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**DUAL ENROLLMENT (DE) CHECK LIST**

**Dual Enrollment eligibility requirements overview:**

* Minimum 3.0 unweighted high school GPA
* Must obtain college level test scores in all areas – English, Reading and Math
* Return all books to high school upon completion
* Submit grade(s) upon completion of DE course(s)
* Obtain Dual Enrollment packet at the counselor’s office
	+ Meet with school counselor to select classes and complete the

Dual Enrollment Form
Note: All forms require the signatures of the high school principal, guidance

counselor, student and parent/legal guardian

* Submit MDC admission application, Dual Enrollment form and Testing Referral form at the New Student Center, North Campus:
	+ MDC - North, New Student Center, Room 1173

Phone: 305-237-1149

* Comply with testing requirements
* Take the Testing Referral Form signed by the MLA counselor
* Take the PERT exam at MDC campus or take the ACT/SAT at school site
* Students **must bring** a valid picture ID for testing purposes
* Submit eligible scores of P.E.R.T, ACT and SAT to MLA counselor
	+ - MDC - North, Testing Center, Room 1173

Phone: 305-237-1015

* Once enrolled for college classes, submit your MDC schedule to your MLA counselor

* Set up your **MyMDC Account** via <https://myact.mymdc.net/create_account/identification.asp>
* It’s time to get your books!
	+ Meet and coordinate with your counselor to obtain your book voucher
	+ Print “View Your Books” <http://www.mdc.edu/main/bookstore/>
	+ You **must check** availability of books in the MLA library first
	+ If books are available in the library but purchased on your own, you will not be reimbursed for your purchase
* Obtain parking decal and MDC student ID card from the Student Life Department
	+ MDC - North, Student Life Department, Room 4208

Phone: 305-237-1250

* Once enrolled in the DE course(s), check emails regularly
* Upon completion of the DE course(s)
	+ Return textbooks to the Mater Lakes Academy library, if applicable
	+ Submit copy of book voucher to obtain a reimbursement for books purchased, if applicable
	+ Submit *Grade* showing earned grades to counselor’s office

**Visit the following links for more FAQs:**

Mater Lakes Dual Enrollment information:

 <https://collegecornermla.weebly.com/>

Miami Dade College Dual Enrollment information:

<https://www.mdc.edu/asa/hsp/default.aspx>

MDC Testing Center

 <http://www.mdc.edu/main/TESTING/>

MDC Student Life Department:

 <http://www.mdc.edu/studentlife/>

MDC Learning Resources information:

 <http://www.mdc.edu/learning-resources/hours.aspx>

MDC Bookstore

 <http://www.mdc.edu/main/bookstore/>

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