



Miami Dade
College

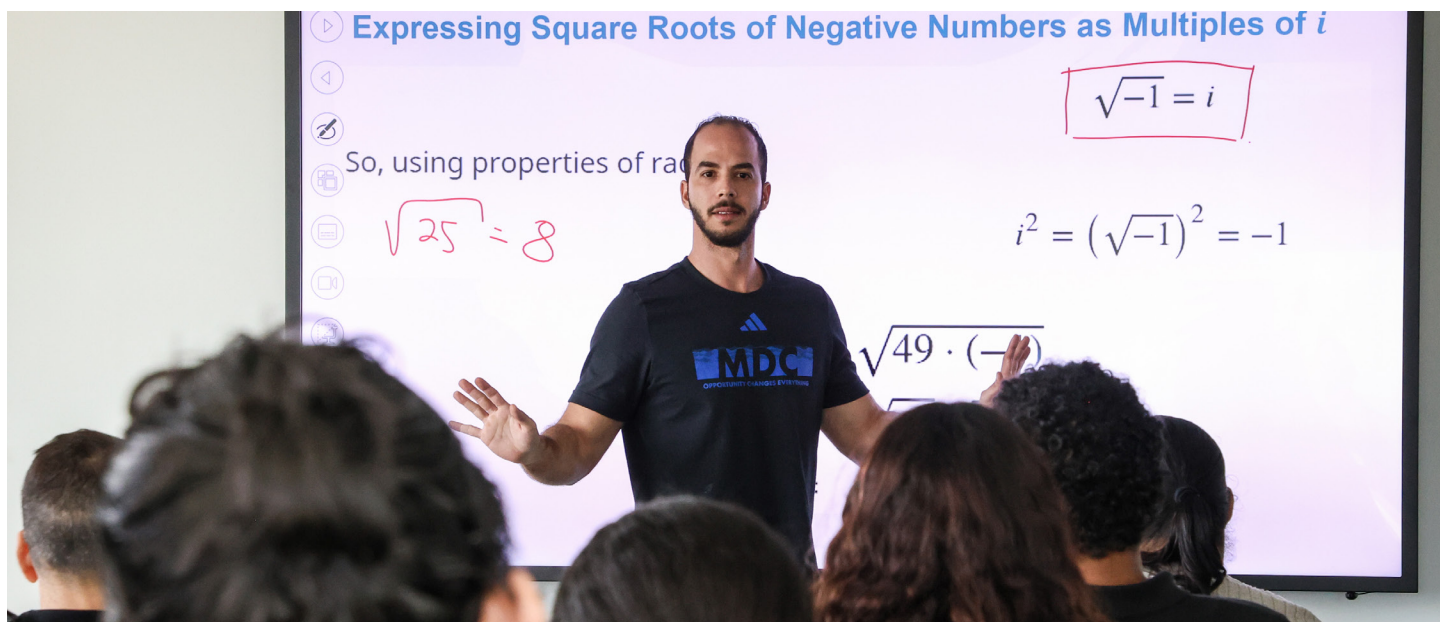
2025-2026

DUAL ENROLLMENT Partnership Guidebook



TABLE OF CONTENTS

The Dual Enrollment Portal	3
Student and School Counselor Functionality Accessing the DE Portal Validating Eligibility Approving Students for Classes	
Dual Enrollment Referral Forms	11
Cohort Request	12
Credentialing Dual Enrollment Instructors	14





DUAL ENROLLMENT PORTAL

Select a Term

If the school name listed below is incorrect, you can change it in the next step. Please Click on Go to Select Class.

Select a term

Term T1	School Name T1	Career T1	Institution T1	
Summer 2025	██████████	Undergraduate	Miami Dade College	Go to Select Class >
Fall 2025	██████████	Undergraduate	Miami Dade College	Go to Select Class >

2 rows

Dual Enrollment Credit & Grading Policies

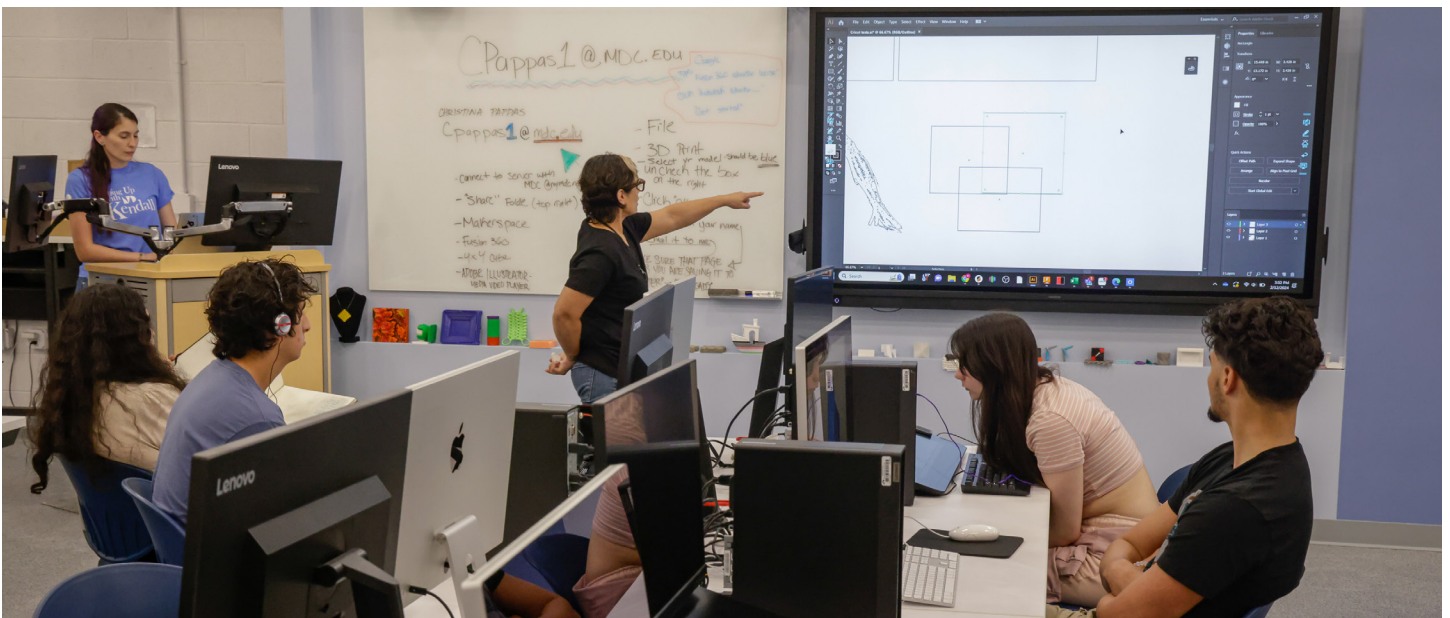
- By participating in this program, students will be starting their college academic record. All grades earned will be part of their official MDC transcripts, including failing grades and withdrawals. Grades, including withdrawal grades, may affect high school graduation, subsequent postsecondary admission, and financial aid eligibility at MDC or another college/university. Students who fail or withdraw from a course cannot repeat the same course as a Dual Enrollment student, but can enroll in other courses, if eligible.
- Students must meet statutory eligibility requirements to participate in the dual enrollment program as set forth in Section 1007.271, Florida Statutes. Students must maintain a 2.0 MDC GPA as well as a 3.0 unweighted high school GPA to continue eligibility in the program.
- College credit earned at MDC will transfer to any Florida public college or university offering that course with the same prefix and number.
- Upon high school graduation, if students do not attend the same college or university where they earned the Dual Enrollment credit, the application of transfer credit may vary at the receiving institution.

The DE Portal was designed to support the on-boarding and enrollment of secondary school students into Dual Enrollment.

STUDENT FUNCTIONALITY

- Search and select classes to add to the shopping cart
- Notify MDC of change of school
- Select grade level
- Select High School Academy or other program of interest

Before selecting courses: all students are prompted to read the credit and grading policies associated with taking a dual enrollment course





DUAL ENROLLMENT PORTAL *continued*

STUDENTS CAN

- Update high school on file
- Select and update grade level
- Select current HS Academy or career interest
- Choose DE courses and validate eligibility

Dual Enrollment-Select Classes

SAVE

Validate My Class Choices

Status: Approved

Term: Summer 2025

External Org ID: 1010012939

Change School: ☐ No

Grade Level: 09th Grade

When selecting a High School Academy, please select a concentration of study that relates to your career interest.

High School Academy: 9999-I am not sure

View My Enrolled Classes Schedule

Return to Term Selection

Select Choices and Save!

My Class Choices

Class Nbr	Search	Subject Area	Catalog Nbr	Section	Description	Start Date	End Date	Details	Approved By Counselor	Enrolled		
1	9355	SLS	1510	87	Preparing For Stu Suc	07/16/2025	07/25/2025		Yes	<input checked="" type="checkbox"/>	+	-

My Class Alternatives

Class Nbr	Search	Rank	Subject Area	Catalog Nbr	Section	Description	Start Date	End Date	Details	Approved By Counselor	Enrolled		
1	Select the class	Provide the rank for the clas									<input checked="" type="checkbox"/>	+	-

Your choices are approved by Counselor!

View Course Enrollment Details

Class Information

Meeting Information

Enrollment Information

Class Details

Class Availability

SLS 1510 Preparing For Student Success

Lecture - 9355

Status : Open

No Enrollment Requirements

Class Notes

This class is for dual enrollment students only.

Class Details

Add Consent

Class Attributes 1

Department Consent Required

SharkPack Digital Textbook Fee - SharkPack Digital Textbook Fee



DUAL ENROLLMENT PORTAL *continued*

SCHOOL COUNSELOR FUNCTIONALITY

- Approve students for course enrollment
- Upload alternate methods of eligibility documentation to student's record
- Review and download rosters for participating dual enrollment students

How to Access the DE Portal and Approve Course

STEP 1: Sign into the portal using your assigned MDC DE Coordinator Username and Password.

LINK: <http://decounselor.mdc.edu/>

TIP: Do NOT save this link to your favorites. Access this link using MDC's Counselor Corner at:

<https://www.mdc.edu/dual-enrollment/counselors/>

Save the MDC Counselor Corner link to your favorites



decounselor.mdc.edu

STEP 2: Select Dual Enrollment of Manage Dual Enrollment

Click on the magnifying glass under Term and External Org ID to select the registration term and your assigned school.

NOTE: You will only have access to view dual enrollment rosters for your assigned schools.



DUAL ENROLLMENT PORTAL *continued*

Review and Manage Your Dual Enrollment Student Roster

Dual Enroll - Manage Students

Career: Undergrad Term: 2257 Fall 2025 [Refresh](#)

School Code:

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	Self Reported Degree / Graduation Date	Last Enrollment Request ID	Go to Submit
<div></div>			30178	Active		5	5		5/06/04/2025 4:02:51PM		15.000	46.000	3.870	06/01/2026	0025666497	Go to Submit
			30178	Active		4	4		4/06/04/2025 4:03:50PM		12.000	3.000	4.000	06/01/2026	0025666502	Go to Submit
			30178	Active		2	2		2/06/04/2025 4:05:23PM		6.000	10.000	4.000	05/01/2028	0025666515	Go to Submit
			30178	Active		1	0		0/06/04/2025 4:07:07PM		0.000	7.000	4.000	06/01/2028	0025666525	Go to Submit
			30178	Active		4	4		4/06/09/2025 5:09:10PM		12.000	9.000	4.000	06/15/2026	0025679123	Go to Submit

SCHOOL COUNSELOR FUNCTIONALITY

- You will see a list of your students. Click the 'Go to Approve' button on the far right for each student you are approving courses for that term.

YOU CAN VIEW 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
- 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
- Student's Reported Degree/Graduation Date

NOTE: Access to previous semesters is unavailable

DUAL ENROLLMENT PORTAL *continued*

Approving Students for DE Courses

Student id: [REDACTED]
Term: 2257 Fall 2025
School Code: [REDACTED]
Grade Level: 12th Grade
High School Academy: [REDACTED]

You will see the courses the student is requesting to be approved. To approve a course, you will check the box next to that course under the 'Approved' column. **MDC Will only process courses that have been approved by the high school counselor.**

Approve

Approve Enrollments

Approved	*Class Nbr	Search	Subject Area	Catalog Nbr	Class Section	Description	Start Date	End Date	Enrolled	Details	Last Update Date/Time	by
<input checked="" type="checkbox"/>	1208	<input type="text"/>	BSC	2085L	10	Hum Anat & Phy Lab1	08/26/2025	12/12/2025	✓	<input type="button" value="i"/>	05/23/25 8:06:09AM	[REDACTED]
<input checked="" type="checkbox"/>	1281	<input type="text"/>	BSC	2085	11	Human Anatomy and Physiology 1	08/26/2025	12/12/2025	✓	<input type="button" value="i"/>	05/23/25 8:06:10AM	[REDACTED]
<input checked="" type="checkbox"/>	1588	<input type="text"/>	CHM	1020	1	General Education Chemistry	08/26/2025	12/12/2025	✓	<input type="button" value="i"/>	05/23/25 8:06:11AM	[REDACTED]
<input checked="" type="checkbox"/>	2565	<input type="text"/>	MAC	1147	3	Pre-Cal Algebra/Trig	08/26/2025	12/12/2025	✓	<input type="button" value="i"/>	05/23/25 8:06:13AM	[REDACTED]
<input checked="" type="checkbox"/>	8169	<input type="text"/>	SLS	1510	20	Preparng For Stu Suc	08/26/2025	12/12/2025	✓	<input type="button" value="i"/>	05/23/25 8:06:14AM	[REDACTED]

Approve Alternates

Approved	*Class Nbr	Search	Rank	Subject Area	Catalog Nbr	Class Section	Description	Start Date	End Date	Enrolled	Details	Last Update Date/Time	by
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✗	<input type="button" value="i"/>	<input type="text"/>	<input type="text"/>

Updates

Last Update DateTime: 06/04/25 4:02:51PM by [REDACTED] Weighted GPA: 0.000 Unweighted GPA: 0.000

High School Courses

*Subject Category	*School Course Nbr	Description	*Grade	School Term	Created By	Created Date/Time	Updated By	Last Update Date/Time
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

File Attachments

Attached File	View	Add Attachment	Created By	Created Date/Time
1	<input type="button" value="View"/>	<input type="button" value="Add Attachment"/>	<input type="text"/>	<input type="text"/>

Course History (if any)

Course	Description	Term	Class Nbr	Component	Units	Grade
1 BSC 2085	Human Anatomy and Physiology 1	Fall 2025	1281	Lecture	3.00	
2 BSC 2085L	Hum Anat & Phy Lab1	Fall 2025	1208	Laboratory	1.00	
3 CHM 1020	General Education Chemistry	Fall 2025	1588	Lecture	3.00	
4 MAC 1147	Pre-Cal Algebra/Trig	Fall 2025	2565	Lecture	5.00	

Test Scores (if any)

Test ID	Test Component	Test Score
ACCUNEXTGEN	QAS	258.00
ACCUNEXTGEN	QAS	261.00
AP	TA32	1.00
PERT	REO	108.00
PERT	REO	108.00

If a student is using a high school course for placement, the information must be uploaded here.

All the students test scores are listed here. **MDC will not process any course enrollment, if there are no test scores on file for the student.**

REMEMBER: After you have approved courses, added any attachment or uploaded a high school course for placement, you must click **SAVE**

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.

DUAL ENROLLMENT PORTAL *continued*

Approve Enrollments												
Approved	*Class Nbr	Search	Subject Area	Catalog Nbr	Class Section	Description	Start Date	End Date	Enrolled	Details	Last Update Date/Time	by
1 <input checked="" type="checkbox"/>	1208		BSC	2085L	10	Hum Anat & Phy Lab 1	08/25/2025	12/12/2025			05/23/25 8:06:09AM	
2 <input checked="" type="checkbox"/>	1281		BSC	2085	11	Human Anatomy and Physiology 1	08/25/2025	12/12/2025			05/23/25 8:06:10AM	
3 <input checked="" type="checkbox"/>	1588		CHM	1020	1	General Education Chemistry	08/25/2025	12/12/2025			05/23/25 8:06:11AM	

Dual Enrl - Submit Enrollments

Dual Enrollment - Submit Enrollments

Class Detail

BSC 2085L - 10 Human Anatomy And Physiology 1 Laboratory
Miami Dade College | Fall 2025 | Laboratory

Class Details

Status	Open	Course ID	205380
Class Number	1208	Offer Nbr	1
Session	Main Academic Session	Academic Career	Undergraduate
Units	1 units	Dates	8/25/2025 - 12/12/2025
Instruction Mode	In Person	Grading	Graded
Class Components	Laboratory Required	Location	*North Campus
		Campus	North Campus

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
Th 8:00AM - 9:40AM	North-Bldg A, Room A201-00		08/25/2025 - 12/12/2025

Enrollment Information

Enrollment Requirements Requisite for BSC 2085L: Co-requisite of BSC 2085.

Class Attributes SharkPack Digital Textbook Fee

Class Availability

Class Capacity	24	Wait List Capacity	999
Enrollment Total	23	Wait List Total	0
Available Seats	1		

Description

In this laboratory course, student will learn to apply the concepts covered in BSC2085 as it pertains to structure and function of the human body from an experiential approach. This course is the first part of a two-semester sequence in which students examine human anatomy and physiology through a systems approach based on the interaction between form and function, from the microscopic components of cells and tissues to the organismal level. Emphasis is placed on histology and the integumentary, skeletal, muscular, and nervous systems. Corequisite: BSC2085 (2 hr. lab)

Textbook/Other Materials

[TextBook](#)
[ClassSyllabus](#)

[Return to Dual Enrollment - Submit Enrollments](#)

DUAL ENROLLMENT PORTAL *continued*

When Not To Approve Students for DE Courses

Student Id: [REDACTED]
Term: 2257 Fall 2025
School Code: [REDACTED]
Grade Level: 10th Grade
High School Academy: 0014-Engineering

This student has been approved for a course without test scores on file. The approved course ENC1101 requires passing test scores in both Reading and Writing. **MDC will not process any course enrollment if there are no test scores on file for the student.**

Approve

Approve Enrollments

Approved	*Class Nbr	Search	Subject Area	Catalog Nbr	Class Section	Description	Start Date	End Date	Enrolled	Details	Last Update Date/Time	by
1 <input type="checkbox"/>	5662	<input type="text"/>	DEP	2000	4	Human Growth & Dev	09/22/2025	12/12/2025	✗	i	08/27/25 9:50:28AM	[REDACTED]
2 <input checked="" type="checkbox"/>	11491	<input type="text"/>	ENC	1101	13	English Composition 1	09/22/2025	12/12/2025	✗	i	08/27/25 9:55:02AM	[REDACTED]

Approve Alternates

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

Updates

Last Update Date/Time by Weighted GPA: 0.000 Unweighted GPA: 0.000

High School Courses

*Subject Category	*School Course Nbr	Description	*Grade	School Term	Created By	Created Date/Time	Updated By	Last Update Date/Time
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

File Attachments

Attached File	View	Add Attachment	Created By	Created Date/Time	Updated By	Last Update Date/Time
1	View	Add Attachment				

Course History (if any)

Course	Description	Term	Class Nbr	Component	Units	Grade
1 DEP 2000	Human Growth & Dev	Summer 2025	9087	Lecture	3.00	W

Test Scores (if any)

Test ID	Test Component	Test Score	Test Date
ACCUNEXTGEN	QAS	259.00	04/10/2025
ACCUNEXTGEN	REA	280.00	04/10/2025
ACCUNEXTGEN	WR	283.00	04/10/2025



DUAL ENROLLMENT PORTAL *continued*

Alternatives to the Dual Enrollment Portal

Secondary School Counselors choosing to use the Adobe Sign process to onboard students into MDC's Dual Enrollment Program must submit a Dual Enrollment Program and Test Referral Form.

The Dual Enrollment Program and Test Referral has been designed to assist you with onboarding new and continuing students. This form has a built in Testing Referral for those students that need to be referred for testing to determine dual enrollment eligibility. Please do not submit a separate Testing Referral if you are using the Dual Enrollment Program and Test Referral Form. Once the referral form is submitted, MDC's dual enrollment coordinator will send a Dual Enrollment Program Form to the student to complete and sign.

- The Program Form will automatically guide the student in completing Section's 1 and 3. The student will also be directed to sign Section 2.
- Upon digitally receiving the Dual Enrollment Program Form, the Secondary School Counselor is required to approve courses listed in Section 3 as well as complete and sign Section 4.
- Upon digitally receiving the Dual Enrollment Program Form, the principal is required to also sign Section 4.
- Once the Dual Enrollment Program Form is returned to MDC, our MDC Dual Enrollment Coordinator's will process the Dual Enrollment Program Form and register the student based on the courses that the student selected.
- Please verify that your students have applied to MDC prior to submitting the Dual Enrollment Program and Test Referral Form.

IMPORTANT: MDC will not process incomplete forms.

DUAL ENROLLMENT REFERRAL FORMS

TIPS FOR SUBMITTING DUAL ENROLLMENT PROGRAM AND TEST REFERRAL FORMS

- Please ensure that all information on the form is completed accurately.
- Student and parent contact information is listed correctly on the form.

Student's Email Address*

Parent's Email Address*

Please indicate your school's MDC feeder/home campus*

- ☐ Hialeah
☐ Homestead
☐ Kendall
☐ MEEC
☐ North
☐ Padron
☐ West
☐ Wolfson

AVOID DELAYS. Select your School's MDC feeder/home campus, as this form is routed to that campus upon submission.

Select the section(s) of the Placement Test that the eligible secondary school student will be taking*

	First Time	Retake
Reading	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>
Math	<input type="checkbox"/>	<input type="checkbox"/>

Remediation completed for Retake administrations*

- ☐ Not applicable
☐ Math for College Readiness (1.0 credit): 120070001
☐ Math for College Success (0.5 credit): 120041001
☐ English IV (1.0 credit): 100140501
☐ Writing for College Success (0.5 credit): 100937001
☐ Reading for College Success (0.5 credit): 100835001
☐ Other

For placement test, check first time or retake for students needing to take the ACCUPLACER. If no test scores are needed select 'Not Applicable'.

IMPORTANT: Dual Enrollment students have a total of two placement test attempts at MDC while they are in 6th through 8th grades, two new attempts while they are in 9th and 10th grades, and two new attempts while they are in 11th and 12th grades. The initial test counts as the first attempt and retaking any sub-test counts as the second and final attempt during any of the two or three year periods.

COHORT REQUEST

5 IMPORTANT Steps for Requesting a Dual Enrollment Student Cohort

STEP 1: Before submitting a cohort request form, ALL students associated with the Cohort

Request should have already applied for Dual Enrollment admission at MDC.

Students that do not have an MDC DE Admissions Application on file prior to the start date cohort instruction will NOT be permitted into the class.

If your School is using a credentialed instructor, please verify that this individual has been hired (or is in the process of being hired) by MDC. The process for teacher credentialing is found in the next section.

STEP 2: Submit a Cohort Request Referral

Go to: <https://www.mdc.edu/dual-enrollment/cohort-instruction/>

STEP 3: Provide Evidence of College Readiness

Secondary School Counselors can refer students for placement testing or provide evidence of college readiness through alternative tests or high school courses.

STEP 4: Have Students Add Course(s) to Their Shopping Cart

All courses taken as part of dual enrollment must be approved by the secondary school counselor

STEP 5: Authorize Courses for Registration

Access the dual enrollment portal to authorize courses for registration. The course instructor will receive the class roster prior to the start of the semester. The instructor must notify you if any student is missing from the roster.

Tips for Submitting Dual Enrollment Cohort Request Form submissions.

- The Cohort Request Form is logic-based. As a result, new fields may appear based on a previous answer.
- All MDC Live courses are taught by MDC Faculty
- All education courses (i.e. EDF1005, EME 2040, etc.) are part of the Teaching Academy dual enrollment program (you will be prompted to list these courses separately).
- You can list up to 10 courses in the cohort request (not counting education courses) under Course Instruction Information.
- MDC Live courses are taught by MDC Faculty ONLY

☐ Are any courses associated with this request part of the Teaching Academy Dual Enrollment Program (EDF, EEC, EME, EEX)?

☒ Yes

☐ No

[illegible]

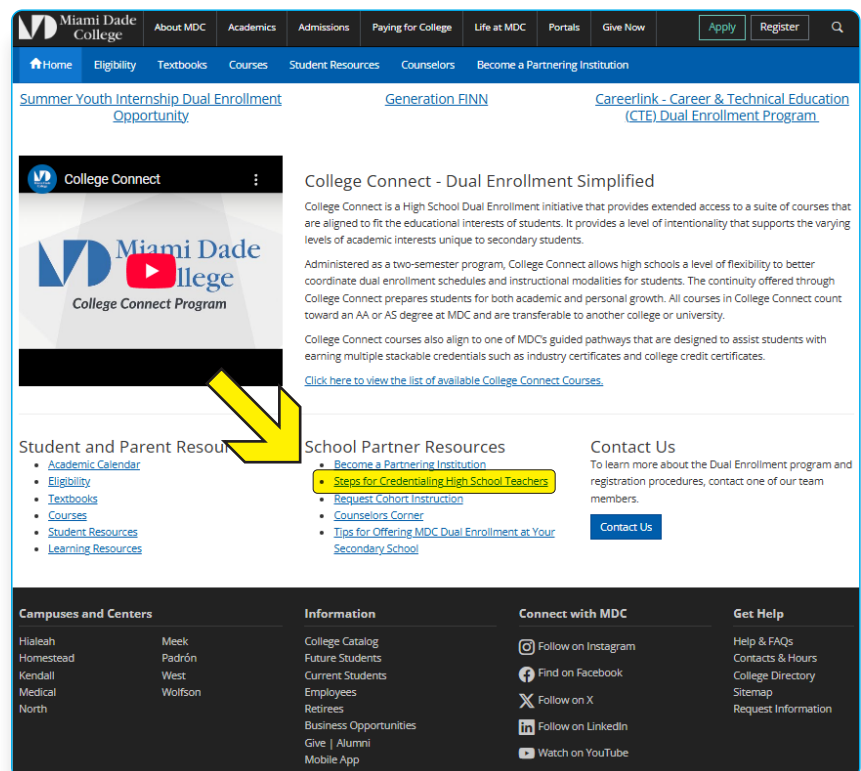
CREDENTIALING DUAL ENROLLMENT INSTRUCTORS

Credentialing High School Teachers

STEP 1: Access the MDC Dual Enrollment Website

www.mdc.edu/dual-enrollment to submit your credentialing request.

- MDC will send notification to the candidate as well as the submitting school administrator.
- If approved, candidate will receive instructions as well as a checklist pertaining to next steps. Please read this information very carefully.



TIP: If you are unsure of the course that you would like to teach, or the necessary credentials required – Please utilize the directory of the most commonly requested dual enrollment courses requested for cohort instruction. The directory can be found on the MDC Dual Enrollment Faculty Credentialing Website.