Dual Enrollment Application Workshop
Before you start

- Gather 3 separate email addresses
  1. Student email address
     ○ Do not use your @students.ocps/sdoc email address
  2. Parent/guardian email address
  3. Counselor email address
     ○ N/A for homeschool students
     ○ Do not use the personnel email (i.e. 1111111@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
Click on “first time user account creation”
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
Select Application Type: “Dual Enrollment Student”
Select Admit Term and fill in the requested information

![Image of Valencia College's Admissions Application: Admit Term](image_url)

**Admissions Application: Admit Term**

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.

<table>
<thead>
<tr>
<th>Application Deadlines</th>
<th>Spring Term 2019</th>
<th>Summer Term 2019</th>
<th>Fall Term 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Priority Deadline: Associate’s Degree</td>
<td>December 14, 2018</td>
<td>April 19, 2019</td>
<td>August 9, 2019</td>
</tr>
<tr>
<td>Application Priority Deadline: Bachelor’s Degree</td>
<td>November 30, 2018</td>
<td>April 5, 2019</td>
<td>July 26, 2019</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 7, 2019</td>
<td>May 6, 2019</td>
<td>August 26, 2019</td>
</tr>
<tr>
<td>Financial Aid Priority Deadline</td>
<td>November 10, 2018</td>
<td>March 22, 2019</td>
<td>July 18, 2019</td>
</tr>
</tbody>
</table>

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

**Dual Enrollment deadlines can be found on the [Dual Enrollment website](https://example.com). 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 Next 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](https://example.com).

- Indicates a required field.

**Application Type:** Dual Enrollment Student

<table>
<thead>
<tr>
<th>Admission Term:</th>
<th>Fall 2020 Credit Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
</tbody>
</table>

[Fill Out Application](https://example.com)

[Return to Application Menu](https://example.com)
Click on “Name” and then “Continue”
Provide all of the information that is required; then click “continue”
Provide all of the information that is required; then click “continue”
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”
Provide all of the information that is required; then click “continue”
Provide all of the information that is required; then click “continue”
Provide all of the information that is required; then click “continue”
Once all of the items on the checklist have a green checkmark, click on “Application is Complete”
Read the terms and click on “I agree to the terms”

Admissions Agreement

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 enrollment at an institution of higher learning. Your signature also certifies that you understand that if false or fraudulent statements are admitted in connection with documentation to establish residence 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 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 to my Atlas e-mail account. If you prefer that your documentation not be viewed electronically you may contact Admissions at admissionsใกล@valenciacollege.edu.

I agree to the terms
I do not agree

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Click on “Dual Enrollment Application Signature Request Form”

Signature Page

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

detest3331

Return to Application Menu
Click on “Create New Account” for Dynamic Forms

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

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

*You can also activate from your phone

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
Click on “Dual Enrollment Application Signature Request Form”
Enter your login credentials and select “log in”
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

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**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 March 2, 2020 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**

<table>
<thead>
<tr>
<th>Parent</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Last Name</td>
<td>Email</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Spring 2020 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 Select --

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

☐ 16 years or older
☐ Under 16 years old

Student First Name: * Juan
Student Middle Name: 
Student Last Name: * Alvarez
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: 
Phone: 

Student Email Address: * juanalvarez@mail.valencia

*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: * -- Please Select --

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 email dualenrollment@valenciacollege.edu

I am a * -- Please Select --
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.
After completing the student form...

An email will be automatically sent to your parent/legal guardian for approval.

Once your parent/legal guardian provides approval, an email will be automatically sent to your DE School Representative/Counselor for academic verification.

Once DE School Representative completes the academic verification, your application will be submitted to the DE office for review.
Submitting an application does not guarantee acceptance to the DE program.

- Letter of Home education and HS transcript have to be verified
- Test scores must be received by the test score deadline (April 13th)

Allow 5 business days for your VID to be issued and sent to your email address.

Acceptance letters will be emailed to students.

To check the status of your application, contact your DE School Representative.
Questions?

Website: valenciacollege.edu/dual

Email: dualenrollment@valenciacollege.edu

Telephone: 407-582-1600

Find us on Instagram, Twitter, and Facebook!

@vcdualenrollment

@vcdualenroll

Valencia Dual Enrollment

West | East | Osceola