



PALM GLADES PREPARATORY ACADEMY

Dear Students and Parents,

Palm Glades Preparatory Academy is committed to providing a rigorous educational experience. Students at PGA High School can pursue Dual Enrollment at Miami Dade College and progress toward graduation while earning credits toward an AA degree. The following track will be followed:

***All students must take SLS 1106–First Year Experience Orientation in their first semester of dual enrollment participation. ***

- **11th grade- up to 2 classes per semester**
- **12th grade- up to 3 classes per semester**

Students eligible for Dual Enrollment must:

- Be a Florida public or nonpublic secondary school student with an articulation agreement on file with MDC.
- Have a 3.0 unweighted GPA to enroll in credit courses or a 2.0 unweighted GPA to enroll in vocational certificate courses.
- Pass the appropriate sections of the Post-Secondary Education Readiness Test (PERT) or have the appropriate scores on the SAT or the ACT (not more than two years old).
- Test scores (not more than two years old)
 - **SAT:** 440 Critical Reading/Verbal, 440 Math for MAT 1033 and science classes, 510 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023
 - **ACT:** ENC 17, REA 19, Math 19 for MAT 1033 and science classes, 21 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023.
 - **PERT:** 106 REA, 103 Writing, 114 Math for MAT 1033 and science classes, 123 for MAC 1105, MAC 1106, MGF 1106, MGF 1107, STA 2023.

All courses must be approved by the administration. Approval of a course is limited to helping select courses that are not duplicated by high school courses offered at Palm Glades Preparatory High School.

Students will be in a learning environment that explores a diverse and open range of ideas that requires a mature understanding of multiple perspectives. Students must be able to engage in discussion in a mature and responsible manner.

Students will be attending classes with non-high school aged students and may encounter various ages and backgrounds while on an MDC campus, including students who may hold criminal records.

Students must have an understanding that the amount of work necessary to succeed in dual enrollment courses will be greater than in high school courses.



PALM GLADES PREPARATORY ACADEMY

Required textbooks are provided at no cost to the student but must be returned to the school, in good condition, or a lost textbook fee will be assessed. The student is responsible for the textbook affiliated costs for licensing fees or electronic media access which are password protected or are one-time access codes and cannot be returned to the school as its property for reissue to another student.

Any courses registered for, or grades received, become a permanent part of the student's high school and college record. Students are expected to be aware of the drop/add/withdrawal deadlines for each of their courses. If they do not meet the deadline, the school must be reimbursed for the cost of the course.

If a student of any age enrolls in a postsecondary institution, the rights under FERPA transfer to them. Students who wish to give permission to their parents to access their academic, financial, and/or registration records will be required to submit a FERPA release form to the admission department. MDC will not provide information to a parent or allow them to register a student for classes in absence of the student unless the student has already submitted a release form.

All Dual Enrollment paperwork must be received by MDC prior to the first day of the term in which the student wishes to register. Failure to register at least two weeks prior to the beginning of the term may affect course availability and access to textbooks.

Sincerely,

Ms. Bunts
Dean of Curriculum



PALM GLADES PREPARATORY ACADEMY

Dual Enrollment at an MDC Campus

Eligibility

- Be a High School Student.
- 3.0 cumulative unweighted HS GPA.
- Test Scores (not more than two years old).
- Admission for application must be on file before the student takes the PERT.

Procedure to Apply

Follow the directions on [this website](#).

New Students

- Complete an MDC online Application for Admission.
- Obtain an unofficial transcript from the RAHS registrar documenting your unweighted GPA.
- Obtain document showing test scores with date taken.
- Complete Authorization Form B (located in the office and attached to this packet).
- Complete the "Special Category Student Authorization Form" found on the MDC website.
- Complete the MDC Dual Enrollment Transcript Request Form (available on the MDC Dual Enrollment website).

Returning Students

- Complete Authorization Form B (located in the Main Office).
- Complete the "Special Category Student Authorization Form" found on the MDC website.
- Complete the MDC Dual Enrollment Transcript Request Form (available on the MDC Dual Enrollment website).
- An updated transcript *may* be required.
- Upload all required documents to MDC.

Procedure to Enroll

- Meet with an MDC counselor and receive a fee waiver (Meetings are done on a walk-in basis).
- Take the fee waiver to the [Bursar's](#) office, it is the student's responsibility to submit the fee waiver to the [Bursar's](#) office. Failure to do so may result in the student being billed for the class.
- Notify the principal and assistant principal when you have registered for classes at MDC.



PALM GLADES PREPARATORY ACADEMY

- Take the book voucher to the bookstore to receive books for approved courses.

After completing the course

- Return textbooks to your PGA registrar or designated person no later than 5 business days after the last day of class at MDC.
- Students must request an official MDC transcript to be sent to Ms. Bunts sbunts@charterk12.com

Reminders and Tips

- Always list alternative classes in case your first three choices are unavailable (alternative courses must be approved).
- The earlier you apply the better.
- Students are limited to 9 hours per semester as a Junior or Senior and 3 hours per semester as a Freshman or Sophomore.
- Students must maintain a high school GPA of 3.0 unweighted and an MDC GPA of 2.0 to remain eligible.
- One attempt per dual enrollment course (including withdrawals).
- The grades you earn in these classes will forever be a part of your college transcript. Do your best!

Qualifications

- Students may attend MDC on a part-time basis. The student must have a minimum unweighted cumulative GPA of 3.0. The student must achieve an acceptable score on the PERT, SAT, or ACT.

Academic Impact

- Grades will remain a part of the student's college transcript.
- Dual Enrollment courses will receive the same weighting as AICE and AP courses.
 - Students must earn a C or better to receive bonus GPA points.

Student Responsibilities

- During the planning process, the student, with the assistance of an administrator, should establish the need for dual enrollment off the high school campus based on the student's academic requirements and MDC course offerings.
- The student will need to complete the Authorization Form B "Dual Enrollment Off the High School Campus" under the supervision of a school administrator.
- The student must also complete the "Special Category Student Authorization Form" found on the MDC website.



PALM GLADES PREPARATORY ACADEMY

- The student must research the availability of courses at the MDC campus of choice and complete and submit the application for admission. The MDC application is online, the application fee will be waived.

Administrator Responsibilities

- Assist the student in completing Authorization Form B “Dual Enrollment Off the High School Campus” and verify student eligibility.
- Retain the original Authorization Form and give a copy to the student.
- Note any scheduling conflicts.
- Receive all returned books from the students prior to issuing books for following semester courses.



PALM GLADES PREPARATORY ACADEMY

Authorization Form B

Student Name: _____ PGA Student ID #: _____
 Grade Level: _____ Student Email: _____
 HCC ID #: _____ Location (circle one): Online Hybrid In-Person
 List MDC Campus: _____ Term (Fall, Spring, Summer): _____

CORE COURSE REQUEST

Course Number	Course Time	Delivery Method	Course Name	Section Number	Approval

ONLY THE CORE COURSES LISTED ABOVE HAVE BEEN APPROVED

- A student should request an alternative general education course in case the primary course is full at the time of registration and/or conflicts with the student’s scheduling needs.
- For the course(s) above, the student acknowledges he/she has reviewed and met the pre-requisites.

ELIGIBILITY REQUIREMENTS

- Unweighted HS GPA must be 3.0 or higher
- Proof of passing the PERT or appropriate SAT/ACT Scores.
- Continuing Dual Enrollment students must maintain an MDC GPA of 2.0
- Proficient score (3 or above) on all Florida State Assessments
- Mature understanding of multiple perspectives.
- Student must have transportation to the MDC campus in which they are taking courses.

Principal’s Statement: The named student has approval to dual enroll at MDC for the course(s) indicated above.

Principal Signature: _____ Date: _____



PALM GLADES PREPARATORY ACADEMY

Student's Statement of Responsibility

Student and parent must sign "Statement of Responsibility".

- ✓ Student must apply to HCC Dual Enrollment and register for approved classes.
- ✓ **It is the student's responsibility to submit all required paperwork directly to HCC by the published deadline on the MDC dual enrollment website.**
- ✓ Minimum required test score on PERT, SAT, ACT (student responsibility to submit to MDC).
- ✓ Student and parent are aware that credits and grades earned through Dual Enrollment will be a part of the student's permanent high school and college record/transcript.
- ✓ After enrolling/registering at MDC, student confirms enrollment with PGA administration via a copy of the schedule and printout listing all necessary textbooks.
- ✓ At the completion of the course, students must submit final grade(s) and return all textbooks to PGA.
 - Textbooks must be returned in good condition. The student/parent will be responsible for covering the cost of lost, misplaced, or damaged textbooks. Failure to return textbooks will affect student's ability to participate in future school-based events and activities.
- ✓ Student must abide by drop course deadlines.
- ✓ Dual Enrollment courses must be taken at MDC.

I understand that MDC will not submit a transcript to my high school, and that I must request an official transcript be sent. **In addition, students must return all textbooks to Palm Glades Preparatory Academy within five (5) business days from the end of the semester. Previous semester textbooks MUST be returned BEFORE new semester orders will be processed.**

PGA personnel will examine textbooks and determine their condition. If any textbook materials are damaged or lost, the student will be charged the replacement cost of the textbook. Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

School Counselor Signature: _____ Date: _____



PALM GLADES PREPARATORY ACADEMY

Dual Enrollment Book Voucher

Student Name: _____ PGA Student ID#: _____

Student Email: _____ MDC ID#: _____

MDC Campus: _____

Semester (Fall, Spring, Summer): _____ Year: _____

***Multiple items may be necessary for a course. List one item per line, if sold separately.**

Course Number	Course Name	Book Title	Price

Textbooks must be returned in GOOD condition. The student/parent will be responsible for covering the cost of lost, misplaced or damaged books. Failure to return textbooks will affect student's ability to participate in future school-based events and activities.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Authorized School Personnel Signature: _____ Date: _____