

# DUAL ENROLLMENT STUDENT GUIDE

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A DUAL ENROLLMENT  
STUDENT'S ACADEMIC  
TOOL TO SUCCESS.



VALENCIA COLLEGE

# CONTACT INFORMATION

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**[valenciacollege.edu/dual](http://valenciacollege.edu/dual)**

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# CONGRATULATIONS ON BECOMING A DUAL ENROLLMENT STUDENT

The dual enrollment team is excited to welcome you to the Valencia College dual enrollment program. We recognize your hard work and congratulate you for such a significant achievement in your academic career.

We recognize that starting college courses while still in middle or high school can be daunting. The student guide was designed for dual enrollment students like you to provide pertinent information that will guide you to success. Do not forget that throughout your dual enrollment journey, we are here to provide you with guidance along the way and answer any questions that may arise. We look forward to collaborating with you and seeing you succeed in our program.

- The Valencia College Dual Enrollment Team

# DUAL ENROLLMENT PROGRAM



## WHAT IS DUAL ENROLLMENT (DE)?

The dual enrollment programs give eligible students an opportunity to participate in a transformative personal and academic experience. Dual enrollment allows students to pursue an advanced curriculum that earns them both high school and college credit, simultaneously.

## BENEFITS OF DUAL ENROLLMENT:

- › Get a head start on earning college credit
- › Gain access to college resources and campus life
- › Gain life-long learning skills
- › Explore interesting subjects through a variety of course offerings
- › Engage with different instructional methods available: classroom, online, mixed mode or real-time virtual
- › Experience the college atmosphere
- › Offset the cost of a college education
- › Stand out among your peers

# DUAL ENROLLMENT 101

## VALENCIA COLLEGE STUDENT ID CARD:

You will need a Valencia College ID card to access the campus library, for testing purposes, to receive discounts in the community and for other benefits. Once you are registered for classes, you can request a Valencia College ID card for free by visiting your Campus Security Office with a valid ID (example: driver's license or school ID) and a physical copy of your Student Detail Schedule (can be found in your Valencia College student portal).

## TRANSPORTATION:

As a student at Valencia College, you will be able to ride the LYNX system absolutely free. All you need is your Valencia College ID. Download the LYNX PawPass in Google Play or App Store.

## PARKING:

Vehicles parked on Valencia College premises without a parking permit are at risk of being towed or being issued a parking violation. To avoid this, request your student parking decal free of cost.

Visit the parking permits page for more information and steps to obtain your student ID. [valenciacollege.edu/parking-permit](http://valenciacollege.edu/parking-permit)

## INSTRUCTIONAL MATERIALS:

For instructional materials information, visit [valenciacollege.edu/de-books](http://valenciacollege.edu/de-books)

# COLLEGE DICTIONARY

- › **Academic Year:** Year that begins with the fall term (August to December), extends through spring term (January to April) and ends with the summer term (May to August).
- › **Academic Calendar:** Important dates and deadlines specific to each semester including, but not limited to, drop deadline, withdrawal deadline and graduation application deadline. [valenciacollege.edu/calendar](http://valenciacollege.edu/calendar)
- › **Degree Audit:** An electronic academic planning tool to help you plan your progress toward completing your A.A. degree. You may access your degree audit from your Valencia College student portal.
- › **FLEX courses:** Accelerated courses that are shorter than the full-term semester. Dual enrollment students are not eligible for FLEX courses (H1, H2, TWK) during fall and spring.
- › **Drop Course:** Removing a class or classes from your schedule before the drop deadline without any academic penalty.
- › **Withdrawal 'W':** Removing a class from your schedule after the Drop deadline resulting in a W on your college transcript. Dual enrollment students are permitted to have one withdrawal. After the second withdrawal, you are ineligible for the dual enrollment program.
- › **Grade Forgiveness:** Grade forgiveness means that one grade in a course replaces another grade in that same course. You may not repeat a course for credit if you have earned an A, B or C in the course. There is a maximum of one grade forgiveness retake per course as a dual enrollment student. Taking a course for a third time is not permitted.
- › **Academic Warning:** If your term GPA falls below 2.0, you will be placed on academic warning. To be removed from academic warning at the end of the next term, you must achieve a minimum term and cumulative overall GPA of 2.0 to return to good academic standing.
- › **Academic Probation:** If your term GPA falls below 2.0 for two successive terms, you will be placed on academic probation. Students are no longer eligible for the dual enrollment program if they are placed on academic probation.





# REGISTERING FOR COURSES



## WHICH COURSES SHOULD I TAKE?

The purpose of dual enrollment is to prioritize meeting high school requirements while simultaneously gaining college credits. For more information about high school requirements, visit: [fldoe.org/schools/k-12-public-schools/sss/graduation-requirements](https://fldoe.org/schools/k-12-public-schools/sss/graduation-requirements)

## CAN I REGISTER FOR ANY COLLEGE COURSE OFFERED BY VALENCIA COLLEGE?

Dual Enrollment students are permitted to register for Valencia College courses that meet Associate in Arts degree requirements following one of the degree pathways. Review the Dual Enrollment Course List at [valenciacollege.edu/de-courses](https://valenciacollege.edu/de-courses) for course options and high school equivalency.

## HOW CAN I FIND OUT WHICH COLLEGE COURSES CAN TRANSFER BACK TO MY HIGH SCHOOL?

You may review the Dual Enrollment Course List to see which Valencia College classes count for high school credit. We strongly encourage you to meet with our Dual Enrollment Coordinators before each semester.

## WHAT IS THE MAXIMUM NUMBER OF CREDITS THAT I CAN REGISTER FOR?

You may register for a maximum of 13 credits at Valencia College (four courses) for each of the spring and fall semesters. You may register for a maximum of 7 credits at Valencia College (two courses) during the summer semester. If you are a full-time student—enrolled in four courses at Valencia College—confirm your Valencia College classes with your school counselor and parent/guardian to ensure your dual enrollment courses, high school schedule, and any extracurricular activities are well balanced each semester.

## HOW DO I MAINTAIN MY DUAL ENROLLMENT STATUS?

All dual enrollment students must maintain a high school 3.0 cumulative GPA, a minimum 2.0 Valencia College GPA, and cannot exceed more than one course withdrawal. All dual enrollment students should work closely with a Dual Enrollment Coordinator, school counselor and parent/guardian to stay on track with high school and Valencia College classes.

## HOW DO I KNOW WHAT TOPICS ARE COVERED IN A COURSE OR IF IT HAS PREREQUISITES?

Before registering, visit the Valencia College course catalog at [valenciacollege.edu/courses](https://valenciacollege.edu/courses) to view course options, description and any prerequisites. Review the Dual Enrollment Course List to select the right classes for your remaining requirements and to confirm high school equivalency.

## ADVANCED PLACEMENT (AP) EXAMS:

It is your responsibility to submit AP exam scores in the appropriate time needed for Valencia College to receive and process the scores. Processing time is approximately five weeks. To send AP exam scores to Valencia College, log into your College Board account and request that scores be sent to Valencia College. For more information about college course credit upon AP scores, visit: [apstudents.collegeboard.org](https://apstudents.collegeboard.org)

## ASSOCIATE IN ARTS DEGREE

Dual Enrollment students may only take courses toward the Associate in Arts (A.A.) degree while in the program. If you plan on earning a bachelor's degree in the future, the A.A. degree will help you get there as it is equivalent to the first two years at a state university. Once you've earned your A.A. degree at Valencia College, you may choose to stay here to earn your bachelor's degree or transfer to a four-year university as a junior. Through **DirectConnect to UCF**<sup>®</sup>, you're guaranteed admission to the University of Central Florida. In fact, all Valencia College graduates are guaranteed admission into one of Florida's 12 state universities as a junior (but not necessarily to the school or program of their choice), consistent with university policy.

If you earn your A.A. degree from Valencia College while enrolled as a dual enrollment student and simultaneously graduate from high school, you may be considered as a DirectConnect student by the University of Central Florida after review of your UCF Freshman application.

### COURSEWORK:

The General Studies A.A. provides a basic liberal arts education, with courses focused in five key areas: communications, humanities, mathematics, science and social science. It also includes plenty of elective courses (courses you choose) so that you can focus your studies toward a specific major or simply explore subjects that interest you.

College credits earned as a dual enrollment student will apply toward your A.A. degree, with two years of the same foreign language completed in high school satisfying the Valencia College foreign language requirement.

### DEGREE PATHWAYS:

If you already have an intended university major, you can start preparing for it by following a Degree Pathway. It will serve as a guide for which courses to take in order start fulfilling the prerequisites that you'll need.

Learn more about A.A. General Studies degree and Degree Pathways at Valencia College in our **College Catalog** ([valenciacollege.edu/catalog](http://valenciacollege.edu/catalog)).

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP):

CLEP is a series of standardized tests that helps you receive college credit for what you already know, for a fraction of the cost of a college course. CLEP exams are available for a wide range of subjects. The CLEP is offered at Valencia College. For more information, visit [valenciacollege.edu/clep](http://valenciacollege.edu/clep)

### ADVANCED ALGEBRA AND FUNCTIONS (A.A.F):

The A.A.F is used to determine if you are eligible for a higher-level math, such as trigonometry, calculus, pre-calculus, statistics, etc. You may take the A.A.F in order to place into a higher math course. Please note that you will not receive credit for the lower-level course(s) that you do not take. The A.A.F is offered through Valencia College and is free of cost the first time taking the test. There is a \$10 retake fee per test. For more information about the A.A.F, visit:

[valenciacollege.edu/aaf](http://valenciacollege.edu/aaf)

## ASSOCIATE IN ARTS REQUIREMENTS

#### › Communications (12 credits)

- SLS1122 – New Student Experience (3 credits)
- ENC1101 – Freshman Composition I (3 credits)
- ENC1102 – Freshman Composition II (3 credits)
- SPC1608 – Fundamentals of Speech (3 credits)

OR

- SPC1017 – Interpersonal Communications (3 credits)

#### › Humanities (6 credits)

- Humanities Core (3 credits)
- Humanities Institutional (3 credits)

#### › Math (6 credits)

- Must complete a minimum of 6 credit hours of math course work. 3 credit hours must come from the Math Core section.

#### › Social Science (6 credits)

- Social Science Core (3 credits)
- Social Science Institutional (3 credits)

#### › Science (6 credits)

- Must complete a minimum of 6 credit hours of science course work. 3 credit hours must come from the Science Core section.

#### › Electives (24 credits)

# SENEFF HONORS COLLEGE

## ABOUT THE SENEFF HONORS COLLEGE:

The Seneff Honors College helps students develop knowledge, mindsets and skills needed to thrive in the 21st century through in-class and co-curricular opportunities. Broader, deeper and more complex than the college's standard curriculum, honors experiences engage students in addressing societal needs and challenges, often through practices such as service learning, undergraduate research and study abroad.

## IS HONORS FOR YOU?

The Seneff Honors College seeks academically motivated learners representing a variety of backgrounds and identities, and those whose talents and demonstrated excellence may not have been previously recognized by traditional measures of academic aptitude. Honors students are invested in their personal growth and development, are committed to making a difference in their local community and are looking to get more out of their college experience. Successful honors students have these characteristics in common:

- Possess a passion for life-long learning
- Seek opportunities to engage in critical and analytical thinking
- Enjoy collaborating and communicating with others from different social, political and cultural backgrounds
- Embrace ambiguity and complex challenges as sources of growth

## BENEFITS OF HONORS:

Dual enrollment students enrolled in the Seneff Honors College have access to:

- Honors-specific, smaller classes
- Dedicated Honors advisors
- Engagement opportunities in and outside the classroom
- Recognition at graduation
- Transfer opportunities to university honors programs

## ADMISSION REQUIREMENTS:

To be considered for admission to the Seneff Honors College, applicants with 6 or more college credits must have a minimum cumulative GPA of 3.0 or higher and submit all required application materials. High school students with less than 6 college credits, including Dual Enrolled, must have a minimum unweighted high school GPA of 3.0 or higher. To learn more and apply: [valenciacollege.edu/honors](http://valenciacollege.edu/honors)

# LEARNING SUPPORT CENTERS AND TUTORING SERVICES

Valencia College offers a variety of Learning Support Centers for currently enrolled students. The centers on each campus provide a multitude of support for many disciplines. Although the courses supported by the learning support department may vary on each campus, every center is equipped to provide assistance for the development of reading, writing and math skills. Many dual enrollment students are unaware of these services. However, all Valencia College students have the opportunity to utilize tutoring services, instructional software materials and other support materials. In addition, computer labs are available for use in completing Valencia College coursework.

Tutoring is offered inside the Learning Support Centers on each campus. Valencia College offers tutoring services at no charge to students for academic courses in which they are currently enrolled. You can also get tutoring online 24 hours a day, seven days a week through Smarthinking. Smarthinking is an online tutoring service free to all Valencia College students that you can access in the Courses tab in the student portal via the "Tutoring (Online)-Smarthinking" link. They offer live tutoring in math, science, writing, business, and computers and technology. There is even a new feature for assistance with job interviewing skills. Nursing and Allied Health help is offered on select evenings. Help is just a click away.

For more information, visit: [valenciacollege.edu/learning-support](http://valenciacollege.edu/learning-support)

Tutoring Center Contact Information		
Campus	Location	Phone number
Downtown	DPAC, Room 330	407-235-3725
East	Building 4, Room 101	407-582-2540
Lake Nona Campus	Building 1, Room 230	407-582-7106
Osceola	Building 4, Room 121	407-582-4856
Poinciana	The Plaza, Room 231	407-582-6118
West	Building 7, Room 240	407-582-1633
Winter Park	Building 1, Room 136 Building 1, Room 138	407-582-6817 407-582-6912

# CAREER CENTER

Many high school students find themselves debating on which career to pursue and dual enrollment students are not an exception. Located on most campuses, the Career Centers offer a variety of services to help you find your right fit, make career decisions, set career goals and conduct a job search.

## THE CAREER CENTER CAN HELP YOU:

- Decide on a career and major
- Discover options for careers related to your major
- Choose a major to support your career interests
- Explore factors you need to consider in making a career decision: education level, salary, working conditions, skills, certification or license requirements, projected outlook and more
- Develop a career plan
- Access transfer information for colleges or universities
- Transition to employment. The Career Center staff can help you with your job search in the following ways:
  - Prepare a resume
  - Develop a cover letter
  - Practice interviewing techniques
  - Gain an understanding of what prospective employers' desire in a candidate
- Transition to graduate school. Find information about law, medical, dental, pharmacy, physical therapy and other professional schools

**Explore:** Discover your interests, skills and values and reflect on how they connect to your personal, academic and professional goals.

**Engage:** Participate in experiential opportunities that encourage professional development and strengthen your critical thinking, interpersonal and communication skills.

**Excel:** Transition from college to career by applying your education, skills and experience to attain your goals.

**Your Future is NOW.**



Career Center Contact Information		
Campus	Location	Phone number
East	Building 5, Room 230	407-582-2259
Osceola	Building 2, Room 125	407-582-4391
West	SSB Building, Room 206	407-582-1464
Winter Park	Building 1, Room 210	407-582-6882
<a href="http://valenciacollege.edu/careercenter">valenciacollege.edu/careercenter</a>		



# FREQUENTLY ASKED QUESTIONS (FAQS)

## 1. Can I satisfy all high school requirements at Valencia College?

No; physical education and geometry cannot be satisfied by Valencia College. Please meet with your school counselor and Dual Enrollment Coordinator to prioritize high school graduation requirements.

## 2. Where can I access tutorials for my student portal and registration?

Visit [valenciacollege.edu/support](http://valenciacollege.edu/support) for video tutorials and articles on how to efficiently use your student portal and other Valencia College resources.

## 3. How do I know which instructional materials I need for the courses I register for?

Once you have finalized your schedule, visit [valenciacollege.edu/de-books](http://valenciacollege.edu/de-books) for specific instructions on how to order your required instructional materials.

## 4. What is the difference between dropping a class and withdrawing from a class?

You can remove classes from your Valencia College schedule without any penalties until the "Drop/Refund Deadline." Once courses begin, you are no longer eligible to register for it. If you decide to remove a course from your Valencia College schedule after the "Drop/Refund Deadline," it will be considered a withdrawal. After the "Withdrawal Deadline" you are no longer able to withdraw from Valencia College courses. Withdrawals remain on your college transcript and count against your withdraw allotment (1 withdrawal maximum) for dual enrollment participation; obtaining 2 withdrawals will result in dismissal from the dual enrollment program.

## 5. When does dual enrollment participation end?

Your dual enrollment participation will end as a result of: high school graduation, turning 19 years old, having more than 1 withdrawal, or being placed on academic probation (whichever occurs first).

## 6. If I become ineligible to participate in the dual enrollment program, can I attend Valencia College after graduating from high school?

Yes. If dismissed from the dual enrollment program, you may continue with Valencia College after graduating from high school. Be sure to complete and submit the following: FAFSA ([valenciacollege.edu/finaid](http://valenciacollege.edu/finaid)), Florida residency forms and final official high school transcript ([valenciacollege.edu/transcripts](http://valenciacollege.edu/transcripts)) by the appropriate deadlines in order to register for courses as a degree-seeking student.

## 7. Can my parent/legal guardian pay for extra courses/credits?

No. Payment cannot be received for increased coursework.

## 8. What is the cost for the dual enrollment program?

Dual enrollment tuition is free of cost for students. Your school and/or school district will cover the cost of dual enrollment. You will see a balance on your student portal until the end of the current semester, but you are not responsible for any payments.

# NEW STUDENT CHECKLIST



MEMORIZE VID

VID: \_\_\_\_\_



REGISTER FOR CLASSES



PICK UP VALENCIA COLLEGE STUDENT ID



GET STUDENT PARKING DECAL



ORDER REQUIRED INSTRUCTIONAL MATERIALS



CHECK VALENCIA COLLEGE EMAIL EVERY DAY



KNOW THE IMPORTANT DEADLINES



FAMILIARIZE YOURSELF WITH THE STUDENT HANDBOOK



BECOME INVOLVED IN STUDENT ACTIVITIES

# TO-DO LIST

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# NOTES

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[valenciacollege.edu/dual](https://valenciacollege.edu/dual)

**VALENCIA COLLEGE**

Valencia College provides equal opportunity for educational opportunities and employment to all. For more information, please visit [valenciacollege.edu/equalopportunity](https://valenciacollege.edu/equalopportunity)

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