

**DUAL ENROLLMENT
APPLICATION FOR ADMISSION**

COLLEGE INFORMATION AND APPLICATION FORM

EDUCATION.



VALENCIA

Steps to Take to Enroll at Valencia Community College

Dual Enrollment refers to the opportunity for qualified high school students to enroll in Valencia Community College courses while concurrently enrolled in high school. Students receive both high school and college credit for these courses and should, therefore, only register for college courses which have been approved by the high school counselor.

High school counselors are responsible for identifying students who demonstrate social maturity and motivation and who possess the academic capabilities to pursue college-level instruction. Academic performance should not be the sole criteria for recommending a high school student for the Dual Enrollment Program. Recommended students must have a cumulative Grade Point Average (CGPA) of 3.0 on a 4.0 unweighted scale.

PLEASE NOTE: Dual Enrollment courses are college-level courses and, as such, may include content for more mature students. It is for the family to determine the readiness of the student to participate. Also note that courses and grades will be part of a permanent Valencia college transcript.

Students wishing to participate in the high school Dual Enrollment Program with Valencia Community College must have each section of this application completed, including all required signatures. If, upon graduation from high school, a student wishes to continue attending Valencia, additional information may be required before registering for courses as a degree-seeking student.

1. APPLY FOR ADMISSION

Return this completed application to the Dual Enrollment Office, the Answer Center on any campus, or to your high school guidance counselor. You will be assigned a Valencia Identification number (VID) once you have been admitted. Allow 3-5 business days for processing your application once it has been received by Valencia.

2. CREATE YOUR ATLAS ACCOUNT

Atlas

- Atlas is Valencia's online learning-community that connects faculty, students, and staff to the resources they need to succeed at Valencia. Students will also have an Atlas e-mail account which will be the official communication method while attending Valencia.
- Visit www.valenciacc.edu and click on the Atlas link. Once at the Atlas log-in page, click on the "Sign up for an account" link and follow the prompts to create your account. Your Atlas account can be created 5-7 business days after your application has been submitted. The only information you need in order to create your Atlas account is your name, Social Security Number or Valencia Identification Number, and your date of birth. Be sure to keep your Atlas username and PIN in a safe place.

3. TAKE ASSESSMENT AND ATTEND NEW STUDENT ORIENTATION

Assessment

- Prospective dual enrollment students must provide assessment scores as part of the application process or they may take Valencia's CPT.
- Students qualifying with SAT or ACT scores must submit a copy of those scores along with their applications.
- For admittance to a college-credit math, English, or fundamentals of biology course, students must score at the college level on the appropriate assessment.
- CPT Retake: You may retake the CPT one time, only after completing a CPT workshop.
- CPT Preparation: You may purchase the workbooks from the Valencia Bookstore.

Minimum scores for entry into the following:

Biology: Reading portion of ACT (20), CPT (83), or SAT (480)

English: Reading & English portion of ACT (Reading 20; English 17), CPT (Reading 83; Sentence Skills 83), or SAT (Verbal/Critical Reading 480)

Math: ACT (21), CPT (90), or SAT (500) required for College Algebra; CPT College Level Math exam required for placement above College Algebra

New Student Orientation

- Once your application has been processed, you are required to attend a new Student Orientation Program prior to your first term of enrollment. Please register online at www.valenciacc.edu/nso.
- Special Dual Enrollment Student Orientations are scheduled through some public high schools. Check with your high school counselor to see if your school participates. If you are unable to attend the special orientation, you must attend a regular New Student Orientation offered on one of Valencia's campuses.

Prior to selecting college-level courses you are strongly encouraged to contact the Dual Enrollment Academic Advisor or your high school guidance counselor to receive academic advising.

4. REGISTRATION AND FEES

Register

- To register, go to atlas.valenciacc.edu and enter your Username and PIN (*Personal Identification Number*).
- Students may not register for courses less than 3 credits.
- Dual Enrollment students may not enroll in physical education or college preparatory courses.

Registration for Courses at the High School:

- You must register for classes being taught at the high school through your guidance counselor.

Fees:

- Fees (application, matriculation, and laboratory fees) are waived by Valencia for approved dual enrollment courses.
- Fees for Dual Enrollment courses will post to your Atlas account concurrent with your registration. The College will waive fees for approved courses before the course deletion deadline for the term.

Pay close attention to drop/add and course withdrawal deadlines.

5. GET YOUR STUDENT I.D. CARD AND PARKING DECAL

- To obtain your student I.D., please go to Student Development. ID cards are free.
- Parking decals are free and are required for all students. The parking decal may be requested via your Atlas account.

6. GET YOUR BOOKS AND GO TO CLASS

- Books for classes taught on Orange and Osceola County public high school campuses are provided through the high school. Private school and home educated students are responsible for the purchase of their own books.
- Public high school students: To obtain books for classes taken at a Valencia campus:
 1. Show your class schedule to your high school guidance counselor.
 2. Obtain a book voucher.
 3. Take the book voucher along with a photo ID to the Valencia bookstore to pick up your book(s).

Books must be returned to your high school when the term is completed.
- You may access a copy of your class schedule through your Atlas account. If an official copy of your schedule is needed, you may request one via your Atlas account or the Answer Center at the nearest Valencia campus.

Please type or print in blue or black ink all information requested.

1 GENERAL INFORMATION

Name as it appears on Social Security Card or Passport				Social Security Number	
Last Name		First Name		Middle Initial	Preferred Name
Mailing Address			Apt/Unit	City	County
State	Zip Code	Telephone Number		Birth Date <small>Mo / Day / Yr</small>	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male (optional)
Student's Personal E-mail Address			Student's Cell Phone Number		

If your transcripts, test scores, etc., will arrive under any name(s) other than those listed above, indicate that name here:

Please help us comply with federal regulations by indicating your ethnic group: (optional) I do not wish to indicate an ethnic group.
 Are you Hispanic? Yes No
 What is your ethnicity? African American or Black
 Asian or Pacific Islander Caucasian
 South American Indian Other

What is your native language?.....
 Date I plan to enroll at Valencia Community College (refer to college catalog):
Year: Fall Term Spring Term
 Summer Term

Please select one of the following as your home campus:
 East Osceola West Winter Park

***If you complete your associate's degree at Valencia, do you plan to complete a bachelor's degree with the University of Central Florida?**
 Yes No
***Are you planning to complete a bachelor's degree at another state of Florida university?** Yes No
If yes, which one? *
**If you indicate a Florida institution here, do you agree to allow Valencia Community College to release directory information about you to that institution?* Yes No

U.S. - Citizen: Yes No
 Country of birth
 If no, please complete non - U.S. citizenship below.

Non - U.S. Citizenship*: Please check all that apply
 Country of birth
 Country of citizenship

- Permanent Resident
- Refugee
- International Student
- Permanent Residency Pending

**If you are not a United States citizen you are not required to provide proof of your legal status in the United States in order to participate in the Dual Enrollment Program. If, after you graduate from high school, you plan to continue taking courses at Valencia, you will be required to submit United States Citizenship and Immigration Services (USCIS) documentation of your status before the start of your first term at Valencia as a non-Dual Enrollment student.*

2 HIGH SCHOOL INFORMATION

Please complete the following:

High School you are presently attending:
 I am a home school student

..... Name of High School or Technical Center City
..... Anticipated Graduation or Completion Date (Mo/Day/Yr) County State Country

OFFICE USE ONLY	DUAL ENROLLMENT/FINANCE OFFICE USE
V#:	
ID generated by:	
Campus of Record <input type="checkbox"/> E <input type="checkbox"/> W	
Data entry date:	Processed by:

This student has the approval of our high school to enroll in Dual Enrollment courses and will receive credit toward high school graduation upon successful completion of such courses. This student will be taking courses at the high school campus or at a Valencia campus.

The student must provide qualifying CPT, SAT or ACT assessment scores. My signature below certifies that this student currently maintains the required **3.0 CGPA** on a **4.0 unweighted scale**:

Student's High School CGPA: _____

Indicate student's test scores here if available:

Exam	Date	Scores	Scores	Scores	Scores
CPT		R	S	E	C
ACT		E	M	R	
SAT		V	M		

PLEASE NOTE THE FOLLOWING:

Students must maintain a Valencia GPA of 2.0 and the unweighted high school GPA of 3.0 to continue enrolling in Dual Enrollment classes. If either GPA falls below the specified level, the student will no longer be eligible to participate in the program. It is the responsibility of the high school counselor to notify Valencia Community College if the student's high school GPA falls below 3.0.

Student's High School ID#: (Valencia will not release a student's SSN for any reason)

Counselor's Signature: Date:

STUDENT:

- I authorize Valencia Community College to request my high school transcript and I authorize my high school to release my official high school transcript to Valencia. In addition, I authorize Valencia to furnish my high school with any and all information pertaining to my academic record while I am enrolled at Valencia as a Dual Enrollment student.
- I have spoken with my counselor and understand the Dual Enrollment requirements. I affirm that I understand and will abide by all rules and regulations of the Dual Enrollment Program at Valencia Community College. While attending Valencia Community College I agree to uphold all federal and state laws, county and municipality ordinances, and the rules, regulations, policies and procedures of the college.
- I understand that under the guidelines of the Dual Enrollment Program, I cannot register for college-preparatory courses or physical education courses at the postsecondary (college) level while in high school.
- I understand that upon graduation from high school I am **REQUIRED** to submit a final, official, high school transcript showing my high school graduation date before my Valencia Community College transcript will be released. In addition, I understand that if I wish to continue taking courses at Valencia after I graduate from high school that I will need to prove Florida Residency and, in the case of non-U.S. Citizenship, I will also be required to provide proof of my legal status in the United States by submitting my United States Citizenship & Immigration Services (USCIS) information before the start of my first term as a non-Dual Enrollment student.
- The Family Educational Rights and Privacy Act (FERPA) allows Valencia to release directory information to other agencies and educational institutions. At Valencia, directory information is defined as the student's name, dates of attendance, major field of study, dates of degrees, photographs or digital images, and mailing address. Please indicate here if you do do not wish to have your directory information released.

I authorize my parent/legal guardian to obtain information about my academic records (*permission ends upon student's graduation from high school*): Yes No

Name of parent/legal guardian to whom my information may be released (**required**):

Student's Signature:

PARENT/LEGAL GUARDIAN

I have read and agree to the terms of this application. I hereby grant approval for my son/daughter/legal ward to enroll in Valencia Community College courses as a Dual Enrollment/Early Enrollment student while still enrolled in high school. I accept full responsibility for any and all personal matters such as transportation, insurance coverage, financial arrangements, etc.

Parent/Legal Guardian's Signature: Date:

Dual Enrollment students are not required to show proof of Florida Residency. If, after you graduate from high school, you plan to continue taking courses at Valencia, you will be required to submit a *Statement of Florida Residency for Tuition Purposes* form, attach the requisite supporting documentation, and submit it to any Answer Center.