

Fall 2021



# MACKLIN BUSINESS INSTITUTE

An honors program at Montgomery College

Application for Admission

Fall 2021 Application  
Deadline January 5, 2021  
240-567-1707  
[mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu)

**MC** MONTGOMERY  
COLLEGE  
MAKE YOUR MOVE

## Steps to Apply

Deadline: January 5, 2021

All candidates applying to Montgomery College's Macklin Business Institute (MBI) program must submit a credit admissions application to Montgomery College and a Macklin Business Institute (MBI) application with supporting documents through the MBI email at [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu).

Applications for fall 2021 will only be considered for students who are currently enrolled in their final year of high school and who will be completing high school graduation requirements in May/June 2021.

**Apply to Montgomery College** by December 1, 2020, to receive a College ID (M#).

**Download the MBI application** from the MBI website at [www.montgomerycollege.edu/macklin](http://www.montgomerycollege.edu/macklin)

**Complete the MBI application** by January 5, 2021, and email your unofficial high school transcript, SAT/ACT Scores (optional), teacher recommendation letters and resume to [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu)

### STEP 1

**Complete Montgomery College Online Credit Admission Application** by December 1, 2020. To apply, visit [montgomerycollege.edu/apply](http://montgomerycollege.edu/apply).  
-You will receive a college ID (M#) that you will need to complete your application.  
-Please allow up to 2 weeks to receive your M#.

### STEP 2

**Claim your MyMC account at [mymc.montgomerycollege.edu](http://mymc.montgomerycollege.edu)**  
-Go to MyMC and click on "Claim Your Account." You will be prompted to enter your MC Student ID along with your M# (nine characters including the M).  
-Once you are logged in to MyMC, set up your Montgomery College email account by clicking on the email icon. MC will communicate with you through your College email account.

### STEP 3

Have your official transcript and College Entrance Scores (optional) and letters of recommendation sent by January 5, 2020.

#### Official high school transcript

Have your official high school transcripts emailed to the Macklin Business Institute at [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu)

#### College Entrance Exam Scores

College Entrance Exam Scores (SAT or ACT, or the Montgomery College Accuplacer) are optional for this year's MBI application. If you plan to submit your scores, the SAT Code for Montgomery College (Rockville Campus) is 5440. The ACT Code is 1723. Students should submit their official SAT or ACT test results from all test dates. The selection committee will review test scores from the SAT I. The committee will consider your highest scores for each section of the SAT I (evidence-based reading, writing, and math) from any test administration date.

## Steps to Apply (continued)

#### Accuplacer test scores

The Macklin Business Institute is not taking any Accuplacer test scores.

Due to the pandemic, testing on the Montgomery College campus has become widely unavailable. The MBI program is not requiring any students to take the Montgomery College Placement Test (Accuplacer or ESLAccuplacer).

#### MC Remote Placement

The Macklin Business Institute requires a placement level of English 101 to be considered for the program. The following students must complete MC Remote Placement by December 15, 2020:

- Students who are not submitting test scores
- Students whose test scores do not meet the requirements
  - SAT: Evidence Based Reading/Writing score 480+ or Reading subset score 26+
  - ACT: Reading score 21+
  - AP Language & Composition: 3 or higher

Students should also take the MC Remote Placement for Math. Visit [RemotePlacement@montgomerycollege.edu](mailto:RemotePlacement@montgomerycollege.edu) to learn more about how to complete MC Remote Placement.

#### Letters of Recommendation

Have your required two letters of recommendation sent to [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu) by January 05, 2021. The subject line must read:

#### MBI 2 Year Recommendation\_Your Last Name

You may submit up to three letters to be reviewed. At least two letters should be academic recommendations from high school teachers. Additional recommendations will be accepted from teachers, counselors (recommended), employers, Montgomery College faculty, coaches, internship coordinators, etc.

#### First Semester Grades

First Semester Grades Submission of first semester senior year grades is optional, but strongly recommended. For best consideration, first semester grades should be sent to the [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu) no later than March 1, 2021.

### STEP 4

**Submit your application material to [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu) by January 5, 2021.**

The subject line must read:

#### MBI 2 Year Application \_Your Last Name

These material include:

- MBI Application
- An unofficial Copy of your transcripts
- A copy of your SAT or ACT scores (optional)
- Essays and Resume

## Personal Essays

Your responses to the following essay questions are an important component in the review of your MBI Honors Program application. The essays provide an opportunity for you to demonstrate the clarity, originality, and organization of your thinking and writing. Please include your Montgomery College M number, your full name, and essay title on each page. Complete Parts 1 and 2 (Part 3 is optional). Your essays should be typed and submitted along with other required application materials in an e-mail to [MBI@montgomerycollege.edu](mailto:MBI@montgomerycollege.edu) by the January 5, 2021 deadline. Your essays should be attached as Word or PDF documents.

### Personal Essays: Part 1 (Required)

Please provide short essay responses to both of the following questions (250 word maximum for each response).

**A.** Discuss your most meaningful leadership experience. What did you learn about your own individual strengths and weaknesses through this experience?

**B.** The current pandemic has changed the way we interact with our peers, in our academic experience, and in our communities. Please discuss how you have remained engaged in experiences outside of required virtual classroom content while in a remote learning environment and any additional ways the pandemic impacted you"

### Personal Essays: Part 2 (Required)

Please answer the following essay question (maximum of 500 words).

**C.** People fear failure. But in the business world, many people say they could not have succeeded without at first failing. Describe your biggest failure. Explain what you learned from the experience, and how it will help you in the future.

### Personal Essays: Part 3 (Optional)

What other information do you believe would be helpful to the selection committee in understanding you better and in considering your application? (maximum of 250 words).

## General Information and Instructions

Students selected for the Macklin Business Institute program for the fall 2021 semester will be offered two-year (four academic semesters), full-tuition (up to 30 credit hours per year at the in-county rate\*) merit scholarships. Continuation of scholarship benefits each semester will depend on whether or not the student meets the MBI academic and experiential learning requirements.

Macklin Business Institute application materials are due by January 5, 2021. Late submission of any required supporting materials may adversely affect consideration of your application. We will accept supporting application materials emailed by January 5, 2021.

#### Financial Aid and Scholarships

If you are interested in applying for federal and state financial aid, please be aware that the financial aid process is separate and in addition to the admission and scholarship application process. Please contact the Financial Aid Office at 240-567-5100 for more information, or please visit our website for additional information about scholarship opportunities at Montgomery College: [montgomerycollege.edu/finaid](http://montgomerycollege.edu/finaid).

Applications for fall 2021 will only be considered for students who are currently enrolled in their final year of high school and who will be completing high school graduation requirements by June 2021. Applications will not be considered for students who graduated from high school prior to May/June 2021

## MBI Application Checklist

- ✓ **Complete Montgomery College Online Credit Admission by December 1, 2020**
- ✓ **Claim your MyMC account at [mymc.montgomerycollege.edu](http://mymc.montgomerycollege.edu)**
- ✓ **Please arrange to have your official high school transcript (required), letters of recommendation (required), and official College Entrance Exam scores (optional) submitted by January 5, 2021:**
  - **Official high school transcript and letters of recommendations emailed to [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu)**
  - **If you plan to submit your scores, the SAT Code for Montgomery College (Rockville Campus) is 5440. The ACT Code is 1723**
- ✓ **Submit your application material to: [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu) by January 5, 2021. The subject line must read: MBI 2 Year Application \_Your Last Name**  
**Materials to include:**
  - **MBI Application**
  - **An unofficial copy of your transcripts**
  - **A copy of your SAT or ACT scores**
  - **Essays and Resume**

## Part 2 – MBI Honors Program Application Form

Student's Montgomery College MC ID #: M\_\_\_\_\_

All Montgomery College students receive an M number after they complete Part 1, the online Montgomery College admissions application.

This section is to be completed by the student. Official high school transcripts and copies of standardized test scores (optional) must be emailed to [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu) by January 5, 2021. In addition, the student also should submit a more detailed resume of activities. Students with a special interest in art, poetry, photography, or other areas may wish to submit a brief portfolio with samples of their work. Please contact [mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu) by January 5, 2021, for questions related to submission of supporting materials.

### Background

#### I. General Information

Name \_\_\_\_\_

Nickname \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Numbers (home and cell) \_\_\_\_\_

#### II. Ethnicity/Race/Gender

What is your race? Check one or more of the following:

- Hispanic, Latino, or Spanish origin  
 White    Black or African American  
 Asian    American Indian or Alaskan Native  
 Native Hawaiian or Pacific Islander    Other \_\_\_\_\_  
 Female    Male    Other

What is your gender?

#### III. Citizenship

Check one of the following:

- US    Permanent Resident  
 Not a US Citizen or Permanent Resident

What is your nation of birth? \_\_\_\_\_

What is your nation of citizenship? \_\_\_\_\_

What is your first language? \_\_\_\_\_ How many years have you been in the US? \_\_\_\_\_

#### IV. Family Education Background

Did either of your parents attend college?    One    Both    Neither

Degree(s) earned by Parent One:    None    Associate's    Bachelor's    Master's    Doctorate

Degree(s) earned by Parent Two:    None    Associate's    Bachelor's    Master's    Doctorate

What is your program of study/major at Montgomery College? \_\_\_\_\_

Where did you attend high school? \_\_\_\_\_

What is your expected high school graduation date? \_\_\_\_\_



FALL 2021

Montgomery College

## Part 2 – MBI Honors Program Application Form

Student's Montgomery College MC ID #: M\_\_\_\_\_ Student's Name: \_\_\_\_\_

### Placement Information

The Macklin Business Institute requires a placement level of English 101 to be considered for the program. Placement is decided by either College Entrance Exam Scores (SAT or ACT, or the Montgomery College Accuplacer) or through MC Remote Placement.

College Entrance Exam scores are optional for this year's MBI application. If you plan to submit your scores, the SAT Code for Montgomery College (Rockville Campus) is 5440. The ACT Code is 1723. Students should submit their official SAT or ACT test results from all test dates.

Which standardized tests did you take? (Check all that apply.) SAT    ACT

If you took the SAT: Was your highest Evidence-Based Reading/Writing score 480 or higher?  Yes  No

Or was your Reading subset 26 or higher?  Yes  No

If you took the ACT: Was your Reading score 21 or higher?  Yes  No

**Applicants who did not take college entrance exam or their scores did not place into EN101 must complete MC remote placement. To learn more about how to complete MC Remote Placement, visit [RemotePlacement@montgomerycollege.edu](mailto:RemotePlacement@montgomerycollege.edu).**

Please indicate below any Advanced Placement (AP) exams that you have taken or plan to take, and the scores of all AP exams you have taken. Please submit in your complete application packet photocopies of all test scores and request official copies be sent to the **Rockville Campus**.

AP Exam Subject	Date	Score

### How did you first hear about the Macklin Business Institute Honors Program? (check all that apply)

- ACACES/College Tracks Coach
- Current or Former MBI Students
- High School College Career Center
- Mail
- MC Recruiter
- MBI Honors Program Information Session
- Other \_\_\_\_\_

**MC** | THE GORDON AND MARILYN  
MACKLIN BUSINESS INSTITUTE

For questions about the program, email:  
[mbi@montgomerycollege.edu](mailto:mbi@montgomerycollege.edu)

or visit our website at:

[montgomerycollege.edu/macklin](http://montgomerycollege.edu/macklin)

Montgomery College is an academic institution committed to  
equal opportunity.