

Getting Started at MC

1 Investigate Financial Assistance

Contact a campus Financial Aid Office for information, applications, and procedures. Financial aid discussions are most productive prior to application, but are helpful at any time. Check the Financial Aid Web page at <http://www.montgomerycollege.edu/finaid>.

2 Apply for Admission

You are eligible to attend Montgomery College if:

- You are a graduate from any U.S. or foreign post-secondary institution or
- You are a graduate of a secondary school or
- You have successfully completed the high school GED or
- You meet the early placement requirements and can benefit from the programs and services of the College.

Apply for credit courses online at <http://www.montgomerycollege.edu/admissions/Admissions/signature.html> or print an application form at <http://www.montgomerycollege.edu/admissions/StudentForms/admissionappl.pdf>. Mailed applications should be sent to an Office of Admissions and Records. A \$25 nonrefundable application fee will be charged. International and early placement students should apply by paper application only. Online and mailed applications are normally processed within two workdays of receipt; in-person applications are processed immediately.

Returning Students

If you have ever been admitted to Montgomery College as a credit student you do not need to reapply; however, you should submit an information change form to confirm/update your information prior to registration. This form can be found at <http://www.montgomerycollege.edu/admissions/StudentForms.html>.

Students Transferring to Montgomery College

Submit the admission application. If you plan to earn a degree or certificate, send an official transcript from your prior school. Keep an unofficial copy of your transcript for advising purposes.

Visiting Students from Other Colleges

You must first apply for credit admission. If you plan to take courses to transfer back to your current college or university you should obtain a "permission to enroll" form from your home college or university to guarantee that your MC credits will transfer. Faxing this form soon after admission will allow you to register online.

No High School Diploma?

Adults

If you have been out of high school for at least three years and do not have a high school diploma or GED you may still enroll for up to six credits per term.

Early Placement—Still in High School

If you are in high school and will not graduate prior to your first semester at Montgomery College follow the early placement procedures.

See <http://www.montgomerycollege.edu/admissions/Others/earlyplacementprogram.htm> or call 240-567-5000.

Under Age

If under the age of 16, your parent(s) should contact the Office of the Dean of Student Development at the campus you plan to attend. If initially approved by the Dean, you should then follow the early placement procedures described at the website above.

Residency for Tuition Purposes

Montgomery College charges tuition and fees at three levels: in-county, in-state and non-resident. Generally, students who are "domiciled" in Montgomery County for three months are entitled to in-county rates. Exceptions are made for some groups, including active duty U.S. military. See <http://www.montgomerycollege.edu/verified/pnp/45003.doc> or Catalog Appendix A for details. Appeals for changes of residency classification must be accompanied by evidence justifying such change and must be processed prior to the end of the THIRD WEEK of classes in fall and spring and the end of the first week of summer and winter terms. Any changes processed after these dates will be effective the following semester.

Articulation (Transfer) Agreements

To assist students in smooth transfer, Montgomery College has developed articulation agreements with many colleges and universities. These agreements detail curricula and policies that permit students to undertake associate's degrees at MC and complete bachelor's degrees at a four-year institution without loss of credit.

Schools with which Montgomery College maintains articulation agreements include:

- The University of Maryland System
- Howard University
- Trinity College
- George Washington University
- Johns Hopkins University School of Continuing Studies
- Catholic University Metropolitan College
- Rensselaer Polytechnic Institute
- Middlebury College
- Hood College

Montgomery College and Hood College have a unique agreement which will allow students to complete an associate's degree at MC and a bachelor's and master's degrees at Hood in five years of full-time study. Some Montgomery College students may be eligible to enroll for one course free of charge at Hood College. If you have questions about these agreements, please call the Career/Transfer centers at Germantown, 240-567-7772; Rockville 240-567-5062; and Takoma Park/Silver Spring, 240-567-1479 or go to the Web site: <http://www.montgomerycollege.edu/departments/studev/articulations.htm>.

Advanced Standing

Credit Transfer

Students who have earned college credit for courses at other institutions and who intend to earn a certificate or degree at Montgomery College may receive transfer credit. Transcripts should be mailed from the sending institutions to the Office of Admissions and Records on the campus you plan to attend. If a transcript is hand-carried, it must be in a sealed envelope. **Transcripts are evaluated only for degree-seeking students at MC.** This process may take up to four weeks. Keep an unofficial copy of your transcript for advising purposes.

Students seeking advanced standing credit for coursework completed outside of the U.S. must have their transcripts evaluated by an independent, accredited credentialing service. This evaluation must then be forwarded directly from the service provider to the Office of Admissions and Records at the campus you plan to attend. The College will then determine the credit to be awarded and will notify the student.

To assure evaluation prior to the start of the semester/term, documents must be received by:

- April 1 for summer
- July 1 for fall
- November 1 for spring

Advanced Placement (AP) and International Baccalaureate (IB) Exams

Montgomery College awards credit for Advanced Placement and International Baccalaureate Exams. For details, go to <http://www.montgomerycollege.edu/admissions/advstanding.html>. Students should submit to the Office of Admissions and Records an official record of an appropriate score on any Advanced Placement Examination or International Baccalaureate Examination taken in high school.

College Level Examination Program (CLEP)

CLEP tests are solely computer-based. MC requires both a general CLEP registration form and an MC-specific form. These forms and FAQs are available by sending an e-mail to clep@montgomerycollege.edu. A shorter list of FAQs are available by calling the MC CLEP line at 240-567-1808.

MC's test site is located at the Gaithersburg Business Training Center (GBTC), 12 S. Summit Avenue. You may take CLEP exams at a variety of academic institutions.

For specific test dates, as well as which exams MC accepts and course equivalencies, see: http://www.montgomerycollege.edu/assessment_prior_learning/TESTclep.html. All tests begin at 12:45 p.m. in 405 GBTC. If there is unexpected demand which cannot be accommodated, we try to schedule additional dates. Please make sure that your forms and payment are submitted to Extended Learning Services, Germantown Campus, in advance, since space is limited.

Credit by MC Examination

Credit by examination may be earned for courses identified in the catalog with “(CE)” after the course title. Such examinations are prepared and evaluated by Montgomery College faculty. The cost is 40 percent of the in-county tuition rate. Contact the appropriate department of the discipline, for which you wish to test, for more information.

Credit by Learning Assessment (Portfolio Option)

Students may also receive credit for prior learning through the Portfolio Development Program. Students must attend an Information Session in order to register for the required course and participate in the program. The portfolio class is held each fall and information sessions are held periodically. Call 240-567-7870 for additional materials and information.

Selective Admission Programs

Health Sciences Admissions

The health science programs listed below have special admission requirements and deadlines:

- Diagnostic Medical Sonography (degree and certificate)
- Health Information Technology (degree and certificate)
- Nursing
- Physical Therapist Assistant
- Radiological (X-Ray) Technology
- Surgical Technology (degree and certificate)

Fall application deadline for all selective admission health science programs is April 1. The deadline for spring admission (nursing only) is July 1. The Health Sciences Admission Application is available at: <http://www.montgomerycollege.edu/admissions/StudentForms/healthsciappl.pdf>

School of Art + Design

To apply to the School of Art and Design submit a School of Art and Design application, a portfolio of previous artwork, official transcripts (high school or college), and a letter of recommendation. Students must be accepted into the School of Art and Design program in order to attend credit classes in this program. For more information contact the School of Art and Design Admissions Office at 240-567-4454 to receive an application package or download a School of Art and Design application form go to: <http://www.montgomerycollege.edu/schoolofartanddesign>.

International Admissions for Students Requiring F-1 Visas (I20)

Contact the International Student Coordinator at the campus you plan to attend. Application deadlines are June 1 for fall admission for F-1 students requiring new visas, change of immigration status, or reinstatement to F-1 status; October 1 for spring admission. August 1 is the deadline for fall transfers and December 1 for spring transfers for students transferring to Montgomery College with valid F-1 status and satisfactory academic records. See <http://www.montgomerycollege.edu/admissions/I20/>.

3 Explore the Catalog

The Montgomery College Catalog is your basic guide to enrollment. It includes course descriptions, graduation requirements, course prerequisites and other important student information. The complete official Catalog is available online at <http://www.montgomerycollege.edu/verified/catalog/>. Printed and CD copies of the Catalog are updated annually and are available in Counseling and Advising and the Office of Admissions and Records.

To request a personal CD copy of the Montgomery College Catalog, contact the College Response Center by e-mail at response@montgomerycollege.edu or phone 240-567-5000. Be sure to include your full mailing address, exactly as it should appear on the shipping label.

4 Schedule Tests, If Needed

Assessment Tests

Assessment tests are required unless you are exempt for one of the reasons shown below. Test results are used to determine placement in reading, English, and math courses and to assure that you are prepared for other College-level subjects. If you take the MC assessment test, the Assessment Center will give you instructions for scheduling your advising program at the completion of your exam.

Montgomery College offers assessment tests at no charge and also accepts the results of some standardized tests, including the SAT, ACT and TOEFL. For English and reading assessment testing exemptions and placement into EN101, the minimum scores are:

- ACT English 24
- SAT Critical Reading 550; for EN101
- TOEFL iBT 90; TOEFL computerized 231; TOEFL written 575
- SAT Critical Reading 600 or above; for EN102

For math assessment testing exemption and course placement, the minimum scores are:

- ACT Math 24*;
- SAT Math 550 for MA 110-160; 600 for MA 180
- SAT Math 650 or higher, contact Math Department for placement.

**MA110 and higher require EN101 and RD120 or higher assessment levels in addition to math scores.*

See also: <http://www.montgomerycollege.edu/Departments/AssessCtr/assessment-placement.html>

Assessment testing, and in some cases, prerequisite checking are waived for the following reasons:

• A Prior U.S. Degree

Students who have a prior degree, two-year or higher, from an accredited U.S. college or university are exempt from assessment testing and prerequisite checking; however, the College encourages all students taking any course with a math requirement to take the Accuplacer math test if they have been away from math classes for three years or longer.

• Transferable Credit Equivalent to EN101 or Higher at Montgomery College

Students who have completed a college level English composition course in the U.S. are exempt from English and reading tests.

• Visiting Students from Other Colleges

Students from other colleges and universities may fax a “permission to enroll” form or letter signed by their academic advisor to the Office of Admissions and Records. Montgomery College will accept the recommendation of the home institution advisor and permit enrollment in those specific Montgomery College courses. Visiting students are not required to submit a transcript to MC.

Caution: Even if you are exempt from assessment testing and/or prerequisite checking for one of the reasons shown above, please note that all students are expected to begin each class with the skill levels indicated in the course description. An instructor may drop any unqualified student. If in doubt, take an assessment test or consult an advisor before enrolling.

5 Be Advised

Students New to College

Montgomery College requires most new students to participate in an advising program before meeting individually with advisors and counselors. If you take a Montgomery College assessment test you should make an appointment for an advising program while at the testing session. There are three programs for new students, the MAP, (Montgomery Advising Program for students who take the Accuplacer), eMAP, (an electronic MAP), and the IMAP, (an International MAP), for students who take the LOEP, (Levels of English Placement Exam). After participating in a MAP, eMAP, or IMAP, new students may meet individually with counselors/faculty advisors for additional services. New students who are exempt* from Montgomery College assessment tests should schedule an advising session (MAP, eMAP, or IMAP) by calling the campus Counseling or Assessment Center.

**See #4 for details about exemptions from assessment testing.*

Students Transferring to Montgomery College

If you have transfer credit for the equivalent of EN101 a contact Counseling and Advising at your campus for advising. If you have not completed a College level English class in the U.S., you will need to submit assessment scores or take Montgomery College assessment tests and attend a MAP, eMAP, IMAP, or advising session.

Continuing or Returning Students

Visit the campus Counseling and Advising Center. Rockville students who have majors other than general studies and are in good academic standing should contact a faculty advisor in the academic department.

First Year Experience (FYE)

Many new and exciting, yet challenging opportunities are ahead of you in your first year of college. Montgomery College (MC) has brought together a variety of resources to help ease your transition to college, so you can be even more successful! Together these resources are called the First-Year Experience or more popularly known as FYE. There are two very important events that you should participate in at the start of your FYE which includes a MAP, eMAP or IMAP session and New Student Orientation (NSO), coordinated by the Office of Student Life at each campus. Participating in these two events will help welcome you to the MC community and provide you with a lot of very helpful information. In addition, it is strongly recommended that you take a FYE course in your first semester of enrollment, which can be chosen from DS107 (First Year Seminar), DS 104 (Seminar for International Students), or any other approved FYE courses. Enrolling in an FYE courses will provide you with an opportunity to meet other new students, learn even more about what MC has to offer you to enhance your college experience, and earn college credit. FYE doesn't just stop at a MAP/eMAP/IMAP session or a FYE course. At each campus there will be a host of FYE related events and programs throughout the academic year to help you **GET CONNECTED** to MC and its wonderful faculty, staff, and students.

To find out more about FYE at MC and to get involved, visit the FYE Web site at <http://www.montgomerycollege.edu/FYE/>, or visit Counseling and Advising on your campus.

Specialized Advising Services

Specialized advising services are available for:

- **Students With Disabilities**
Disability Support Services
<http://www.montgomerycollege.edu/DSS/>
- **International Students Who Require a Student Visa/I20**
International Student Coordinators
<http://www.montgomerycollege.edu/Departments/studev/international.html>
- **U.S. Veterans**
Veterans Advisor, Rockville
<http://www.montgomerycollege.edu/admissions/veb/>
- **First Generation or Low Income**
TRIO-Student Support Services, Rockville
<http://www.montgomerycollege.edu/Departments/ssserv/>

6 Log-In to MyMC

MyMC provides Montgomery College information and online services to individual students. On MyMC you will find 24/7 access to your schedule of classes, registration, payment and financial aid status, grades, academic record, messages from instructors, chat rooms, clubs, and much more.

You may log-in to MyMC as soon as your admission to the College as a credit student is complete. Go to <http://www.montgomerycollege.edu> and then click on the green MyMC icon at the top of the page. From there follow directions to "Find your MyMC ID." If you have any problems, contact 240-567-7222 for assistance.

7 Register

Check the online Schedule of Classes for up-to-date information about time and place of classes and space available. Before attempting to register make sure you meet all prerequisites and assessment levels by checking the course description for each class. If a class is full, select an alternative.

Online registration begins before in person registration and continues until midnight before the first scheduled class meeting. Any later registration must be done in person. Once a class actually begins, you must also request written approval of the instructor. Late fees may apply. The most popular classes often fill early in the registration period. Register early to obtain your first choice.

*See 10 Easy Steps for Online Registration in this schedule.

Deadlines for Registration/Add/Drop

Critical deadlines are based on a percentage of the scheduled class meetings.

6% Drop with a refund. (One week for a **full semester class** - these periods are less during the winter/summer sessions.)
20% Drop with no refund; no W grade in the record
20% Change from credit to audit/audit to credit
73% Drop with W grade; no refund.

Caution: Online drops after the 73% date result in automatic F grades.

Seniors

Maryland residents age 60 and above who register on designated dates, will have their tuition waived on a space available basis. If you qualify as a senior and space is available during the designated period your tuition will be automatically waived; however, associated fees will be charged. **If you register before the late registration period begins, you will be charged full tuition.** See the semester calendar at the front of this schedule for specific dates.

Early Placement/Underage Registration Restrictions

Students still in high school or under the age of 16 must register in person. Early placement students submit the Early Placement Form to their high school together with a signed registration form each time a course is added. Underage students must complete the early placement procedures and also submit written approval from the Dean of Student Development of the campus where the class is scheduled.

Audit

You may register for audit (no grade and no academic credit) through the 20% point of the term. Instructor permission is not required unless the class has started.

Honors Modules and Honors Program HP Courses (Course Number + HC or HM suffixes or HP prefixes)

Many Montgomery College classes offer students with excellent academic records an opportunity to complete extra assignments and earn an "HM" designation for the course on the official transcript. For most courses, students must be honors eligible with the completion of at least 12 credits, including EN101/EN101A with at least a B and a cumulative GPA of 3.2. Current high school students wishing to take honors classes must demonstrate eligibility for EN 102, as determined by the MC placement process, and a minimum high school GPA of 3.5, unweighted. See <http://www.montgomerycollege.edu/advantage/honors/> for details about the MC honors programs and the variety of honors courses available.

Cancelled Classes

If your class has been cancelled, you may choose an alternative. Any refund applicable is payable by check to the student of record **within four weeks after the start of the term**, unless the student specifically requests a credit card refund based on the original payment method.

8 Check Your Registration

You are responsible, both financially and academically, for all classes for which you are officially registered. Registration errors must be reported immediately to the Office of Admissions and Records. If you register but decide not to attend, you must officially drop prior to the refund deadline, or you will be charged full tuition and fees. Do not assume you will be automatically dropped.

9 Pay for Your Classes

Payment due dates are listed on the calendar in the front of this schedule. Failure to meet the payment deadline may result in the loss of classes in your schedule.

10 Obtain Your Student ID Card

See the Directory of Services in this schedule or <http://www.montgomerycollege.edu/studentid/>

11 Obtain a Parking Decal

All vehicles must be registered with the College. Information about vehicle registration and parking is available online at <http://www.montgomerycollege.edu/parking>.

12 Buy Your Books

Books may be purchased online at <http://www.montgomerycollege.edu/bookstores/> or on the campus where the class is offered.

13 Check into Support Services and Student Life

These services and activities complement and enhance your academic efforts and personal growth.
