

FOR NON-MCPS HS STUDENTS ONLY

Home Schooled, Private Schooled, Out of State and other Maryland Public Students

Overview:

The Dual Enrollment Program is available to advanced high school students at Montgomery College (MC). Select students, accepted to MC, are enrolled in college courses while still attending high school, providing an educational experience beyond what is available at the secondary level. High school juniors and seniors who meet the College's Dual Enrollment (DE) standards may enhance their schedule with college course work and experience the independence of college-level study while also earning college credit.

Dual Enrollment enables high school students to:

- Register and attend a Montgomery College course(s) on campus, online or at their high school site
- Engage with outstanding college professors and their peers in a collegiate classroom setting
- Graduate from high school with earned college credit
- Potentially save money on college tuition
- Accelerate college completion
- Gain additional skills and confidence needed to succeed in college

Students may enroll in a variety of courses at the college, provided they meet the Dual Enrollment standards. The credits earned may be applied to a degree program at Montgomery College or may potentially be transferred to another institution.

Eligibility Requirements:

For standard admission through Dual Enrollment, students who are at least 16 years old will:

1. Have completed their sophomore year prior to their participation in the program.
2. Have an articulated plan for high school and college attendance during their junior and/or senior years which will include all courses required for high school graduation with time remaining in the schedule to include college courses.
3. Have an overall 2.75 (unweighted on a 4 point scale) cumulative grade point average at the end of their sophomore year or an overall 2.50 (unweighted on a 4 point scale) cumulative grade point average at the end of their junior year (verified by an official copy of their most recent high school transcript).
4. Have met the prerequisite requirement(s) and assessment level(s) for each credit-bearing course they enroll in. Dual Enrollment students may not enroll in developmental courses or courses that combine developmental and college level work. All College students, including DE students, must test at a minimum reading level to be eligible to take any college course.
5. Have the approval of a parent (or guardian), high school counselor, and principal (where appropriate).

Exceptions (under extraordinary circumstances):

1. Students who are at least 16 years old and enrolled in a public or private school, or equivalent, and who do not meet the requirements above, but whose achievement in a certain field of study is clearly exceptional may be admitted on a case-by-case basis. This achievement may be documented through testing or other means deemed necessary by the appropriate dean, department chair or faculty, and it must surpass the level of courses offered by the school attended.
2. Students under age 16 by the first day of their initial entry term and each subsequent term must meet the prerequisite requirement(s) and assessment level(s) for each credit-bearing course they enroll in. The approval of the appropriate College official is also required for first time participants. A meeting referral will be provided to the student through the Dual Enrollment Office at the appropriate time.

Procedures for Admission and Registration:

Step One: EDUCATION PLAN: *Meet with your high school counselor to discuss your overall education plan to include your high school program of study and the college course(s) you wish to take.*

Step Two: ADMISSIONS APPLICATION: *Submit an MC credit Admissions application through the college's online application system. MC will notify you with admissions verification and next steps. You will be admitted to MC, but must meet the Dual Enrollment requirements in order to be eligible to enroll in college courses as a high school student.*

Step Three: DE APPROVAL FORM: *Obtain the written approval of your requested college courses on the completed Dual Enrollment Approval form from a parent (or guardian) and high school counselor.*

Step Four: DOCUMENTS: *Submit the completed Dual Enrollment Approval Form and your most recent official HS transcript to your designated MC Academic Coordinator. Home schooled students must also obtain home school verification from their local school system.*

Step Five: ASSESSMENT TESTING: *Students with qualifying SAT or ACT scores may submit directly to MC. All others must take the College Board's ACCUPLACER/ESL test through MC. Test authorization required. Students seeking testing accommodations must register through MC's Disability office.*

Step Six: ACADEMIC ORIENTATION: *First-time applicants must complete the Academic Orientation and submit proof of completion to their designated MC Academic Coordinator.*

Step Seven: COURSE PLACEMENT: *MC Academic Coordinator will provide Dual Enrollment program status to student, including placement results and registration options. MC Counselors are also available to help students select courses that will lead towards a degree and/or transfer to a four-year institution. Students seeking course accommodations must also register through MC's Disability office.*

Step Eight: REGISTRATION: *Submit a Dual Enrollment Credit Registration/Schedule Change form to your designated MC Academic Coordinator. MC Academic Coordinator will register as appropriate and mail student a schedule and bill.*

Step Nine: PAYMENT: *Pay all required MC tuition and fees, in accordance with the college's payment deadlines. Students seeking financial assistance must apply, complete all steps and verify status of funding prior to start of class.*

Program Regulations:

- Dual Enrollment (DE) students are subject to all Policies and Procedures as well as Academic Regulations and Standards of Montgomery College.
- The College reserves the right to make the final decision on admission. Final decisions will rest with the College in accordance with the policy, guidelines, and procedures for admissions.
- DE students are eligible to take most college level courses for which they qualify. DE Students must meet the prerequisite requirement and assessment level(s) for each enrolled credit-bearing course and must test at a minimum reading level to be eligible to take any college course. DE students may not enroll in developmental courses or courses that combine developmental and college level work.
- DE students may be approved to enroll in college credit courses during fall, winter and spring semesters.
- Students are responsible for purchasing any required textbooks, materials and supplies associated with their registered course(s).
- DE students under age 16, by the first day of their initial entry term will be referred by the DE office to be interviewed by the appropriate College official to obtain an exception to the age requirement;
- Earned college credit may not be used to fulfill the credit requirement for the high school diploma unless approved by the HS principal or designee.
- Continued eligibility to participate in dual enrollment is contingent upon successful completion with a minimum grade of "C" or better in previous college course(s). Students who withdraw with a "W" on their transcript may also be ineligible for future participation. Students must continue to meet the dual enrollment standards and follow the same procedures for enrollment. Student must also satisfy all financial obligations to MC prior to enrollment.
- Students MUST submit all appropriate documents including their most recent transcript, a Dual Enrollment Approval Form and DE Registration/Schedule Change form with appropriate signatures for each semester they intend to take college courses. Registration will not occur until all steps are complete and all documents are received by the College.

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DE APPROVAL FORM PAGE 1 OF 2

Term (Select One): Summer2019

Fall 2019

Winter 2020

Spring 2020

PART I. STUDENT INFORMATION

Last Name:	First Name:	Middle Name/Initial:
M.C. Student I.D. M	High School Student ID #:	
E-mail Address	Cellphone Number:	
Date of Birth: (MM/DD/YYYY)	Gender: M F	

PART II. HIGH SCHOOL INFORMATION

High School Name:	Graduation Month/Year:
Location (City, State):	Home Schooled: Y N

PART III. STUDENT and PARENT/GUARDIAN SECTION
College and Program Expectations:

All Montgomery College students, including students taking classes in the high school, are bound by the Montgomery College Academic Regulations and Student Code of Conduct.

The curriculum, including content, objectives and materials of Montgomery College courses are determined by the respective department, in accordance with the college's academic regulations and standards regardless of class location. Montgomery College courses offered through Dual Enrollment do not count toward high school requirements or appear on the high school transcript unless specifically approved by the HS principal and MC prior to the start of the term.

Financial Responsibility:

Students are individually responsible for all Montgomery College tuition, fees and textbook expenses. Registration for a class creates a binding financial obligation that must be paid in full unless a student officially withdraws from the class prior to the published deadline. To obtain a refund, a course must be officially dropped by the refund deadline. The refund deadline for each course is listed on the student schedule/bill and in My MC; refund deadlines vary by course. It is the student's responsibility to officially drop a course if they no longer wish to attend. Non-attendance or failure to pay does not constitute an official withdrawal. Withdrawal requires submission of a new DE Registration/ Schedule Change form and will be effective the date received by the College. Students with demonstrated need may apply for and receive financial assistance to cover part of these expenses. Allocation is based on available funds. Students who fail to make arrangements prior to the payment deadlines risk financial penalties.

Educational Records:

When a student turns 18 years old or enters a postsecondary institution (such as Montgomery College) at any age, all rights afforded to parents under the Family Educational Rights and Privacy Act (FERPA) transfer to the student.

I have read and understood the MC Dual Enrollment Information Sheet and Approval Form. If admitted, I agree to abide by the program and College expectations and requirements as well as the policies and procedures of MC (<http://cms.montgomerycollege.edu/pnp>). Additionally, I understand that I am responsible for all costs including collection costs to satisfy my debts to MC. Upon request by a designated MC official, I agree to provide evidence of the information on this application for verification.

Student Signature: _____ Printed Name _____ Date: _____

Parent/Guardian Signature: _____ Printed Name _____ Date _____

DE APPROVAL FORM PAGE 2 OF 2

Last Name:	M.C. Student I.D.	M
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PART IV. PROPOSED PROGRAM OF STUDY

High School Schedule	Montgomery College Courses:		
Please list below the high school classes you are scheduled to take during the term requested.	Please list below the Montgomery College course(s) your school has approved for you to take during the term requested*		
	Course (i.e. SOCY101)	# of Credits	Dual Credit?***
1.	1.		
2.	2.		
3.	Alternate Courses (if first 2 choices are not available)		
4.	Course (i.e. SOCY101)	# of Credits	Dual Credit?***
5.	1.		
6.	2.		
7.	3.		

* Students must meet the program requirements and assessment and pre-requisites for the course requested. Enrollment is completed by MC once all DE requirements are met and all required documents (including DE registration form) are received. Registration is contingent upon space availability at that time.

***Students seeking high school (dual) credit for a college course must have permission from their principal prior to the start of the term.

PART V. HIGH SCHOOL APPROVAL SECTION

HS Counselor Recommendation:

Recommend:

Recommend with Reservations:

Comments:

This student has an articulated plan for completing all courses required for high school graduation, with time remaining in the schedule to include college courses. They have received HS approval to take the college course(s) listed on this Dual Enrollment Approval Form.

HS Counselor Signature: _____ Printed Name: _____ Date: _____

For Montgomery College Use Only

In-County:	In-State:	Out-of-State:	Home Schooled Verification?	Yes	No	N/A
Academic Initiatives underage approval? Yes No N/A			Form Received: _____			
Processed by:			Comments:			
Academic Coordinator: _____						

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General Information:

Dual Enrollment (DE) students seeking to register for a college course must complete and submit a DE Registration/Schedule Change Form directly to your designated MC academic coordinator within the Office of Academic Initiatives.

Students may only register for an approved college course listed on their signed Dual Enrollment Approval form. DE students must meet the prerequisite requirement and assessment level(s) for each enrolled credit-bearing course. DE students may not enroll in developmental courses or courses that combine developmental and college level work. DE students may not audit a course.

Prior to submitting the DE Registration/ Schedule Change Form, students must meet the program criteria and have:

- Submitted all Dual Enrollment documentation including DE Approval Form and official HS Transcript to their designated MC Academic Coordinator
- Submitted qualifying SAT/ACT scores or has appropriate ACCUPLACER/ESL scores on file with MC.
- Submitted MAP Certificate to their designated MC Academic Coordinator

Steps to Register for a College Course:

1. Student must obtain assessment test results and course placement information from Montgomery College.
2. Student determines which previously approved course they qualify for and would like to take by reviewing the Schedule of Classes for all courses offered on an MC campus or through Distance Learning.
3. Student lists the requested and alternate courses (with CRN) on the DE Registration/ Schedule Change Form
4. Student meets with their HS counselor to finalize schedule and obtain approval on the DE Registration/Schedule Change Form
5. Student submits form to their designated MC Academic Coordinator.
6. MC Academic Coordinator will review and register student as appropriate.
7. MC Academic Coordinator will mail registration letter and schedule/bill to student once registered.

WITHDRAWAL/ FINANCIAL RESPONSIBILITY

Registration for a class creates a binding financial obligation that must be paid in full unless a student officially withdraws from the class prior to the published deadline. To obtain a refund, a course must be officially dropped by the refund deadline. The refund deadline for each course is listed on the student schedule/bill and in My MC; refund deadlines vary by course. It is the student's responsibility to officially drop a course if they no longer wish to attend. Non-attendance or failure to pay does not constitute an official withdrawal. Withdrawal requires submission of a new DE Registration/ Schedule Change form and will be effective the date received by the College.

Directions to Fill Out Course Registration Form:

- **TERM:** Choose the term that you are registering for. A separate form is needed for each term.
- **Part I: Student Information:** Complete entire student profile information section
- **Part II: Course Requests-** List of first choice(s) for course registration
 - Course/Lab column: Total # of courses requested. If only interested in taking one course then leave the second row blank and list alternate courses in Part III. Use the third row for any lab required with the course section.
 - Reg. Status: Check "add" to register for a course. Check "drop" to withdraw from a previously registered course.
 - Course Number: List the course(s) by course number (i.e. ENGL101, BIOL130, etc.) Based on the course number listed on student's confirmed DE Approval Form.
 - CRN: unique 5 digit number that identifies the date, time and location of course
 - Meeting Days: Check the days of the week that the course meets
 - M-Mon, T-Tues., W-Wed, R-Thurs., F-Fri., S-Sat., DL-Distance Learning/Blended
 - Meeting Times: input the time during the week that the class meets
 - Credit Hours: input the total # of credits for the course
 - Course Location: Input the location where the course is offered:
 - HS-High School Site, GT- Germantown Campus, RV- Rockville Campus, TP/SS- Takoma Park/Silver Spring
 - Campus, USG- Universities at Shady Grove, DL- Distance Learning/Blended
- **Part III: Alternate Course Requests-** List of alternate choices if first choice is not available. Follow instructions from Part II listing alternate course requests
 - **Signatures:** Both the student and a HS Counselor must sign and date form.

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TERM: Summer 2019: Fall 2019: Winter 2020: Spring 2020:

PART I. STUDENT INFORMATION									
Last Name:				First Name:				Middle Initial:	
M.C. Student I.D.: M				High School:					

PART II. COURSE REQUESTS: Course number must match the Dual Enrollment Approval Form. Lab sections must be listed in row 3.																					
Course/ Lab	Registration Status		Course Number (i.e. SOCY100)	CRN (5 Digit#)	Meeting Days (check all that apply)								Start Date (i.e. 8/25/16)	Meeting Times (i.e. 12:00 – 1:50 p.m.)	Credit Hours	Course Location					
Request #1	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL	
Request #2	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL	
LAB	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL	

PART III. ALTERNATE COURSE REQUESTS: (Optional If first choices are not available) Course number must match the Dual Enrollment Approval Form																					
Course	Registration Status		Course Number (i.e. SOCY100)	CRN (5 Digit#)	Meeting Days (check all that apply)								Start Date (i.e. 8/25/16)	Meeting Times (i.e. 12:00 – 1:50 p.m.)	Credit Hours	Course Location					
Request #1	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL	
Request #2	Add	Drop			M	T	W	R	F	S	DL				HS	GT	RV	TP/SS	USG	DL	

REGISTRATION: By signing below student understands that they must meet ALL Dual Enrollment requirements prior to registration. Student must also meet the assessment level and prerequisites or obtain department approval (when appropriate) for all courses requested. Registration for specific course sections is contingent upon space availability at the time that ALL required documents and enrollment steps have been completed. Student may request to be placed on a course waitlist in accordance with college policy. Changes to a student's schedule require a new DE Registration/ Schedule Change form and must be done through the DE office prior to the first day of the class. Students are held fully responsible for their selection of courses whether or not made in consultation with a Montgomery College advisor.

ON-TIME REGISTRATION: The College requires all students to be registered for their class by no later than 11:59pm the day before the class is scheduled to start. DE Registration/Schedule Change Forms received by the college after the registration deadline will not be processed, including schedule adjustments. Students will need to request to register for a class that begins at a later date.

WITHDRAWALS/ FINANCIAL RESPONSIBILITY: By signing below student understands that registration for a class creates a binding financial obligation that must be paid in full unless a student officially withdraws from the class prior to the published deadline. To obtain a refund, a course must be officially dropped by the refund deadline. The refund deadline for each course is listed on the student schedule/bill and in My MC; refund deadlines vary by course. It is the student's responsibility to officially drop a course if they no longer wish to attend. Non-attendance or failure to pay does not constitute an official withdrawal. Withdrawal requires submission of a new DE Registration/ Schedule Change form and will be effective the date received by the College.

Student Signature: _____ Date: _____ HS Counselor/ Signature: _____ Date: _____

FOR MONTGOMERY COLLEGE USE ONLY:

Processed by: (Initial/Date)	Reg. Code: A B C D MP GEN	Comments:
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