

MDC Admissions Checklist

1. Are you looking for non-credit courses with Continuing Education? Intensive English classes for the community are offered for a flat rate fee each term in room 1112. You must visit in person room 1112 in order to register.
2. Did you apply for admission to credit courses with the Admissions office in room 2108 and paid the \$30.00 lifetime admission fee with Bursars/Cashiers in room 2109 or online? Students that have been out of the college for more than one year without taking credit classes **MUST** apply again using another email. Students **MUST** have the current term showing in their student portal with MD Connect. For example, Fall 2020 under Undergraduate.
3. Are you a Florida Resident with more than one year in Florida? Your Resident status **MUST** show “In-State” for tuition purposes in your portal otherwise you **MUST** go to Admissions in room 2108 proving you are a Florida Resident to pay the lower fees
[HTTPS://WWW.MDC.EDU/ABOUT/TUITION.ASPX](https://www.mdc.edu/about/tuition.aspx)
4. Do you have your High School diploma and/or transcripts of records with Admissions? A high school diploma is a requisite for Financial Aid and can deter you from taking or continuing your registration with MDC placing a hold on your student portal. This HS hold **MUST** be cleared first with Admissions in room 2108 prior to registering for classes for the term.
5. Are you an International Student? Students who are non-US Citizens or legal resident aliens and depend on an International Visa **MUST** visit our International Advisor in International ADVISEMENT at Kendall Campus.
6. Have you completed the Free Application for Federal Student Aid (FAFSA) in room 2108? You **MUST** complete the application and select loans and/or SCHOLARSHIPS if applicable. Go to fafsa.ed.gov to complete the [Free Application for Federal Student Aid](#) (FAFSA). Enter MDC West School Code = 004536 (Priority Deadline = March 15). The school code depends on the Campus.
7. Have you taken the ACCUPLACER test by our Testing Department in room 2110? The PERT or the ACCUPLACER NG test is mandated by the Florida Department of Education for students with high ACCUPLACER scores over 97 and/or after/during level 4 of EAP when all the students **MUST** take and have the results or scores of the test prior to registering for classes.
Non-ESOL High school students or students who passed the TOEFL or the ACT go directly to Advisement in room 2114 or to Carmen Ortiz, Business Advisor and/or Andres Arnavat, STEM Coordinator in room 1218.
8. If you are a continuing EAP student, have you selected your classes for this term using “search for classes” in your portal and placing them in your “shopping cart” or completed the paper class selection form prior to seeing your EAP Advisor?

NOTE: EAP students seeking classes at another campus **MUST go to that campus. If students are registered at Kendall Campus only the Advisors at Kendall can drop classes or register students with the department consent.**