

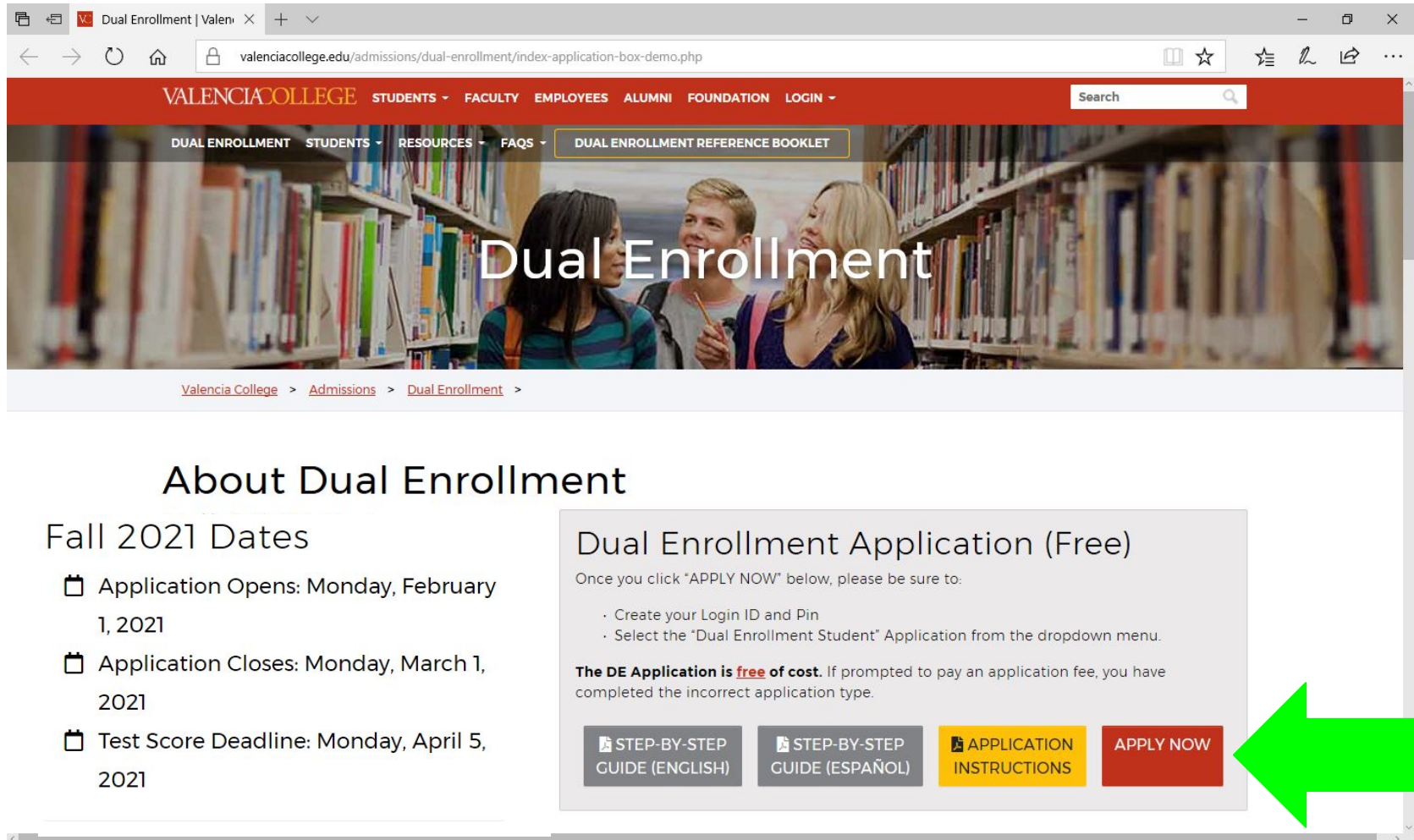
Dual Enrollment Application Instructions





- Gather 3 **separate** email addresses
 1. Student email address
 - Do not use your @students.ocps/sdoc email address
 2. Parent/guardian email address
 - This email must be different from your own
 3. Counselor email address
 - N/A for homeschool students
 - Do not use the personnel email (i.e. 111111@ocps)
- Write down the correct **name of your high school guidance counselor** (if applicable)

Log in to valenciacollege.edu/dual and Click on the “Apply Now” Button



The screenshot shows the Valencia College Dual Enrollment website. The header includes the Valencia College logo and navigation links for Students, Faculty, Employees, Alumni, Foundation, and Login. A search bar is also present. Below the header, there's a banner for Dual Enrollment with a photo of three students. The main content area is titled "About Dual Enrollment" and "Fall 2021 Dates". It lists the application opening and closing dates, and the test score deadline. A section titled "Dual Enrollment Application (Free)" provides instructions on how to apply, including creating a login ID and pin, and selecting the "Dual Enrollment Student" application. At the bottom, there are four buttons: "STEP-BY-STEP GUIDE (ENGLISH)", "STEP-BY-STEP GUIDE (ESPAÑOL)", "APPLICATION INSTRUCTIONS", and "APPLY NOW". A large green arrow points to the "APPLY NOW" button.

Valencia College STUDENTS FACULTY EMPLOYEES ALUMNI FOUNDATION LOGIN

Search

DUAL ENROLLMENT STUDENTS RESOURCES FAQs DUAL ENROLLMENT REFERENCE BOOKLET

Dual Enrollment

Valencia College > Admissions > Dual Enrollment >

About Dual Enrollment

Fall 2021 Dates

- Application Opens: Monday, February 1, 2021
- Application Closes: Monday, March 1, 2021
- Test Score Deadline: Monday, April 5, 2021

Dual Enrollment Application (Free)

Once you click "APPLY NOW" below, please be sure to:

- Create your Login ID and Pin
- Select the "Dual Enrollment Student" Application from the dropdown menu.

The DE Application is free of cost. If prompted to pay an application fee, you have completed the incorrect application type.

STEP-BY-STEP GUIDE (ENGLISH) STEP-BY-STEP GUIDE (ESPAÑOL) APPLICATION INSTRUCTIONS **APPLY NOW**

Click on “first time user account creation”

VALENCIA

Sign In

Welcome to Valencia's Online Admissions Application

Home

Applications submitted after the Application Priority Deadline stated in the online **Important Dates and Deadlines Calendar** will be accepted; applications received after the priority deadline will be processed, however, class selection is limited and Financial Aid will not be processed by the fee payment deadline.

If you plan to claim Florida residency for tuition purposes while completing this application please be prepared to provide the following information for you or your parent/guardian:

- Florida Drivers License number
- Florida Vehicle Registration/Title number

To view the Dual Enrollment Application dates, [click here](#).

Returning users enter your login information below. If you forget your Login ID and PIN or are locked out after too many attempts to login, you will need to e-mail us at askatl@valenciacollege.edu to reset your account; your e-mail must include your full name (as indicated on your application), date of birth, and your current address.

Login ID:

PIN:

Login

[First time user account creation](#)

[Return to Homepage](#)


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Create a Login ID and a PIN and click “Login”

Make sure to write down your Login ID and PIN

**If you previously created an account, create a new one using a different login id*

VALENCIA
Sign In



Welcome to the online admissions application.
Your first step to enrollment.

Before proceeding (except Dual Enrollment) it may be helpful to print a copy of Valencia's [Enrollment Checklist \(PDF\)](#).

If you plan to claim Florida residency for tuition purposes while completing this application please be prepared to provide the following information for you or your parent/guardian:

- Florida Drivers License number
- Florida Vehicle Registration/Title number

Before your application can be processed you must pay the non-refundable Application fee, if applicable.

The first step in the online application process is to create a Login ID and PIN.

Important Tips:

- Your Login ID should be something unique and easy to remember.
- It must be between 4-8 characters in length.
- It is strongly recommended that you use only lower-case letters when creating your Login ID.
- Your PIN must be 6 digits and must contain only numbers.
- Please make sure to write down your information in a secure location.
- You will need this Login ID and PIN if you need to return later to complete your application.

If you forget your Login ID and PIN or are locked out after too many attempts to login, you will need to e-mail us at askatlas@valenciacollege.edu to reset your account; your e-mail must include your full name, date of birth, and your current address.

Nondiscrimination Statement: Valencia College is an equal opportunity institution. We provide equal opportunity for employment and educational services to all individuals as it relates to admission to the College or to programs, any aid, benefit, or service to students or wages and other terms, conditions or privileges of employment, without regard to race, ethnicity, color, national origin, age, religion, disability, marital status, sex/gender, sexual orientation, genetic information, gender identity, pregnancy, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations. Contact the [Office of Organizational Development and Human Resources](#) for information.

Create a Login ID:

Create a PIN:

Verify PIN:

Login

Return to Homepage

Select Application Type: “Dual Enrollment Student”

VALENCIA

For example:
*If you have attended an institution prior to applying to Valencia, you would select the Application Type: Transfer Student.

Within the application itself, you will then select the appropriate Planned Course of Study from the drop down list.

APPLICATION TYPE	DEGREE TYPE	DESCRIPTION
First Time in College Student	Degree and Non-Degree Seeking students	Valencia is the first college or university you will attend. You have not attended any other college or university.
Dual Enrollment Student	Dual Enrollment	You are a student currently attending middle/high school and will be participating in the Dual Enrollment Program (click here to see if you are eligible for the Dual Enrollment Program).
Educator Preparation Institute Student	Non-Degree Seeking students	You are a student who has already earned a bachelor's degree or higher in a subject other than Education and wish to become certified to teach in Florida.
Public Safety (Academies & Certificates)	Career Certificate Seeking students	You wish to pursue one of the Criminal Justice Institute or Fire Services Programs.
Readmit Student	Degree and Non-Degree Seeking students	You are a returning student who last attended Valencia two or more years ago (or you applied for admission two or more years ago and never registered for classes).
Transfer Student (Transferring into an Associate's Degree)	Degree and Non-Degree Seeking students and Teacher Recertification* students (*You have already completed a degree and are certified to teach in Florida)	Valencia is not the first college or university you have attended. You have previously attended another institution. <i>Note: Students returning to Valencia should complete the Readmit Application.</i>
Transient Student	Non-Degree Seeking at Valencia	You are a student at another institution and will not be pursuing a degree at Valencia.

International Student Applications
Select one of the international applications below if you hold or are applying for an F or J non-immigrant visa:

APPLICATION TYPE	DEGREE TYPE	DESCRIPTION
International: First Time (F and J Visa)	Degree Seeking Students	Valencia College is the first college or university you will attend and you will attend with an F or J visa. All other visa holders should submit the domestic "First Time in College Student" application.
International: Transfer (F and J Visa)	Degree Seeking Students	You have previously attended a college or university and you will attend Valencia College with an F or J visa. All other visa holders should submit the domestic "Transfer Student" application.

Application Types:

- First Time in College Student
- Bachelor's Degree & ATC
- Dual Enrollment Student**
- Educator Preparation Institute
- International: First Time
- International: Transfer
- Public Safety
- Readmit (Returning) Student
- Transfer Student
- Transient Student

Continue

[Return to Homepage](#)

Select Admit Term and fill in the requested information

Admissions Application: Admit Term

[Home](#)

Select the term you want to apply for admission. Be sure to complete and submit your application before the stated deadlines.

Please note that Valencia College closes for the following holidays: Labor Day, Thanksgiving, Winter Break, Martin Luther King Jr Day, Spring Break, Memorial Day, and Independence Day. College closures will result in a longer processing time for Applications for Admission.

Application Deadlines

	Spring Term 2019	Summer Term 2019	Fall Term 2019
Application Priority Deadline: Associate's Degree	December 14, 2018	April 19, 2019	August 9, 2019
Application Priority Deadline: Bachelor's Degree	November 30, 2018	April 5, 2019	July 26, 2019
Classes Begin	January 7, 2019	May 6, 2019	August 26, 2019
Financial Aid Priority Deadline	November 16, 2018	March 22, 2019	July 19, 2019

*International Student (F, J, or M) deadlines can be found on the [International Student Services website](#). Deadlines will be earlier to allow time for visa processing.

****Dual Enrollment deadlines can be found on the [Dual Enrollment website](#). Dual Enrollment applications are limited to specific times a year; if you do not see an Admission Term in the drop down, we are not currently accepting Dual Enrollment Applications.**

Applications submitted after the Application Priority Deadline stated in the online [Important Dates and Deadlines Calendar](#) will be accepted; however, applications may be processed for the Flex Schedule start dates and Financial Aid cannot be guaranteed for that term.

Next, enter your name. When you are finished, click on **Fill Out Application** to continue.

* - indicates a required field.

Application Type: Dual Enrollment Student

Admission Term: * Spring 2021 Credit Courses ▼

First Name: *

Middle Name:

Last Name: *

[Fill Out Application](#)

[Return to Application Menu](#)

Click on “Name” and then “Continue”

Admissions Application: Checklist

[Home](#)

This is a checklist of the sections required for online application submission. To complete the required information, click on the links below. After completing each section, a checkmark will appear.

Incomplete applications may be updated at a later time by logging in as a Returning User. Incomplete applications will only be saved for 90 days. After 90 days, your application will be deleted and you will need to begin again as a New User.

Once you have completed all sections, you will be required to pay the non-refundable Application Fee before your application will be submitted for processing. Bachelor and Dual Enrollment students are not required to pay the Application Fee and may proceed by clicking on Application is Complete.

1. If you are paying with credit card or check: click on Application is Complete.
2. If you are paying with Cash:
 - a. Print this page and take it to the Business Office to pay the Application Fee and to receive further instructions.
 - b. Click on Finish Later.
 - c. Close the browser (click on EXIT on the top right of the screen).

- | | |
|--|--|
|  Name |  Additional Information |
|  Mailing Address |  Parent Education |
|  Personal Information |  Military |
|  School Information | |

[Application is Complete](#) [Finish Later](#)

WebID: detest123

Term : 202010

[UPDATE ME](#)

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Provide all of the information that is required; then click “continue”

Mailing Address (Checklist item 2 of 7)

Please read the tips below before entering your mailing (i.e. primary) address information. International applicants who do not have a U.S. address will need to enter their same foreign address on both the Mailing Address and Foreign address pages.

Important Tips for Entering Address Information:

- Use standard abbreviations for street names (i.e. Ave, Apt, Blvd, Ct, St).
- Use Street Address Line 2 for apartment numbers or other additional information.
- If you have a Florida mailing address, please choose your county from the drop-down menu. If you have a non-Florida address, please select "Out of State" under county.
- Enter your area code first, then enter your 7 digit phone number in the second phone number field below (i.e. 407 5551212). Use only numbers (no dashes or spaces). Do not use the third field.
- If you are entering an international address select "Foreign Country" for the State Code.

When you're finished, click Continue to navigate to the next section.

* - indicates a required field.

Mailing Address

Street Line 1:*	<input type="text" value="1800 Denn John Ln"/>
Street Line 2:	<input type="text"/>
Street Line 3:	<input type="text"/>
City:*	<input type="text" value="Kissimmee"/>
State Code:*	<input type="text" value="Florida"/>
ZIP/Postal Code:*	<input type="text" value="34744"/>
Florida County:*	<input type="text" value="Osceola"/>
Phone Number (xxxxxx)-(xxxxxxxxxxxx) (xxxxxxxxxx extension):	<input type="text"/> <input type="text"/> <input type="text"/>

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

Provide all of the information that is required;
then click “continue”

Home

Personal Information (Checklist item 3 of 7)



Enter your Personal Information. When you're finished, click Continue to navigate to the next section.

To see SSN disclosure: [Notification of Social Security Number Collection and Usage](#)

**By entering your Mobile Phone number you agree to receive text messages from Valencia College that will help guide you through your enrollment process.

* - indicates a required field.

Mobile Phone Number**

407 - 4004040

Personal Email:*

123@hotmail.com

Verify e-mail address:*

123@hotmail.com

Citizenship Status:*

U.S. Citizen

What is your country of birth?

What is your country of citizenship?

SSN (XXXXXXXX):

Birth Date:*

Month July Day 17 Year (YYYY) 2002

Gender:

☐ Male ☒ Female ☐ No Response

Native Language:*

English

What is your ethnicity?

☐ Hispanic or Latino

☐ Not Hispanic or Latino

Select one or more races to indicate what you consider yourself to be.

American Indian or Alaska Native

☐ American Indian/Alaskan Native

Asian

☐ Asian

Black or African American

☐ Black or African American

Native Hawaiian or Other Pacific Islander

☐ Native Hawaiian/Pacific Islander

White

☐ White


Checklist

Continue

Finish Later

Click on “Lookup High School Code”, provide all of the information that is required; then click “copy selected high school information to data entry form”; then click “continue”

Home

School Information (Checklist item 4 of 7) [FAQ on filling out your form](#) | [Video Tutorial](#)

Enter GEDFL in the High School Code field if you received a GED in the state of Florida.

Enter GEDNFL in the High School Code field if you received a GED in a state that is not Florida.

Enter HOME in the High School Code field if you are a home school student.

* - indicates a required field.

School Code: [Lookup High School Code](#)


If School not found:

School Name:* School Street1: School Street2: School City: School Zip/Postal Code: School State: Anticipated Graduation Date:* Month Day Year (YYYY) [Enter or View another High School](#)[Checklist](#) [Continue](#) [Finish Later](#)[Return to Checklist without saving changes](#)

Provide all of the information that is required; then click “continue”

Home

Additional Information (Checklist item 5 of 7)

 Enter the Additional Information requested. This additional information is beneficial when processing your application. When you're finished, click Continue to navigate to the next section.

* - indicates a required field.

I authorize my parent(s)/legal guardian(s) to obtain information about my academic records. (Permission ends upon student's graduation from high school.)*

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

☒ Yes ☐ No

Jane Doe
John Doe

Please indicate the Valencia campus where you intend to take the majority of your classes: East, Lake Nona, Osceola, Poinciana, West, or Winter Park.*

Osceola

Are you listed on the Florida Department of Law Enforcement Sex Offender/Predator web site? If yes, you must file an appeal for admission as outlined in Valencia College's Admission policy 8-02, I. G.*

☐ Yes ☒ No

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

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Provide all of the information that is required; then click “continue”

[Home](#)

Parent Education (Checklist item 6 of 7)



The following values will be used in the questions below. In the box below, please enter the letter that corresponds to the highest level of education completed by your parents or guardians.

L: Less than high school, no diploma
D: High school diploma or equivalent/GED
T: Credit certificate – business, trade school, or technical
C: Some college, no degree
A: Associate degree or two-year degree
B: Bachelor's or four-year degree
P: Graduate (e.g., masters, doctorate, etc.) or professional degree (e.g., law, psychology, medicine, pharmacy, etc.)
N: No second parent or guardian helped to raise you
X: Unknown
Z: Not Applicable (non-credit students)

When finished, click Continue to navigate to the next section.

* - indicates a required field.

Please enter from the list above the letter that corresponds to the highest level of education completed by the parent/guardian who played the largest role in raising you.

X

Please enter from the list above the letter that corresponds to the highest level of education completed by the other parent/guardian who helped to raise you. If you were raised by only a single parent or guardian, please enter the letter 'N'.


X

Checklist Continue Finish Later

[Return to Checklist without saving changes](#)

Provide all of the information that is required; then click “continue”

[Home](#)**Military** (Checklist item 7 of 7)

 The following values will be used in the questions below. In the box below, please enter the letter that best describes your current military status.

A: Active Duty Personnel
D: Eligible Dependent (spouse/child)
G: Active Member of the National Guard
R: Active Member of the Reserves
V: Veteran (Prior Service, Service prior to 9/11/2001)
W: Veteran (Prior Service, Service on or after 9/11/2001)
E: Veteran (Prior Service, Service Dates Unknown)
N: No Military History
X: Unknown/No Response
Z: Not Applicable (non-credit students)

From the list above, enter the letter that best describes your current military status: *

[Checklist](#) [Continue](#) [Finish Later](#)

[Return to Checklist without saving changes](#)

Once all of the items on the checklist have a green checkmark, click on “Application is Complete”

Admissions Application: Checklist

[Home](#)

This is a checklist of the sections required for online application submission. To complete the required information, click on the links below. After completing each section, a checkmark will appear.

Incomplete applications may be updated at a later time by logging in as a Returning User. Incomplete applications will only be saved for 90 days. After 90 days, your application will be deleted and you will need to begin again as a New User.

Once you have completed all sections, you will be required to pay the non-refundable Application Fee before your application will be submitted for processing. Bachelor and Dual Enrollment students are not required to pay the Application Fee and may proceed by clicking on Application is Complete.

1. If you are paying with credit card or check: click on Application is Complete.
2. If you are paying with Cash:
 - a. Print this page and take it to the Business Office to pay the Application Fee and to receive further instructions.
 - b. Click on Finish Later.
 - c. Close the browser (click on EXIT on the top right of the screen).

- | | |
|------------------------|--------------------------|
| ✓ Name | ✓ Additional Information |
| ✓ Mailing Address | ✓ Parent Education |
| ✓ Personal Information | ✓ Military |
| ✓ School Information | |

[Application is Complete](#) [Finish Later](#)

WebID: detest123

Term : 202010

[UPDATE ME](#)

Read the terms and click on “I agree to the terms”

Admissions Agreement

[Home](#)

I understand that withholding information requested on this application, including attendance at any other institution, or giving false information may make me ineligible for admission to Valencia College or subject to dismissal. I have read this application and certify that the statements I have made on this application are correct and complete, including a report of all college work attempted or completed.

I authorize Valencia College to view any documentation electronically that pertains to my classification as a Florida Resident for Tuition Purposes. By electronically signing the following page you swear and affirm that you are a U.S. Citizen, Permanent Resident, or other status lawfully present in the United States who meets all requirements for classification as a Florida Resident for Tuition Purposes and that your residence in Florida has been for the purpose of establishing a permanent home and is not incidental to enrolment at an institution of higher learning. Your signature also certifies that you understand that if false or fraudulent statements are submitted in connection with documentation to establish residency that tuition and fees will be recalculated at the non-residency rate and you will be responsible for paying the additional monies due. If you indicated that you are not claiming Florida Residency for Tuition Purposes by selecting “No” to the question when prompted, your status may still be updated to a Florida resident if valid, verifiable residency documentation has been provided.

By Accepting this agreement I voluntarily consent to participation in electronic transactions with Valencia College, including admissions, registration, financial aid notifications, billings and student financial information that will be sent my Atlas e-mail account. If you prefer that your documentation not be viewed electronically you may contact Admissions at admissionshelp@valenciacollege.edu.

[I agree to the terms](#)
[I do not agree](#)

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RELEASE: 8.7.1.2

Click on “Dual Enrollment Application Signature Request Form”

Signature Page

[Home](#)

Dear Jane,
Your application for Dual Enrollment is NOT COMPLETE.

Your next step is to submit the [Dual Enrollment Application Signature Request form](#).

*You must first create an account to access the Signature Request form.

*Once you have completed all of the information, an email will be sent to your parent/ guardian to also create an account, sign, and submit.

*If you are a public or private high school student, an additional email will be sent to your high school guidance counselor to complete the form.

After the Dual Enrollment Application Signature Request form has been received with all required signatures, please allow five business days for your Valencia Identification Number (VID) to be issued.

PLEASE NOTE: You must have a Valencia ID Number to take the PERT at any Valencia Assessment Center.

For information about test score requirements, please visit our [website](#).

If you have any further questions please contact your school Counselor or Valencia's Dual Enrollment Office at 407-582-1600.

Sincerely,
Dual Enrollment Team

detest333/1

[Return to Application Menu](#)

Click on “Create New Account” for Dynamic Forms

****If you already have an account, please login using those credentials***



Log In

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

Enter all information and select “Create Account”

Create a new account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *

 TiffanyKilpatrick


Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Set Password *



Confirm Password *




Password restrictions:

- Must be at least 8 characters long
- Cannot contain your username.
- Must contain 3 of the 4 types of characters below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

First Name *

 Tiffany

Last Name *

 Kilpatrick

E-mail Address *

 tkilpatrick1@valenciacollege.edu

Confirm E-mail Address *

 tkilpatrick1@valenciacollege.edu

Secret Question *

 What is your grandmother's first name on your Mom's side? ▼

Secret Question Answer *

 Betty

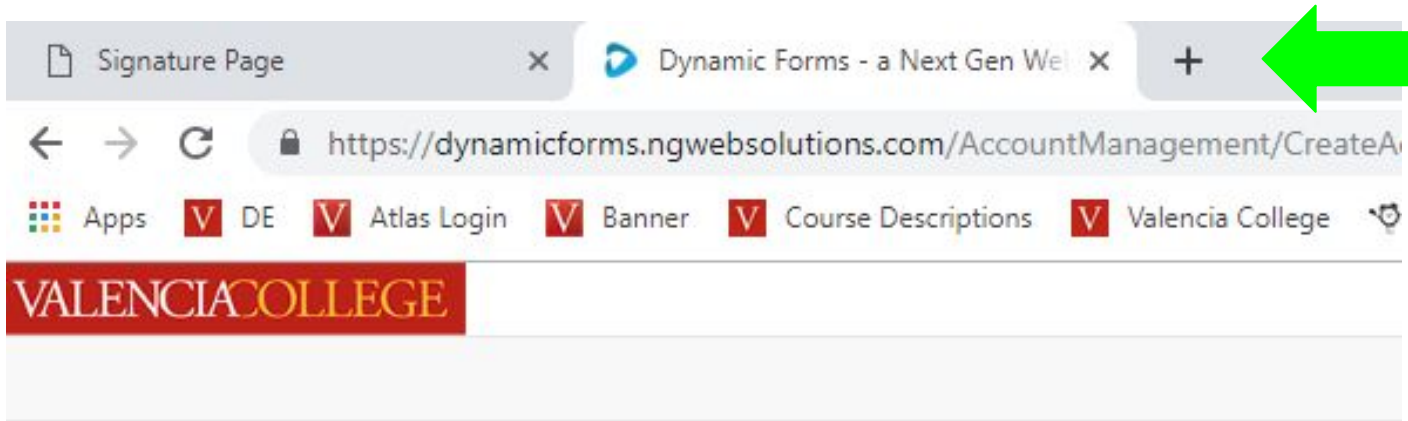
Answer Hint *

 Granny

Create Account



Open another tab and navigate to your personal email account



The screenshot shows a web browser with two tabs: "Signature Page" and "Dynamic Forms - a Next Gen We". A green arrow points to the "+" button in the tab bar. The address bar shows the URL: <https://dynamicforms.ngwebsolutions.com/AccountManagement/CreateA>. The browser's bookmark bar includes "Apps", "DE", "Atlas Login", "Banner", "Course Descriptions", and "Valencia College". The page header features the "VALENCIA COLLEGE" logo. The main heading is "Create a new account". Below this, a box titled "Verify your email" contains the following text:

We sent an email to: tiffanykilpatrick904@gmail.com

Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

Log into your personal email account, open the email and Select “Activate your account”

**You can also activate from your phone*



Wed 2/27/2019 12:04 PM

notify@ngwebsolutions.com

Activate your account

To  Tiffany Kilpatrick

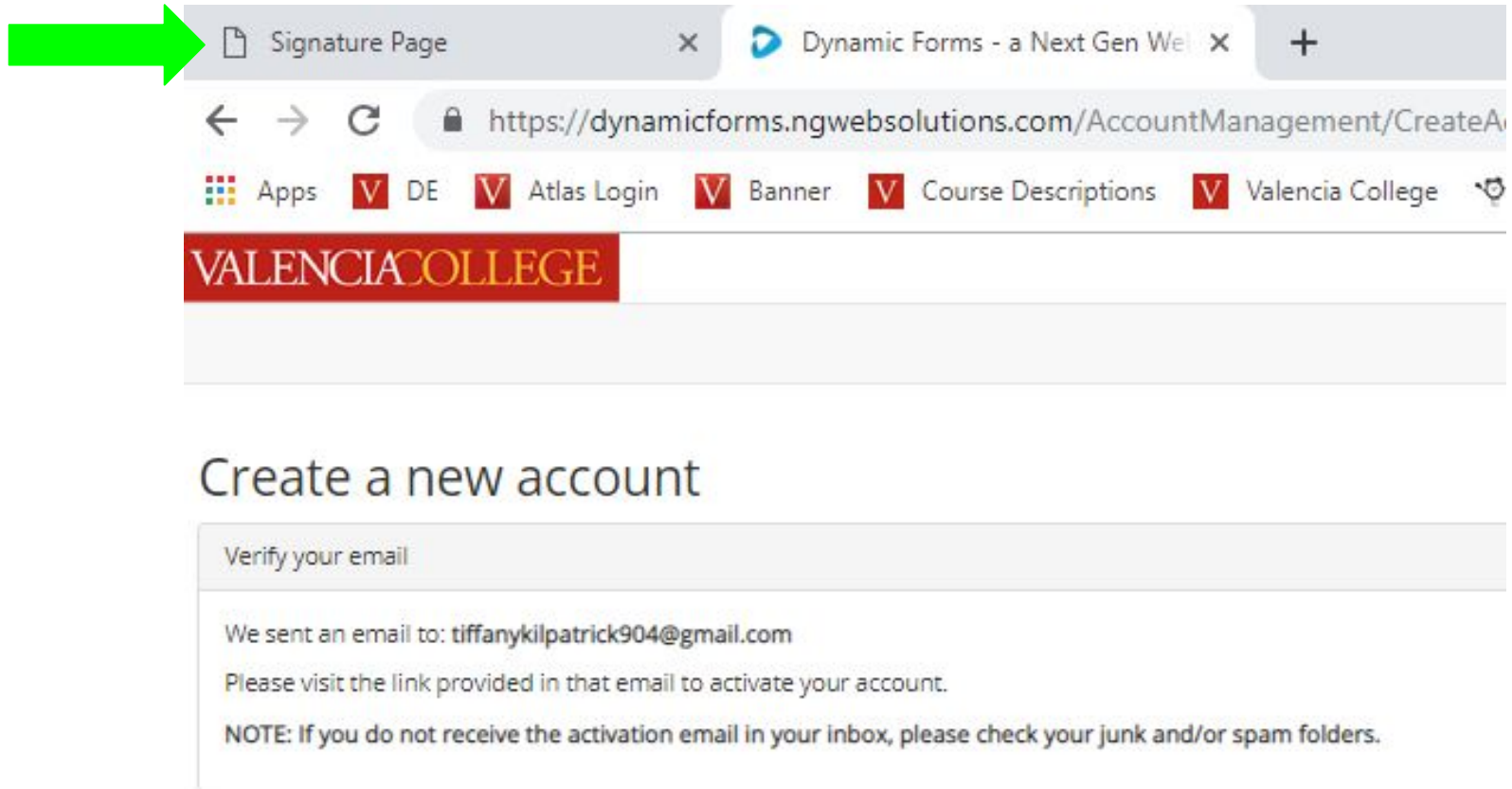
Hello Tiffany, Thank you for creating a Dynamic Forms account!

In order to complete your registration and activate your account, you must visit the link below:

[Activate your account](#)



Return to the “signature page” tab in your browser



The screenshot shows a web browser with two tabs. The first tab, labeled 'Signature Page', is highlighted with a green arrow. The second tab is labeled 'Dynamic Forms - a Next Gen We'. The address bar shows the URL <https://dynamicforms.ngwebsolutions.com/AccountManagement/CreateA>. Below the address bar is a navigation bar with links: Apps, DE, Atlas Login, Banner, Course Descriptions, and Valencia College. The main content area displays the Valencia College logo and the heading 'Create a new account'. Below this is a section titled 'Verify your email' with the following text: 'We sent an email to: tiffanykilpatrick904@gmail.com', 'Please visit the link provided in that email to activate your account.', and a note: 'NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.'

Signature Page

Dynamic Forms - a Next Gen We

← → ↻ <https://dynamicforms.ngwebsolutions.com/AccountManagement/CreateA>

Apps DE Atlas Login Banner Course Descriptions Valencia College

VALENCIA COLLEGE

Create a new account

Verify your email

We sent an email to: tiffanykilpatrick904@gmail.com

Please visit the link provided in that email to activate your account.

NOTE: If you do not receive the activation email in your inbox, please check your junk and/or spam folders.

Click on “Dual Enrollment Application Signature Request Form”

Signature Page

[Home](#)

Dear Jane,
Your application for Dual Enrollment is NOT COMPLETE.

Your next step is to submit the [Dual Enrollment Application Signature Request form](#).

*You must first create an account to access the Signature Request form.

*Once you have completed all of the information, an email will be sent to your parent/ guardian to also create an account, sign, and submit.

*If you are a public or private high school student, an additional email will be sent to your high school guidance counselor to complete the form.

After the Dual Enrollment Application Signature Request form has been received with all required signatures, please allow five business days for your Valencia Identification Number (VID) to be issued.

PLEASE NOTE: You must have a Valencia ID Number to take the PERT at any Valencia Assessment Center.

For information about test score requirements, please visit our [website](#).


If you have any further questions please contact your school Counselor or Valencia's Dual Enrollment Office at 407-582-1600.

Sincerely,
Dual Enrollment Team

detest333/1

[Return to Application Menu](#)

Enter your login credentials and select “log in”



Log In

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

Provide your parent/legal guardian's full name and email address
Please note: parent and student email addresses must be different.

An incorrect email address will delay the application process

Instructions

Congratulations on completing your online Application for Admission to Valencia College's Dual Enrollment program! Your next step is to complete the **Valencia College Dual Enrollment Application Signature Request Form** which is required of all applicants to the Dual Enrollment Program.

To begin, please enter the first name, last name, and e-mail address of your parent/legal guardian in the **Form Participants** section below. After you click Continue, you will enter information about your mailing address, placement tests, parent/legal guardian, and school counselor (if you are in a private, public, or charter school). The form will be emailed to each person who is required to provide a signature. Your parent/legal guardian must have their own unique e-mail address separate from yours to ensure this form is completed correctly. If your parent created a Dynamic Forms account to complete this form for you, the information provided in the student section of the form will be incorrect and the form will be rejected by the Dual Enrollment Office.

Home School Students Only: When completing this form, you will be required to upload copies of your unofficial high school transcript and your Letter of Verification of Home Education provided by Orange/Osceola County.

Important Note: Forms submitted after 11:59 PM on the deadline date will not be processed. If you have any questions, please contact the Dual Enrollment Office at 407-582-1600 or dualenrollment@valenciacollege.edu

Form Participants

Parent

First Name

Last Name

Email

Continue

Provide all of the requested information and click “Next”.



Fall 2021 **Dual Enrollment Application Signature Request Form**

Student Information

Please enter your information below (providing this information here will allow us to match this form to your Valencia College online Application for Admission).

Please indicate which grade you are in:

Please indicate your age category (at the time of actual enrollment in classes):

- * ☐ 16 years or older
☐ Under 16 years old

Student First Name:

Student Middle Name:

Student Last Name:

Student Date of Birth:

Please enter the exact Login ID (username) that you used to create your login for your Valencia College online Application for Admission:

Home Address:

Apartment:

Home City:

State:

Zip Code:

County:

Phone:

Student E-mail Address **:

****Please provide your personal e-mail address rather than your Orange or Osceola County school e-mail address since they do not receive external e-mails and you will not receive important communications from Valencia regarding your Dual Enrollment status.**

Parent/Legal Guardian First Name:

Parent/Legal Guardian Last Name:

Parent/Legal Guardian Email Address:

Note: You and your parent/legal guardian cannot share the same e-mail address. You must each have your own, unique e-mail address.

Placement Test Information

Have you taken a placement test?

Middle/High School Information

Please enter your current middle/high school information below. If you do not see your school name in the drop-down menu below, please e-mail dualenrollment@valenciacollege.edu.

I am a

Provide your electronic signature and click “sign electronically”.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jessica

Jurado Arroyo

[Previous](#)

[Sign Electronically](#)

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

**Reminder: Your DE application is not submitted yet!
An email has been sent to your parent/legal guardian.
Your parent/legal guardian will have to create their
own Dynamic Forms account in order to approve of
your DE application.**



**Once you submit your signature, you will receive a
confirmation email.
(This may take a little while)**

From: ValenciaDualEnrollmentOffice@ngwebsolutions.com

Date: August 30, 2019 at 12:13:32 PM EDT

To: |

Subject: Valencia College Dual Enrollment Application Signature Request Form: Submitted

Reply-To: ValenciaDualEnrollmentOffice@ngwebsolutions.com

Dear Tiffany Kilpatrick,

Thank you for submitting the **Valencia College Dual Enrollment Application Signature Request Form**. The form has been e-mailed to your parent/legal guardian. Your submission is not complete until your parent/legal guardian and Dual Enrollment school representative (if applicable) have signed their portion of the form.

If you took the ACT or SAT be sure to [request](#) your official test scores now as it will take five weeks to receive and process them. After your qualifying test scores have been verified, you will be admitted to Valencia College.

If you have any questions, please contact the Dual Enrollment Office at 407-582-1600 or dualenrollment@valenciacollege.edu (please do not reply to this e-mail).

Sincerely,

**Next, your Parent/Guardian will receive an email
notifying them of the need for their signature
Parent/Guardian: Click the link at the bottom of the
email to provide your electronic signature**

10: |

Subject: Valencia College Dual Enrollment Application Signature Request Form

Reply-To: ValenciaDualEnrollmentOffice@ngwebsolutions.com

Hello Tiffany,

Tiffany has applied to Valencia College's Dual Enrollment Program and has listed you as their parent/legal guardian. All Dual Enrollment applicants are required to submit the **Valencia College Dual Enrollment Application Signature Request Form** and obtain approval from their parent/legal guardian to participate in Dual Enrollment. Please click on the link below to access the form (you will need to create an account if you have never submitted this form before).

If you have any questions, please contact the Dual Enrollment Office at dualenrollment@valenciacollege.edu (please do not reply to this e-mail).

Sincerely,

Dual Enrollment Office

[Click here to complete your section of the form.](#)



Parent/Guardian: Click on “Create New Account” for Dynamic Forms

****If you already have an account with the email address you received the link, please login using those credentials. Your email must be different from your student’s email and must be the same email address the student entered for you when they completed their portion (the email address you received the link to sign)***



Log In

User Name

Password

Log In

[Create New Account](#) [Forgot User Name?](#) [Forgot Your Password?](#)

**Parent/Guardian: Once you have set up or signed into your account,
click “Complete This Form”**

Welcome to Dynamic Forms

Let's get started, Tiffany.

The Fall 2021 Dual Enrollment Application Signature Request Form form needs to be completed.

 Complete This Form



You can check back here anytime to view your Pending / Draft Forms and review your completed Forms History.

Thank you for using Dynamic Forms!

Parent/Guardian: Scroll to the bottom of the page until you reach the section labeled “Parent/Legal Guardian Approval.” Read the terms and check all three boxes. Then, select “Next.”

Parent/Legal Guardian Approval

- 
- * ☒ I have read and understand the terms of Valencia College's [Dual Enrollment Program](#).
 - * ☒ I acknowledge that ACT/SAT scores must be requested by the student, sent electronically directly to Valencia College, and have a five week processing time.
 - * ☒ I hereby grant approval for my son/daughter/legal ward to enroll in Valencia courses as a Dual Enrollment student while they are still enrolled in grades 6-12. I accept full responsibility for any and all personal matters including transportation, insurance coverage, financial arrangements, etc.

Save Progress

Next



Parent/Guardian: Provide your electronic signature and click “Sign Electronically”.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jessica

Jurado Arroyo

[Previous](#)

[Sign Electronically](#)

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

**Reminder: your DE application is not submitted yet!
An email has been sent to your guidance counselor
who will then submit their signature of
approval/denial.**

**Be sure to monitor your email. You will receive an
email once we have processed your application.**



Important Reminders:

- Submitting an application **does not** guarantee admission to the DE program.
- CGPA has to be verified
- Test Scores must be received by the test score deadline (**April 5, 2021**)
- Allow **5 business days** for your application to be processed and to receive your VID to your email.
- Acceptance letters will be emailed to the email address used to create the application account
- Do NOT use your student email address.
- To check the status of your application, please contact your DE representative at your high school

Questions?

Website:

valenciacollege.edu/dual

Find us on Instagram, Twitter, and Facebook!

Email:

dualenrollment@valenciacollege.edu



@vcdualenrollment



@vcdualenroll



Valencia Dual Enrollment

West | East | Osceola

