

**Adult Re-Entry Program
Rockville Campus
Montgomery College**

Credit-Seeking Students

Guide to Getting Started with your Coursework

We are delighted that you have chosen to begin—or continue—your academic career at Montgomery College. The Adult Re-Entry program was created in 2005 to assist students who are attending college for the first time or returning after a gap in their education. We support individuals who are 26 – 59 years of age and manage multiple responsibilities including work, family, school and/or community activities.

Whether you are considering college to change or advance in your career or for personal enrichment, the AR Program staff is available to help you achieve your goals. This guide will walk you through the steps necessary to begin taking courses at MC. We recommend that you meet with one of our counselors to help you through this process.

1. ___ Schedule an advising session at the Adult-Re-Entry program. Meet with an advisor to discuss your academic plans, choose appropriate courses and register. You can reach us at: 240 567 4243 or adultreentry@montgomerycollege.edu. Appointments are available in the evenings and on Saturday mornings. If you have attended college in the past, be sure to bring your transcripts (unofficial is fine). Foreign transcripts are evaluated externally. Suggested evaluators are listed on the MC International Student website. Specialized advising services are also available. We can make referrals for:

Disability Support Services
www.montgomerycollege.edu/dss

International Students who require a Student Visa/I20
www.montgomerycollege.edu/departments/studev/international.html

U.S. Veterans
www.montgomerycollege.edu/admissions/veb

2. ___ Complete a Montgomery College application.
All students must complete an admissions application. There is a one-time \$25 fee. The online application is available at:
<http://www.montgomerycollege.edu/admissions/index.html>. You will receive a confirmation and a student identification number (called an M number) that should be used on all future correspondence.
3. Set up a personal MC email by logging on at: <https://mymc.montgomerycollege.edu>. The Adult Re-Entry Program uses MC email for all correspondence, so please check it regularly.
4. ___ If necessary, you may have to sit for the Accuplacer (college assessment) examination to determine your eligibility for courses in English, reading and math. College assessment tests are used to determine skill levels in these areas. We do recommend that you take the Accuplacer math exam if you have not taken a math class for five years or more. You must take Accuplacer before registering unless you are exempt as outlined below:

- **You have previously earned a degree from an accredited U.S. college or university.**
Students who have been out of college for at least three years and who intend to take a math or English course are advised to take the Accuplacer.
- **You have successfully completed a credit-earning, college-level (not developmental) English and/or mathematics course** with a C or better at an accredited U.S. college or university.
- **You are enrolling with a letter of permission** from another college or university in which you are currently registered.

Students for whom English is not their first language are required to take the LOEP exam at the Assessment Center. You must schedule an appointment. To do so, call: 240 567 7459.

Consider taking a FastTrak course to brush up on your math skills. You can do so after taking the math assessment to determine your course level. Successful completion of FastTrak may enable you to register in a higher-level math course.

Once you have taken the Accuplacer or LOEP exams, contact our office so we can go over the results with you and select appropriate classes.

5. ___ Apply for Financial Aid. Direct questions to the Financial Aid Office – Student Services Building (SV) or visit the financial aid web site at www.montgomerycollege.edu/finaid. Be sure to complete a Foundation Scholar application as well (<http://www.montgomerycollege.edu/finaid/foundation.html>).
6. ___ Learn about Employment Opportunities. Visit the Student Employment Services website at <http://www.montgomerycollege.edu/Departments/studemp/> to learn about available positions in the greater Washington metro area. To learn about employment at Montgomery College, visit www.montgomerycollege.edu and click on employment.
7. ___ Register for classes. Once you apply, you will be assigned a unique student number (M number) that will be required for all MC correspondence, including registration.

Although you can register on-line, we recommend that you contact the Adult Re-Entry program for support when you register for the first time. We can help by phone or in-person. You will be able to register for those courses in which you meet the pre-requisites. (Note: There are several MC courses which do not have prerequisites. You may choose to take one of these courses while completing beginning-level classes.)

Be sure to be aware of deadlines to register/drop/add courses. The MC website provides detailed information.

Remember: You are responsible, both financially, and academically, for all classes for which you are officially registered. Registrations errors must be reported immediately to the Office of Admissions and Records. Even if you decide not to attend the course, you must officially drop prior to the refund deadline, or you will be charged full tuition and fees. Failure to withdraw may also result in a grade of F.

8. ___ Arrange for an evaluation of transfer credit from any colleges or universities that you have previously attended. The College's admission office will evaluate and accept

relevant credits. Grades of C or better are required. You'll need to get copies of official, unopened transcripts. Transferrable credits will be posted to your MC transcript. Depending on the credits, it may eliminate taking Accuplacer (math, writing and reading assessment examination) or some introductory or pre-requisite courses. Have your official transcripts mailed to: Admissions, Montgomery College, 55 Mannakee Street, Rockville, MD 20850, attn: Alice Summers, Transfer Evaluator.

9. ___ Consider earning credits for relevant work and life experience. To do so, arrange for an evaluation of your work history. DS 150 (Portfolio Development Seminar, 3 credits) is required and is offered each fall to guide you through this complex process. Contact Barbara Gleason in the Adult Re-Entry Office for more information.
10. ___ Consider earning college credit by taking CLEP (College-Level Examination Program) exams. For more information, visit:
http://www.montgomerycollege.edu/assessment_prior_learning/clepmcequiv.html
11. ___ Pay for your classes.
You can pay your tuition and fees on-line. Your registration is guaranteed only when payment is made by the published deadline (which is listed on your bill). Failure to meet the payment deadline may result in being dropped from the course(s). For more information, visit:
<http://www.montgomerycollege.edu/admissions/Registraion/PaymentInfo.htm>.
12. ___ Obtain a student ID card.
A student ID card is required for the library and other campus services. For more information, visit: www.montgomerycollege.edu/studentid.
13. ___ Obtain a parking decal.
All vehicles must be registered with the Safety and Security Office and display a current decal. Parking decals may be obtained by submitting the following items to the Security Office: vehicle license plate number and proof of paid registration.
14. ___ Buy your books. Books may be purchased on-line at:
www.montgomerycollege.edu/bookstores or at the campus where the class is offered.
15. ___ Use your M number to obtain your MC ID. You can do so by logging in at MY MC on the Montgomery College home page. This will enable you to access your MC email as well as get information about your courses, tuition bills, grades, and more.

You are now ready to begin your classes. Attendance at the first class meeting is important because instructors distribute course syllabi and explain requirements and expectations. If you must miss any class, be sure to inform your instructor and plan to make up any missed assignments.

Congratulations and welcome! We wish you every success and look forward to staying in touch throughout your academic career at MC!

To contact us, please email us at: adultreentry@montgomerycollege.edu or call us at: 240 567 4243.

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