



DUAL ENROLLMENT STUDENT GUIDE

A DUAL ENROLLMENT STUDENT'S
ACADEMIC TOOL TO SUCCESS.

VALENCIA COLLEGE

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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 program enables qualified public, private and homeschool students an opportunity to participate in an academic acceleration program. 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 Atlas).

TRANSPORTATION:

As a student at Valencia College, you will be able to ride the LYNX system absolutely free. Bring your Valencia College ID to your Campus Security Office to pick up an official LYNX sticker validation. To ride for free, show your Valencia College ID with the LYNX sticker validation upon boarding the bus.

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.

Steps to request parking decal:

1. Log into your Atlas account
2. Select the Courses tab
3. Click on Registration
4. Select My Parking Permit

TEXTBOOKS:

For updated textbook information, visit:
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
- › **Course Load:** Number of credits a student takes in a term.
- › **FLEX courses:** Accelerated courses that are shorter than the full-term semester. Dual enrollment students are not eligible for FLEX courses (H1, H2, TWK, TWJ) during fall and spring.
- › **Drop Course:** Procedure a student uses at specific times to remove a course from his/her class schedule without penalty.
- › **Withdrawal 'W':** Removing a course from your student schedule after the drop/refund deadline. Dual enrollment students are allowed a maximum of one withdrawal. If a student obtains more than one withdrawal, they become ineligible for the dual enrollment program.
- › **Academic Warning:** A student's academic standing after earning a term grade point average (GPA) of less than 2.0 at Valencia College.
- › **Academic Probation:** Two consecutive terms of academic warning. Once a student is placed on academic probation, they are no longer eligible for the dual enrollment program.
- › **Grade Forgiveness:** Refers to one grade in a course replacing another grade in the same course when certain conditions are met. A student can retake a course for grade forgiveness, when an original grade of a D, F or W is obtained in a course. There is a maximum of one grade forgiveness retake per course as a dual enrollment student.
- › **Degree Audit:** An electronic tool to help you plan your academic goals and work toward completing AA graduation requirements. (Atlas account > Courses Tab > Registration column > My Degree > Check My Degree Audit)
- › **Mixed-mode courses:** Mixed-mode courses where students do not meet for face-to-face class every week. The professor determines the frequency of the face-to-face class meetings and the the rest of the course load is completed online.
- › **Real-time Virtual courses:** Class meetings are virtual at specific days and times to interact live with faculty and students in a virtual environment. Assignments are completed online outside of the class session.



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. According to the Florida Department of Education, the requirements for a high school diploma are:

- 4 English credits
- 4 Math credits
- 3 Science credits
- 3 Social Science credits
- Must be:
 - 1 World History credit
 - 1 U.S. History credit
 - 0.5 U.S. Government credit
 - 0.5 Economics credit
- 1 Physical Education credit
- 8 Elective credits
- 1 Fine Art, Speech or Practical Art credit
- 2 World Language credits (in the same language)
Not required for high school, but highly encouraged since it is required for the A.A. degree at Valencia College
- 1 Online course

For more information about high school requirements, visit: fldoe.org/academics/graduation-requirements

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

- Step 1: Meet with your high school dual enrollment representative to discuss your high school requirements.
- Step 2: Schedule an advising appointment with your Valencia College dual enrollment coordinator at valenciacollege.edu/dual-advising

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

- Dual enrollment students cannot register for FLEX courses in the fall and spring, physical education courses or courses that are less than three credit hours.
- Check out the approved dual enrollment course list at valenciacollege.edu/debooklet

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—then you are not required to take any courses in high school, but can enroll in up to two high school courses.

WHAT DO I HAVE TO DO TO MAINTAIN MY DUAL ENROLLMENT STUDENT STATUS?

The dual enrollment program requires you to maintain a minimum 3.0 high school CGPA and a minimum 2.0 Valencia College GPA per semester, with a maximum of one withdrawal. Communication with your Valencia College DE coordinator and high school DE representative is highly encouraged since it will help you to stay on track. All dual enrollment students are required to follow the policies listed on the Underage Agreement and/or Homeschool Articulation Agreement (if applicable).

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

Accessing valenciacollege.edu/courses allows you to view the course descriptions and any prerequisites (if applicable).

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: fldoe.org

ASSOCIATE IN ARTS DEGREE

If you're planning on getting a bachelor's degree, then the Associate in Arts (A.A.) degree is for you. It's equivalent to the first two years at a state university. Once you've earned your A.A. at Valencia College, you may choose to stay here to earn your bachelor's degree. You can also transfer to a four-year university as a junior, including the University of Central Florida, which guarantees* admission through **DirectConnect to UCF**®. (If you simultaneously graduate with your A.A. and your high school diploma, you are not eligible for DirectConnect as you are considered a freshman upon transfer to UCF.) However, 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.

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.

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.

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).

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 and costs \$109 per test. CLEP exams with a score of 50 or higher receive credit for a college course. For more information about the CLEP, visit:

valenciacollege.edu/clep

ADVANCED ALGEBRA AND FUNCTIONS (AAF):

The AAF 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 AAF 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 AAF 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 AAF, visit:

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: <https://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 Atlas 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

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	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
valenciacollege.edu/careercenter		

FREQUENTLY ASKED QUESTIONS (FAQS)

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

No. The following requirements cannot be satisfied at Valencia College: physical education and geometry.

2. How can I access my Student Detail Schedule?

Log into your Atlas account. Click on the Courses tab, then click Registration on the right-hand side. You will then see Student Detail Schedule.

3. How can I verify what textbooks I need for the courses I registered to take?

Once you have finalized your schedule, visit the **Dual Enrollment Textbook** website for specific instructions on how to order required course 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 when you have graduated high school. Additionally, dual enrollment students cannot continue enrollment once Valencia College AA degree requirements are met.

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

No. Payment cannot be received for increased coursework.

7. What is the cost for the dual enrollment program?

The dual enrollment tuition is free of cost for students. Your school and/or your school district will cover the cost of dual enrollment. You will see a balance on your Atlas account until the end of the current semester, but you are not responsible for paying for it.

8. 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, Florida residency forms and final official high school transcript by the appropriate deadlines in order to register for courses as a degree-seeking student.

NEW STUDENT CHECKLIST



MEMORIZE
VID

VID: _____



REGISTER
FOR
CLASSES



PICK UP
VALENCIA
COLLEGE
STUDENT ID



GET STUDENT
PARKING
DECAL



ORDER
REQUIRED
COURSE
MATERIALS



START
CHECKING
ATLAS EMAIL
OFTEN



KNOW THE
IMPORTANT
DEADLINES



FAMILIARIZE
YOURSELF
WITH THE
**STUDENT
HANDBOOK**



BECOME
INVOLVED
IN STUDENT
ACTIVITIES

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

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