

Thank you for considering dual enrollment at Valencia College. The below application deadlines and steps will guarantee your application is received and fully processed when course registration for Spring Term 2017 begins.

Sept. 19	Application Available via DE Website (fillable pdf.) <a href="http://valenciacollege.edu/dual">valenciacollege.edu/dual</a>
Oct. 21	DEADLINE for DE applications (apply early-receive acceptance early)
Nov. 4	DEADLINE for test scores to be received by DE Assessment Office
Nov. 11	Course Registration Opens

## Step 1: THE DUAL ENROLLMENT APPLICATION

- Complete the DE Application (PLEASE TYPE)
- Sign application and obtain parent signature
- Review application with guidance counselor
- Guidance counselor verifies student unweighted cumulative GPA and indicates if students has college ready test scores that need to be retrieved from the PERT repository or the DE office can expect to receive official test score from ACT or SAT (CollegeBoard) by the test deadline 11/4

## Step 2: SUBMITTING THE APPLICATION

- Public school applications must be submitted through the designated school college coach/counselor or other designated school dual enrollment representative by 10/21. Check with your school to identify who will handle application submission.  
(APPLICATIONS WILL NOT BE ACCEPTED AT ANY VALENCIA COLLEGE CAMPUS)
- Private, Charter and Home School applications must be scanned to a pdf. Document and submitted to [dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu) by 10/21. Home school students are required to submit additional documentation which includes: transcripts with unweighted cumulative GPA and verification of enrollment letter.
- Student will be issued a Valencia ID#, 5 business days after the DE office receives the application.

## Step 3: COLLEGE READY TEST SCORES

- If the student has eligible college ready test scores on file with VC at the time the application is submitted, the student will be fully processed in 5 business days.
- If the student does not have eligible college ready test scores on file with VC at the time the application is submitted, the student will receive a weekly email reminder to submit eligible test scores. Once VC has received test scores, the student will be fully processed in 10 business days.  
*Scores must be received by the test score deadline 11/4.*

## Step 4: DUAL ENROLLMENT ACCEPTANCE LETTER

- An official DE acceptance letter will be mailed to the address listed on the application. All acceptance letters will be mailed by 11/18. The letter will outline next steps or you can check our website for details at [valenciacollege.edu/dual](http://valenciacollege.edu/dual). If you have not received your acceptance letter by 11/18 email [dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu).

## Step 5: HOW TO CHECK THE STATUS OF YOUR APPLICATION

- Contact your high school college counselor/coach to get updates on your application status. The DE office partners with high school college counselors/coaches to keep an up to date status on all applications. The college counselor/coach at your high school is your first point of contact. Private, Charter and Home School applications email [dualenrollment@valenciacollege.edu](mailto:dualenrollment@valenciacollege.edu).

For more details, visit our website: [valenciacollege.edu/dual](http://valenciacollege.edu/dual)