

Miami Dade College - Registration Procedure for Student ID

**Note: You must have a student ID no in order to begin the process and be eligible to complete the remaining requirements for the Early Childhood Program Administrator's Institute application process.*

FOR COLLEGE CREDIT:

1. Miami Dade Students:

A. If you are a student at Miami Dade College currently taking classes toward a degree:

- You already have a Student ID No. This is a unique number that is not your social security number. Please bring copies of your last class or transcript with you.

B. If you are a student at Miami Dade College and have not taken a class within the last year, you will need to update your student status and information by completing Application for Readmission in one of three ways:

i. Electronically: download application from www.mdc.edu

- Complete application for Readmission
- Apply as a non degree seeking student
- Take **completed application** and **required residency documentation** to a college campus near you.
- You will be able to register for class once your information is updated
- Do not register for these classes. This is a restricted program and we will register you to the appropriate group.

ii. Electronically: complete application on line at www.mdc.edu

- Complete Application for Readmission form on line
- Take **required residency documentation** and **completed application** to a college registrar's office at a campus near you
- Tell them you would like to be registering as a non degree seeking students

iii. In person: complete Application for Readmission form in person at MDC campus near you

- Complete application form
- Take **required residency documentation**
- You will be able to register for class once your information is updated
- Register as a non degree seeking student

2. First Time in to Miami Dade College as Student:

****You must have high school diploma or GED to take course for credit.**

New students will be charged a \$20 one time application fee.

You will need to complete an application form in one of three ways.

- i. **Electronically: download application from www.mdc.edu**
 - Complete application
 - When completing the form, indicate you are taking this class for **“personal interest.”**
 - Indicate you are enrolling to take classes beginning Spring term 2007-3
 - Take **required residency documentation, high school transcripts** and completed application to college registrar’s office at a campus near you.
 - After turning in the application a student number will be given.
 - After receiving a student number, you will be able to register for classes

- ii. **Electronically: complete application on line at www.mdc.edu**
 - When completing the form, indicate you are taking this class for **“personal interest.”**
 - Indicate you are enrolling to take classes Spring Term 2007-3
 - A student number will be assigned within 24-48 hours.
 - After receiving a student number, you will be able to register for classes
 - Take required **residency documentation and high school transcripts** to the registrar’s office at any MDC campus

- iii. **In person: complete application in person at MDC campus near you**
 - When completing the form, indicate you are taking this class for **“personal interest.”**
 - Indicate you are enrolling to take classes Spring Term 2007-3
 - Take **required residency documentation, high school transcripts** and completed application to college registrar’s office at a campus near you.
 - After turning in the application a student number will be given

Important notes:

- A first time in college student will be charged a \$20 new student fee.
- Everyone will have to prove Florida residency (living in Florida for a minimum of one year) in order to be charged in state tuition individuals should bring two forms of ID. Driver’s license, voter’s registration form or vehicle registration are most commonly used. Other options are Homestead Exemption or house deed if it is in the student name.
- If you have not lived in Florida for a minimum of one year, you will be charged out of state tuition. The scholarship will only pay in state tuition.
- **If you do not provide appropriate documentation to prove residency, you will be charged out of state tuition and you will be personally responsible for paying the difference between scholarship funding and out of state tuition.**