

# GENERAL INFORMATION

## for DUAL ENROLLMENT STUDENTS



### **MYMC ONLINE STUDENT ACCOUNT**

- The MyMC system is your secure online student account. You must use MyMC to get information about your registration, bills, as well as mid-term and final grades. You should visit this site regularly to check your email and for important College notices and updated information.
- To access MyMC, go to the Montgomery College home page- [www.montgomerycollege.edu](http://www.montgomerycollege.edu). Click on *Access MyMC* at the top of the page, click Claim Your Account, and follow instructions to set up your account
- Any problems related to MyMC, MC email, or Blackboard, please contact IT Service Desk at 240-567-7222.

**STUDENT SCHEDULE:** Please log in to onto your MyMC online student account at [www.montgomerycollege.edu](http://www.montgomerycollege.edu) and review your class schedule to ensure that the course, section, location, date and time are correct.

**ON-TIME REGISTRATION POLICY:** 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. Thus, any changes to your schedule must fall within these guidelines. MC dualenroll.com requests received by the college after the registration deadline for the course requested will not be processed, including schedule adjustments. Students will need to request to register for an alternate class that begins at a later date.

**COST AND PAYMENT:** Students are individually responsible for all Montgomery College tuition and fees associated with taking a college course. Your course related charges are listed on your MyMC account to include a breakdown of all MC fees. Payment is due at the time of registration and must be received prior to the first day of your class to avoid financial penalties and/or withdrawal from the course. No prorated refunds of MC/MCPS fees are provided for withdrawals. If you applied for the MC High School Grant, you will also receive a separate notification from the college's Scholarship office regarding your grant application status. Please go to the *TUITION, FEES AND FINANCIAL ASSISTANCE* section of the Dual Enrollment webpage for all cost and payment information.

**WITHDRAWALS/ 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 your MyMC account; 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** the student to DROP/ABANDON the course in MC dualenroll.com and will be effective the date received by the College.

### **MC E-MAIL ADDRESS**

- Your Montgomery College student e-mail address is your official college e-mail address. MC uses this e-mail as the primary mode of communication. You are expected to check this e-mail on a regular basis for important deadlines and information from various college offices and departments. Please note that professors may also require that you use your MC e-mail account.
- To access your MC e-mail, go through your MyMC account. If you need help call (240) 567-5000, choose option 1 for English and then option 2 for MyMC

**DISABILITY SUPPORT SERVICES (DSS):** Students desiring any accommodations for a MC course must be registered with MC's Disability Support Services and should contact that office immediately but by no later than 6 weeks prior to the start of class: 240-567-5058; College professors are not required to provide any accommodations without documentation from MC's Disability Support Services, including those who have an IEP or 504 at the high school level.

# Student Checklist for Dual Enrollment Students



- Log into your MyMC account (online student account) to:**
  - Access your online class through Blackboard (found on the upper right corner of the screen)
  - Setup and Check your MC email (also on the upper right hand corner of the screen)
  - Sign up for MC Alert to receive announcement regarding MC delay openings and closures
  - Order MC Parking Permit – MC permits cannot be used at USG
  - View midterm and final grades (under “View My Grades”)
  - Request MC official transcript
  
- Verify your class schedule** in MyMC by checking the starting & ending date, time, and location.
  - In MyMC go to: *Student Tools—View My Class Schedule*
  
- Obtain your course textbook(s)**
  - Log into MyMC, go to: *Student Tools—View My Class Schedule* then select “View Drop Deadline Dates & Booklist”
  
- View and pay your bill**
  - In MyMC go to: *Student Tools—Pay My Bill*
  - Pay online through MyMC or by mail or in person
  - To check drop deadline dates Log into MyMC, go to: *Student Tools—View My Class Schedule* then select “View Drop Deadline Dates & Booklist”
  
- Obtain your MC College ID Card**
  - To obtain your free college ID card, bring your paid receipt and another form of photo identification to the Office of Public Safety and Security at any of our main campuses. For hours of service and location check the [web](#) or call the Response Center at 240-567-5000.
  
- Request accommodations through Disability Support Services (DSS)**
  - Students seeking disability support services for any MC course **must** be approved by MC’s Disability Support Services. Please contact the office **immediately**: 240-567-5058; <http://www.montgomerycollege.edu/DSS> Professors are not obligated to provide any accommodations without notification from MC’s DSS regardless of your HS status.
  
- Visit the Dual Enrollment Website [www.montgomerycollege.edu/dep](http://www.montgomerycollege.edu/dep)**
  - View general semester information
  - MCPS Dual Enrollment Program Assistant (DEPA) contact information
  - MC DE program staff contact info and many other resources
  
- MC classes begin!**
  - Check your schedule for the first day of class and BE ON TIME
  - Bring your textbook– do not unwrap or mark in books until after the first class meeting
  - Verify with the professor that you are on his/her class roster.
  - Review the course syllabus carefully and thoroughly.
  
- Check your MC e-mail account weekly for communications from your professor and the Dual Enrollment Program**

*The Office of Dual Enrollment*  
Web: [www.montgomerycollege.edu/dep](http://www.montgomerycollege.edu/dep)  
Email: [Dualenrollment@montgomerycollege.edu](mailto:Dualenrollment@montgomerycollege.edu)  
Main Office: 240-567-4140