

## Eligibility Requirements

A student must:

- Be enrolled in a Marion County high school or be a registered MCPS homeschool student.
- Have a cumulative grade point average (GPA) of 2.0 or above unweighted.
- Be on track to graduate on time, and have a high school counselor's recommendation.
- Be enrolled in 11th or 12th grade and be at least 16 years old. (Some programs have a 17 or 18 age requirement).
- Have a good discipline history and be free of disciplinary actions the semester prior to enrollment at Marion Technical College.
- Have no more than 10% absences based on prior year's attendance. This includes excused absences and unexcused absences.

## Program Enrollment Expectations

MTC dual enrolled students must:

- Maintain a minimum 2.0 unweighted grade point average in their MTC Career program and in their high school academic classes.
- Be on track to graduate from high school.
- Maintain good attendance and good discipline records at their high school.
- Maintain a good attendance and discipline record at MTC.
- Adequately progress through the MTC Career program and maintain the program standards.

*\*Students that fail to maintain these expectations will be dismissed from the Career Dual Enrollment program.*

## Program Completion Requirements

- Complete the number of required program hours. Students must attend 90% of the program hours to receive a certification of completion.
- Achieve the minimum grade required for the program. (Some programs are 80%, others are 70%).
- Take the basic skills exam (PERT) within the first 6 weeks of class and/or certification/licensure exam.

**APPLICATIONS WILL BE ACCEPTED BETWEEN FEBRUARY 18, 2025 to APRIL 18, 2025**

## High School Credits

Students earn high school credits for completed college courses. For every 150 hours of successful completion of career program courses, students are awarded 1 credit towards high school graduation requirements.

## Frequently Asked Questions

Is transportation provided?

- No. Students are responsible to get to and from their class meetings. Students will be provided a parking sticker for their vehicle.

Is there are dress code?

- Yes. Students must adhere to the 2025-2026 Student Handbook located at MarionTC.edu.

Are IDs required?

- Yes. All MTC students must wear their badge while on any of the campuses.

Can I enroll in more than one program at a time?

- Depends. High school students can only enroll in one program at a time but can possibly complete two of the shorter programs within a year. (Example: CNA, Phlebotomy)

Will there be adult students in my program?

- Yes. MTC is a postsecondary institution. There will be adult students of all ages enrolled in the programs.

What is the Attendance Policy?

- Missing more than 10% of the scheduled class time is considered excessive, and will result in disciplinary action or withdrawal from the program.

Where are the programs located?

- Marion Technical College, Main Campus – 1014 SW 7<sup>th</sup> Rd Ocala, FL
- Marion Technical College, Extension Campus – 1614 E Fort King St, Ocala, FL
- Florida State Fire College – 11655 NW Gainesville Rd, Ocala, FL
- MTC Transportation & Logistics Center – 3050 NE 36<sup>th</sup> Ave, Ocala, FL

**APPLICATIONS WILL BE ACCEPTED BETWEEN FEBRUARY 18, 2025 to APRIL 18, 2025**

How much will I be required to pay for participating in a Dual Enrollment program?

- Marion County Public School students are provided tuition, fees, textbooks and instruction materials (on loan) free of charge.
- Students may be required to pay for drug screening, background checks, uniforms, and personal protective gear (shoes, safety glasses, gloves, etc.).

### APPLICATION PROCESS

Applications open on the Marion Technical College website, MarionTC.edu on FEBRUARY 18, 2025 and close on APRIL 18 2025.

- Discuss eligibility for Dual Enrollment with your School Counselor.
- Your counselor will provide you with the Parent Permission and Recommendation forms. You will need the Online Registration Code for the MTC website to complete the registration. (Your high school counselor will provide you with this code)
- Go to MarionTC.edu and click APPLY NOW to complete the application.
- Once you have completed the online application, turn in your signed parent/guardian form to your high school counselor.
- Your counselor will scan and email all paperwork to MTC.
- When MTC has received the Parent Permission and Guidance Counselor Recommendation and the online application, your application will be complete.
- Once MTC has received your completed application and it has been processed, you will receive an email.
- If accepted into the program, you will receive an ACCEPTANCE email the week of April 28, 2025.

IF YOU HAVE ANY QUESTIONS PLEASE CALL  
Annette Garcia @ 352-671-7200 ext. 56826

**APPLICATIONS WILL BE ACCEPTED BETWEEN FEBRUARY 18, 2025 to APRIL 18, 2025**

# ONLINE APPLICATION INSTRUCTIONS

**Apply for Enrollment**  
Focus2IS Student Information System - Testing

We recommend that you use Google Chrome to complete this application. Should you need help with your application please call 352-671-4134.

Your application has been saved. You may continue it by logging in again.

Application for New Students    Continue Application

All fields marked with an asterisk (\*) are required.

Student's First Name\*  
Student's Last Name\*  
Student's Birthdate\*  
Language\*    English (EN)  
Form type\*    MTC Dual Enrollment  
Desired School\*    Marion Technical College

Please enter a contact email and password for this application.

Email Address\*  
Confirm Email Address\*  
Password\*  
Confirm Password\*

Begin Application

Select MTC dual enrollment. Be sure to use an email address that you check regularly. MTC will communicate with you through this email address.

**Apply for Enrollment**  
MTC Dual Enrollment  
Angers, Laurel    Page 3 / 4

PLEASE ENTER DUAL ENROLLMENT CODE\*

Previous Page    Next Page  
Save and Continue Later

Put the verification code in. If you don't have the code, see your high school counselor or call 352-6717200 Ext 56826

Fill in your information and select the program in which you are applying  
Select your Ethnicity and Race

**ETHNICITY**

HISPANIC OR LATINO REFERS TO: A PERSON OF CUBAN, MEXICAN, PUERTO RICAN, SOUTH OR CENTRAL AMERICAN, OR OTHER SPANISH CULTURE OR ORIGIN, REGARDLESS OF RACE.

ARE YOU OF HISPANIC OR LATINO ETHNICITY?    No    Yes

RACE

AMERICAN INDIAN OR ALASKA NATIVE REFERS TO A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF NORTH AND SOUTH AMERICA (INCLUDING CENTRAL AMERICA) AND WHO MAINTAINS TRIBAL AFFILIATION OR COMMUNITY ATTACHMENT.

ASIAN REFERS TO A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF THE FAR EAST, SOUTHEAST ASIA, OR THE INDIAN SUBCONTINENT (E.G. CAMBODIA, CHINA, INDIA, JAPAN, KOREA, MALAYSIA, PAKISTAN, THE PHILIPPINE ISLANDS, THAILAND, AND VIETNAM).

BLACK OR AFRICAN-AMERICAN REFERS TO A PERSON HAVING ORIGINS IN ANY OF THE BLACK RACIAL GROUPS OF AFRICA.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER REFERS TO A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLE OF HAWAII, GUAM, SAMOA, OR OTHER PACIFIC ISLANDS.

WHITE REFERS TO A PERSON HAVING ORIGINS IN ANY OF THE ORIGINAL PEOPLES OF EUROPE, THE MIDDLE EAST, OR NORTH AFRICA.

PLEASE CHOOSE "YES" FOR AT LEAST ONE RACE BELOW:

AMERICAN INDIAN OR ALASKA NATIVE?    No    Yes

ASIAN?    No    Yes

BLACK OR AFRICAN AMERICAN?    No    Yes

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER?    No    Yes

WHITE?    No    Yes

Fill in your address and phone number

APPLICATIONS WILL BE ACCEPTED BETWEEN FEBRUARY 18, 2025 to APRIL 18, 2025

**Contact Information:**

Please enter valid address and phone number:

**Address Information**

Is this the Primary Residence?

Address Line 1\*

City\*

State\*

Zip Code\*

Phone Number\*

SIGNATURE

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS ACCURATE TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THAT I CURRENTLY HAVE AT LEAST A 2.0 GPA AND HAVE NO MAJOR DISCIPLINARY CHARGES ON MY SCHOOL RECORD AND I AM ON TRACK TO GRADUATE. I ALSO CERTIFY THAT I HAVE MY PARENT/GUARDIAN'S PERMISSION TO APPLY FOR THE DUAL ENROLLMENT PROGRAM. I GRANT THE MTC DUAL ENROLLMENT COORDINATOR PERMISSION TO ACCESS BY SCHOOL RECORDS AND TO CONTACT MY GUIDANCE COUNSELOR FOR RECOMMENDATION INTO THE PROGRAM.

Signature Text\*

Application Signature Date  
N/A ▾ N/A ▾ N/A ▾

**Read and type  
your name  
and date in  
and hit the  
SUBMIT and  
FINISH Button**

**APPLICATIONS WILL BE ACCEPTED BETWEEN FEBRUARY 18, 2025 to APRIL 18, 2025**