visit the **Assessment website**: www.valenciacollege.edu/assessments for more info about locations/times, policies on retesting and other important details.*)
- If **PERT** was taken at the high school campus, you are responsible for requesting that eligible scores be retrieved from the PERT Repository and entered into the VC system; send your request via email to assessment@valenciacollege.edu, include your full name, DOB, VID and high school name in the email.
- If using **SAT or ACT** scores to qualify, you must request that official scores be sent electronically and directly to Valencia College (allow *4-6 weeks to post*) or bring your **original score report** to the Valencia Assessment Center at any campus, along with your VID and state or federally issued ID card to have scores entered.
- Students must submit test scores for **Reading, Writing and Math** by the designated deadlines for fall and spring admissions. See the required college-level placement scores below.

The college-level placement scores are:

- **PERT** Reading 106
Writing 103
Math 123 (*114 Intermediate/
MAT1033C*)
- **ACT** Reading 20
English 17
Math 21 (*19
Intermediate /MAT1033C*)
- **SAT** Critical Reading 440
Math 500 (*440
Intermediate/MAT1033C*)

➤ **Setting Up An Atlas Account**

Once you have been accepted (*received your official letter of acceptance*) to the DE Program, you must establish an account with Valencia's online portal, **Atlas**.

- To set up your Atlas account, go to <http://atlas.valenciacollege.edu>. Select "Set up an account" and follow the online instructions.
- You will use Atlas to sign up for the New Student Induction Process **and** New Student Orientation, register for classes, print schedules, access grades, request transcripts, etc. Also, you will use your Atlas e-mail account for communications with the DE department, professors, etc.

➤ **New Student Induction Process – LASSI & Career Review**

All DE students must complete this process either online via the Atlas/Blackboard account or by returning to the Assessment Center on any VC campus. Allow at least 2 business days for the results to post before signing up for New Student Orientation.

➤ **Orientation/Advising**

You are required to attend a **New Student Orientation Session** prior to the first term of enrollment. You will need to register via your Atlas account; choose an online session or a session held at any Valencia campus.

Allow at least 2 business days for the hold to be removed from your account, by the NSO staff, before attempting to register.

- Prior to selecting college-level courses, you are strongly encouraged to contact your **school guidance counselor** for academic advising. You can follow up with the DE Academic Advisor if necessary.

➤ **Registration**

- **Courses on a Valencia Campus:** Register via your Atlas account.
- **Courses on a High School Campus:** Register by submitting your name to your high school guidance counselor; registration for these courses **ONLY** will be completed via the DE office staff.
- A total of **4 courses/12 credit hours**, both Fall and Spring terms; **2 courses/6 credit hours**, for current/returning students only, during the summer term.
- DE students are **not eligible** for developmental, preparatory or remedial courses, PE skills courses, Flex Start or any courses less than 3 credits.

➤ **Textbooks**

- **Public school students**, in order to pay for your textbooks, you must obtain a textbook voucher from your school counselor. Print your course schedule from Atlas and show it to your school guidance counselor to receive the voucher.
- Take the book voucher along with a photo ID to the Valencia bookstore, on the campus where your course is located. Only the **STUDENT** can pick up textbooks with a voucher.
- Pick up textbooks **within the first 2 weeks** of the beginning of the course; no vouchers accepted after 2 weeks from start of term.
- **Private school and Home School** are responsible for their own textbooks and affiliated costs.
- **Osceola County students** need to check with their high school for specific details and procedures on how to obtain textbooks.

➤ **Fees**

- Application fees are waived. New legislation requires high schools to pay, a discounted tuition rate of \$71.98, for all public and

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private school students enrolled in approved courses. Each school is invoiced at the end of the applicable term.

- Application and tuition fees are waived for all home school dual enrollment students enrolled in approved courses.

➤ **General Information**

- **Parking decals** may be requested through your Atlas account, at no cost, and picked up from the Security Office at any Valencia campus. You must have your course schedule and ID to obtain a parking decal.
- **Student ID cards** can also be obtained from the Security Office. You must have your course schedule and ID to obtain an ID card.
- **Public transportation** is provided by Lynx bus service to all Valencia campuses. Schedules are available in the Student Development Office.

Contact Information

Monday – Friday, 8AM-5PM

Office Locations:

West Campus, Student Services Building (SSB), Suite 146

Osceola Campus, Building 2 – Room 140B (Monday, Wednesday, Thursday)

- **Dual Enrollment Telephone:**
407-582-1600
- **Dual Enrollment Email:**
dualenrollment@valenciacollege.edu
- **Dual Enrollment Website:**
<http://valenciacollege.edu/dual>
- **Valencia College Website:**
<http://valenciacollege.edu>