

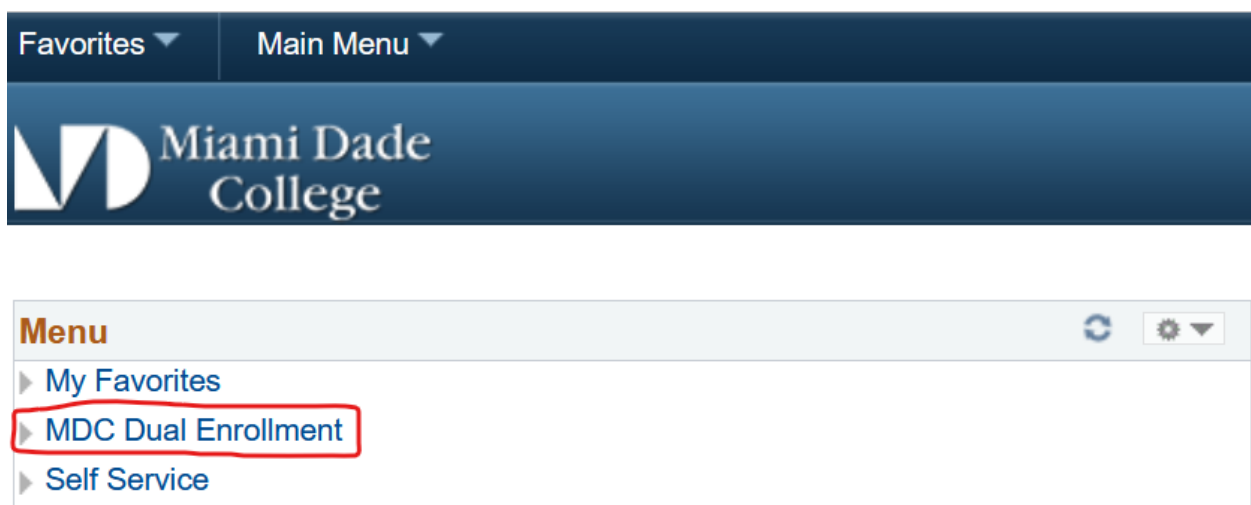
INSTRUCTIONS FOR APPROVING A STUDENT'S DUAL ENROLLMENT COURSES USING THE DUAL ENROLLMENT STUDENT PORTAL

STEP 1: Using this link, <http://decounselor.mdc.edu>, log into your MDC Account using your school e-mail address and designated password.



The screenshot shows the MDConnect login interface. At the top, there is a logo for MDConnect. Below the logo, there are three input fields: a text field for the username (with the example 'john.smith001'), a text field for the password, and a dropdown menu for selecting a language, currently set to 'English'. A green 'Sign In' button is positioned below the language dropdown. At the bottom of the form, there is a checkbox labeled 'Enable Screen Reader Mode'.

STEP 2: Select MDC Dual Enrollment Link

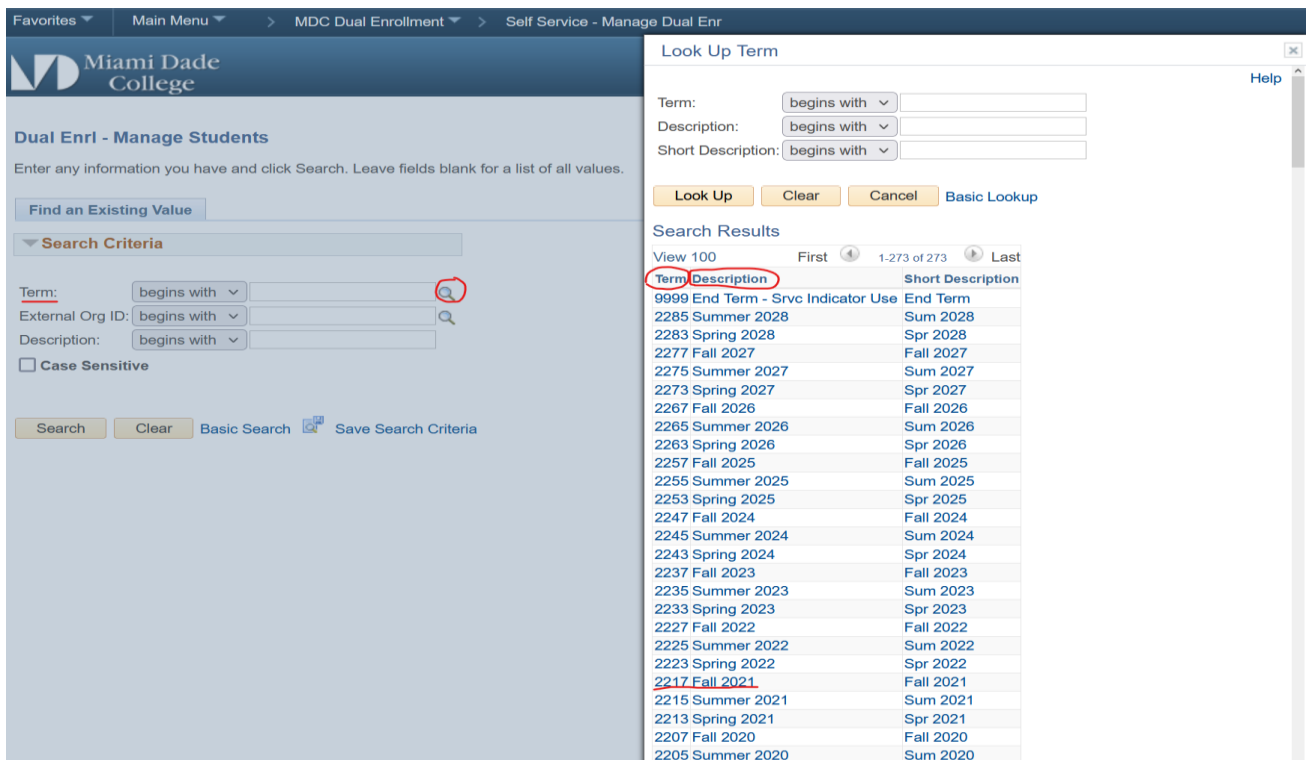


The screenshot shows the top navigation bar of the Miami Dade College website. It includes 'Favorites' and 'Main Menu' dropdown menus. Below the navigation bar is the Miami Dade College logo. A 'Menu' dropdown is open, showing a list of links: 'My Favorites', 'MDC Dual Enrollment' (which is highlighted with a red rectangle), and 'Self Service'. There are also refresh and settings icons in the top right corner of the menu area.

STEP 3: Select Self Service – Manage Dual Enr



STEP 4: Search and Select Term



Enter the 4 digit Term Number (i.e. Fall 2021 = **2217**, Spring 2022 = **2223**)

STEP 5: Enter Your Assigned Secondary School into the External Org ID Field.

The screenshot shows the 'Dual Enrl - Manage Students' page on the Miami Dade College system. Under the 'Search Criteria' section, the 'External Org ID' field is set to 'begins with'. A search button (magnifying glass icon) is circled in red. A modal window titled 'Look Up External Org ID' is open, displaying search results for '1010012868 Miami Senior High School'.

The search button on the right-hand side of the field will automatically display your school’s organization ID. Click on the 10-digit number to populate the field.

STEP 6: Review and Manage Your Student Roster

Student ID	Last Name	First Name	Plan	Program Status	Degree(s)	Courses in Cart	Courses Approved	Enrolled in Approved Courses	Last Updated DateTime
1	[REDACTED]	[REDACTED]	30178	Active	CCC	2	2	2	11/16/2021 8:21:49AM
2	[REDACTED]	[REDACTED]	30178	Active		1	1	1	11/16/2021 8:27:16AM
3	[REDACTED]	[REDACTED]	30178	Active		1	1	1	11/24/2021 11:20:36AM
4	[REDACTED]	[REDACTED]	30178	Active		3	3	3	11/24/2021 12:27:17PM
5	[REDACTED]	[REDACTED]	30178	Active		1	1	1	11/24/2021 1:34:16PM
6	[REDACTED]	[REDACTED]	30178	Active		1	1	1	12/02/2021 4:31:39PM
7	[REDACTED]	[REDACTED]	30178	Active		5	5	3	12/03/2021 8:28:04AM
8	[REDACTED]	[REDACTED]	30178	Active		3	2	0	12/03/2021 12:20:52PM

A school roster of all active dual enrollment students will display. Using this view, you will be able to see the following:

- Student's Dual Enrollment Status
- Notification on any type of degree or certificate that was awarded
- The number of courses in a student's shopping cart
- The number of courses that were approved by Secondary School Counselors
- The number of approved courses that a student has been registered for
- Documents date and time for when students file was last accessed
- The total number of credits the dual enrollment student is taking this semester
- Total number of credits earned at MDC
- Student's cumulative GPA

Note: The roster view also allows you to print out a roster of your dual enrollment students to share with your principal or school administrator upon request (see below).

Dual Enroll - Manage Students

Career: Undergrad Term: 2223 Spring 2022
 School Code: 1010012921 Miami Beach Senior High School

Refresh



Student ID	Last Name	First Name	Plan	Program Status	Degree(s)	Courses In Cart	Courses Approved	Enrolled In Approved Courses	Last Updated DateTime	Last Updated by	Units Taken	Total Cumulative Units	Cumulative GPA	Last Enrollment Request ID	Go to Submit
1	[REDACTED]	[REDACTED]	30178	Active	CCC	2	2	2	11/16/2021 8:21:49AM	SPENA	6.000	44.000	3.450	0021864818	Go to Submit
2	[REDACTED]	[REDACTED]	30178	Active		1	1	1	11/16/2021 8:27:16AM	SPENA	3.000	3.000	2.000	0021864831	Go to Submit
3	[REDACTED]	[REDACTED]	30178	Active		1	1	1	11/24/2021 11:20:36AM	SPENA	3.000	7.000	3.000	0021882498	Go to Submit
4	[REDACTED]	[REDACTED]	30178	Active		3	3	3	11/24/2021 12:27:17PM	SPENA	9.000	15.000	3.200	0021882759	Go to Submit
5	[REDACTED]	[REDACTED]	30178	Active		1	1	1	11/24/2021 1:34:16PM	SPENA	3.000	0.000	0.000	0021882972	Go to Submit
6	[REDACTED]	[REDACTED]	30178	Active		1	1	1	12/02/2021 4:31:39PM	SPENA	3.000	0.000	0.000	0021897236	Go to Submit
7	[REDACTED]	[REDACTED]	30178	Active		5	5	3	12/03/2021 8:28:04AM	SPENA	13.000	12.000	4.000	0021898144	Go to Submit
8	[REDACTED]	[REDACTED]	30178	Active		3	2	0	12/03/2021 12:20:52PM	SPENA	6.000	0.000	0.000	0021899018	Go to Submit

STEP 7: Approve a Student's Shopping Cart

Approve

Approve Enrollments

Approved	*Class Nbr	Search	Subject Area	Catalog Nbr	Class Section	Description	Enrolled	Last Update Date/Time	by		
<input checked="" type="checkbox"/>	5159		ARH	1000	38	Art Appreciation	✓	11/15/21 8:39:44AM	[REDACTED]		
<input checked="" type="checkbox"/>	5375		MAC	1105	209	College Algebra	✓	11/15/21 8:39:45AM	[REDACTED]		

Approve Alternates

Approved	*Class Nbr	Search	Rank	Subject Area	Catalog Nbr	Class Section	Description	Enrolled	Last Update Date/Time	by		
<input type="checkbox"/>								✗				

Last Updated

Last Update DateTime [REDACTED]

Course History (if any)

Course	Description	Term	Units	Grade
1 ARH 1000	Art Appreciation	Spring 2022	3.00	
2 MAC 1105	College Algebra	Spring 2022	3.00	
3 MAT 1033	Intermediate Algebra	Fall 2021	3.00	C
4 MUL 2380	Jazz&Pop Mus/Amer	Fall 2021	3.00	C
5 ENC 1102	English Comp 2	Summer 2021	3.00	A
6 MUL 2380	Jazz&Pop Mus/Amer	Summer 2021	3.00	F
7 AST 1002	Descriptive Astronom	Spring 2021	3.00	C
8 ENC 1101	English Comp 1	Spring 2021	3.00	A
9 DEP 2000	Human Growth & Dev	Fall 2020	3.00	B
10 MUL 1010	Music Appreciation	Fall 2020	3.00	A
11 SYG 2000	Intro To Sociology	Fall 2020	3.00	A
12 ECO 2013	Prin/Economics-Macro	Summer 2020	3.00	A
13 PSY 2012	Intro To Psychology	Summer 2020	3.00	A

PERT Scores (if any)

Test ID	Test Component	Test Score	Test Date
PERT	MAO	117.00	08/09/2019
PERT	REO	112.00	08/09/2019
PERT	WFRO	112.00	08/09/2019

Save Return to Search Notify

Prior to approving a student's shopping cart, please review student's test history and course history to ensure eligibility. The Portal will display all reported college placement scores (PERT, ACCUPLACER NEXTGEN, AP, SAT, ACT). The Portal will also display the student's dual enrollment course history at Miami Dade College

Although MDC Dual Enrollment Coordinators will be able to view a student's entire shopping cart, they will only register a student for courses that are approved by the secondary school counselor.

Be sure to validate the student's shopping cart. The system will flag courses missing pre-requisites, co-requisites (including any associated labs), and repeat courses.

Favorites ▾ Main Menu ▾ > MDC Dual Enrollment ▾ > Self Service - Manage Dual Enr

Miami Dade College

Dual Enrollment - Approve Enrollments

Fall 2021
 ID: ██████████
 School: Miami Senior High School Class Search Validate All

Approve Enrollments							
Approved	Class Nbr	Subject Area	Catalog Nbr	Class Section	Description	Last Update Date/Time	by
<input checked="" type="checkbox"/>	5843	SLS	1510	13	Preparing For Stu Suc	09/15/21 11:30:42AM	DUALENRL1
<input checked="" type="checkbox"/>	2812	ENG	1102	4	English Comp 2	09/15/21 11:39:53AM	DUALENRL1
<input type="checkbox"/>	15025	MAC	2311	1	Calc & Analytical Geom 1	09/15/21 11:31:17AM	DUALENRL1

Approve Alternates								
Approved	Class Nbr	Rank	Subject Area	Catalog Nbr	Class Section	Description	Last Update Date/Time	by
<input checked="" type="checkbox"/>	1142		ARC	2701	1	Hist Architecture 1	09/15/21 11:31:26AM	DUALENRL1
<input type="checkbox"/>								

Ready for Enrollment
 Ready to be Enrolled: Last Upd DtTm 09/15/21 11:32:01AM by DUALENRL1

PERT Scores (if any)				
Empl ID	Test ID	Test Component	Test Score	Test Date
4000195945	PERT	MAO	105.00	11/09/2017
4000195945	PERT	REO	86.00	05/28/2019
4000195945	PERT	WRO	91.00	05/28/2019

Validation Results for Class Nbr 1142
 There is a time conflict for class number 7030 and class number 1142. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.

Validation Results for Class Nbr 2812
 This course has been taken previously. You must obtain permission to add this class as you have now reached the repeatable limit.

Validation Results for Class Nbr 15025
 Enrollment Requisites are not met. Requisites for MAC 2311: Prerequisites of (MAC 1106 and MAC 1114) or (MAC 1114 and MAC 1140) or MAC 1147 with a grade of "C" or higher.

Validation Results for Class Nbr 5843
 OK to Add.

Message

NOTE: Class Number 2812 appears to be a repeat enrollment attempt. Dual Enrollment students ordinarily may not repeat a course.

OK

****IMPORTANT: Don't Forget to Click the Save Button.**

Shortly after a student's courses are approved, your secondary school's assigned MDC dual enrollment coordinator will access your school roster and register students based on the information entered by the school counselor.

Review of your school roster will provide notification of a student's registration. You should see no courses remaining in the shopping cart and you will see registration date and time.

Dual Enroll - Manage Students

Career Undergrad Term 2217 Fall 2021

Org ID 1010012868 Miami Senior High School

Empl ID	Last Name	First Name	Courses in Cart	Approved	Approved DateTime	Total Enrolled in Term	Total Earned	Cumulative GPA	Go to Approve
[REDACTED]	[REDACTED]	[REDACTED]	0	<input checked="" type="checkbox"/>	09/01/2021 2:22:37PM	12.000	32.000	3.380	Go to Approve

IMPORTANT TIPS

- 1) What Happens if I do not have a password to access the Portal?
Contact your school's assigned Dual Enrollment Coordinator or Philip Giarraffa, Director of Articulation and Academic Pathways at pgiarraf@mdc.edu or 305-237-3529
- 2) What happens if a student does not appear on my school's roster?
This issue occurs when a student has moved to a different school. When applying to MDC's DE Program, the student's original school is placed on file with MDC's Admissions office. Please contact your school's assigned dual enrollment coordinator so that the student's file reflects the correct institution.
- 3) *Once I approve courses, will a student be able to go into the system and request a schedule revision?*
Yes, A student would have to follow the same process and add courses to their shopping cart for you to approve.