



## Enrolling in Doral College through Doral Leadership Institute (DLI) – Student Policies & Procedures

The following policies and procedures provide for enrollment of Doral Leadership Institute (DLI) participants in Doral College courses. ***DLI participants are not responsible for tuition but should expect to pay for their own books and materials, as required.***

### **Course Expectations**

Participants should be aware that courses offered are college-level credit courses and as such, require a certain level of commitment and effort.

Courses are fully online and asynchronous, and most have strict deadlines that require submission of work on a weekly basis. Participants should carefully review the syllabus for each course in which they enroll to ensure they are aware of and able to comply with each instructor's expectations and policies. Participants should expect to put in approximately 135 hours of work for each three-credit course in which they enroll.

Please note that the minimum passing grade for all upper division education courses, including endorsement courses, is a C. *Please refer to the "Withdrawing from a Course" and "Satisfactory Progress for Continued Enrollment" sections below for more information on the policy regarding failing courses.*

### **Admissions / Applying to Doral College as a DLI Participant**

Doral Leadership Institute (DLI) Participants interested in taking courses through Doral College must apply to the college by completing the online application as an Undergraduate Student and be accepted to the College before they can be enrolled in courses for the non-degree seeking program in which they wish to enroll.

The following options are available for enrollment through DLI:

- Educator Preparation Institute (Initial Certification)
- Reading Endorsement
- ESOL Endorsement
- Gifted Endorsement
- Recertification/Enrichment

When completing the online application, DLI participants are expected to:

1. Indicate they are employed by an affiliate school and select the school in question.



2. Apply to the College using the same last name as is used on their Frontline account to ensure their profiles can successfully be matched.
3. **Upload the following supplemental documentation as part of their application**
  - **Color** copy of a valid, legal ID
  - Copy of a **valid** FLDOE-issued Statement of Eligibility

Failure to include one's affiliate school or to upload the above-indicated documentation may delay the admissions and/or enrollment process.

All communication regarding a participant's application will be sent to the email associated with the application submission. Students are also welcome to contact Ms. Lourdes Zulueta, Director of Admissions, at [lmzulueta@doral.edu](mailto:lmzulueta@doral.edu) regarding the status of their application.

Once completed applications have been reviewed, applicants will be sent an **electronic** enrollment agreement confirming their participation as a DLI student, for their electronic signature. Once the candidate has completed this digital step, they will receive an acceptance email from the College that will include program contacts.

### **Frontline Registration / Course Enrollment**

Doral College courses are advertised in the Frontline system in advance of the term in which they will be offered. Offerings and registration windows are communicated to DLI Professional Development (PD) Liaisons, who are tasked with disseminating that information to the faculty at their respective schools.

Participants must register for courses through Frontline, during the registration window, and are encouraged to sign up for courses early, as courses are capped. Once the course fills up, students may be placed on a waitlist. Please note the status of "waitlisted" does not guarantee enrollment in the chosen course for the indicated term. Once the Frontline registration window has closed, courses will no longer be visible on Frontline, and participants will no longer be able to register for those courses.

**Please note that signing up for Doral College courses on Frontline is not confirmation that you are enrolled in the course, as indicated in more detail below.**

DLI participants should direct all Frontline-related questions to their school's professional development liaison, as Frontline is a professional development portal separate from Doral College.



After the Frontline registration window has closed, participants will be registered in Maestro, the Doral College Student Information System (SIS), Maestro, in accordance with their course selections on Frontline.

Once students have been successfully enrolled in a course, they will receive a confirmation email from the College for each enrollment with more information about the course, including course name, instructor name, and start and end dates.

### **Advising Assistance & Technical Support**

Endorsement and initial certification course requirements are widely available can be found on the college's website. Should a DLI participant have questions about which courses are most suitable to their goals, they may contact Ana Gamundi, Undergraduate Advisor, at [agamundi@doral.edu](mailto:agamundi@doral.edu).

Please note Doral College can only advise students regarding its own courses and will be unable to determine whether external coursework will be approved to fulfill state requirements. Such questions should be directed to the Florida Department of Education, Bureau of Educator Certification.

Should students encounter any technical issues, such as login problems or issues accessing course materials, they are responsible for contacting the technical support help desk at [support@doral.edu](mailto:support@doral.edu).

### **Dropping During the Grace Period / No Show Policy**

Students may drop a course without penalty in the first week and a half of the term, which is considered the grace period. To do so, please email [studentaffairs@doral.edu](mailto:studentaffairs@doral.edu) with a request to drop. ***Please note that once a participant has been enrolled in the Doral College SIS, dropping a course in Frontline alone will not suffice.***

In addition, students who do not complete assignments due the first week of class and who have not made contact with their instructor will automatically be dropped as a "No Show" through the "No Show" Policy. Once a student has been dropped as a "No Show," they cannot be re-registered in the course for that semester.

There is no penalty for dropping within the grace period, including courses dropped through the "No Show" Policy.

### **Withdrawing from a Course**

After the grace period has passed, students will be required to either remain in a course or withdraw by the withdrawal deadline on the academic calendar. Please note DLI participants who withdraw from, or fail, a course may no longer be able to enroll in courses free of charge



through DC/DLI partnership as noted herein. Students should consider withdrawing from a course only when they have no other alternative.

For withdraws, courses will appear on a student’s transcript with a grade of “W”.

### **Final Grades & Transcripts**

Once grades are finalized, each participant will be emailed a grade report for each course in which they were enrolled. Please note that no master plan points will be awarded in Frontline for Doral College courses, as they are college credit courses.

To send completed courses to the Florida Department of Education for processing, participants must request an official transcript be mailed to the following FLDOE address:

Bureau of Educator Certification  
Room 201, Turlington Building  
325 West Gaines Street  
Tallahassee, FL 32399-0400

Transcript requests are made and processed through Parchment, the College’s transcript service provider. A link is available on the College’s website.

### **Satisfactory Progress for Continued Enrollment**

DLI participants are permitted to re-enroll in courses following the enrollment process provided they have made satisfactory progress by making passing grades and earning credit for the courses in which they are enrolled.

Effective January 2022, if a participant fails to earn credit for or withdraw from a course, they will be withdrawn from the DLI/DC partnership and unable to immediately re-enroll. Should a withdrawn participant wish to re-enroll in Doral College courses independent of DLI during the term immediately following their withdraw, they may do so as a self-pay student. Completion of a new enrollment agreement will be required in which the student agrees to pay the standard tuition rate at the time of signing. The student may email [studentaffairs@doral.edu](mailto:studentaffairs@doral.edu) to initiate this request.

### **Reinstatement to the DLI/DC Program**

Once a withdrawn student has “sat out” a minimum of one term following withdrawal, they may be eligible for reinstatement. Reinstatement of a withdrawn student requires the approval of the student’s school principal or designee.



For more information on reinstatement to the DLI/DC program, please contact [studentaffairs@doral.edu](mailto:studentaffairs@doral.edu).

*Updated 3/30/2022*