HOW TO APPLY TO DC

STEP-BY-STEP INSTRUCTIONS FOR DUAL ENROLLMENT STUDENTS

IF YOU HAVE PREVIOUSLY APPLIED TO DC AND BEEN ACCEPTED…STOP! Once you are a DC student, you DO NOT need to reapply. IF you are not sure, please contact the Student Affairs helpdesk at studentaffairs@doral.edu.

IF YOU HAVE PREVIOUSLY APPLIED AND BEEN DENIED ADMISSION, or IF YOU HAVE NEVER APPLIED TO DC, follow these steps…

COMPLETING AN APPLICATION
1. Go to www.doral.edu
2. Under Admissions, click on "Apply Now" and then on the "Dual Enrollment" button.
3. Follow the link and once redirected to our student information system, click on "Apply Now".
4. Complete the application, beginning with the first tab, which will create your student account. All fields marked with an asterisk (*) are required.
5. Once you are done, click on "I'm not a robot," complete the "reCaptcha" section, and then click next.
6. As you fill in the "Personal" section, make sure to follow these guidelines:
   - Select the program for which you are applying from the following options:
     - Select "SLS Only" if you do not qualify for full admission yet and are applying only to take SLS 1101: College Success
     - Select "Non-degree Seeking" if you are not sure how many courses you intend to take
     - Even if you intend to be degree seeking, please do not select "Associate in Arts" at this time.
7. If you have earned college credit through any other dual enrollment programs or have taken AP exams, CLEP, etc., please select "yes" and add the amount of credits you've received on the field next to this question.
8. Select the term in which you intend to first take classes under "term applying for". For example, if you are applying at the beginning of the school year, you would select "Fall A."
9. Interested in a career in Education? Then select "Yes" if you would like us to send you information on obtaining a Bachelor of Education with DC.
10. At this point, your information should be pre-filled based on what you provided us in the first page of this application. If your name is incorrect, please correct it on this page before moving forward.
11. When you input your Date of Birth, please make sure that the correct year is reflected, and not the year you are applying in.
12. For Student Type, select "Dual Enrollment".
13. Input your district student ID number under "Local HS Student ID". This is very important as we will need it in order to verify your records with your high school.
14. Now, onto Tab 3, which is the Application Ethnicity section. These questions are optional and will not affect your application in any way. To continue, click next.
15. Tab 4 requires you to add your address information. For address type, please select "residential". Only one address is needed to move forward to the next section. Once complete, please click "next".

16. Moving on to the "Application Academic Background" page (Tab 5), indicate "yes" for any tests you have taken and would like considered toward the admissions requirements. Once complete with this Tab, click next.
17. Your Emergency contact information is required to move forward with the application. Only one contact is necessary. Once complete, click next.
18. Carefully read and answer the Conduct and Certification statements and the Student Policies in Tab 7, and answer appropriately. Make sure you sign and date the end of this portion in order to proceed to the next tab. Once complete, click next.
19. Tab 8 allows you to upload your Enrollment Agreement to your application in order to speed up the application process. If you cannot do so at this time, simply click next and you will be redirected to the completion page.
    - If you do have your completed Enrollment Agreement available, select "update" next to the document you wish to upload and a window will allow you to retrieve the document from your computer.
    - Select the arrow facing up to upload the file. Then select browse to select the file you wish to upload from your computer, then click ok.
    - Once completed, click next and you will have submitted your application successfully.
20. Finally, during the application process, you will receive an email from DoNotReply@doral.edu to the email that you entered into the application. This email will contain your username and a link to activate your account. You will be prompted to create a new password as well.

SOME DETAILS AND TIPS:
- If you don't have time to complete the application in one sitting – that's ok! Just click "finish later" and your application will save. You will have to sign in again with the username that was created for you and the new password you created after activating your account (you should have already received this to the email you added in your application).
- We recommend you do not use Internet Explorer as your browser – the Student Information System works better on Safari, Google Chrome, or Firefox.
- Make sure to register using an email address that you check consistently. If you do not receive any notifications from the system, check your Spam folder!
- Once you change your password, write your username and new password down somewhere safe!

WHAT HAPPENS NEXT?
Doral College processes student applications on a rolling basis. It is always our goal to provide each student an admissions decision as quickly as possible. However – please understand that we are busiest just before the beginning of any semester, and applications submitted around this time may take longer to process. Please note your application will not be processed if we are missing your Enrollment Agreement or your Counselor Certification Form, which your high school advisor must submit on your behalf.

Admissions decisions are communicated electronically to the email you used to apply. If we are missing information needed to process your application, or have a question regarding the information you provided, we will contact you. Please check your email often to ensure efficient processing of your application.