

# EARLY COLLEGE PARENT GUIDE

Dear Parent:

Congratulations! Your student has been admitted to Montgomery College's Early College program. We want to share with you some information that can assist you in supporting your student in this college experience. We are working together to ensure your student has a fulfilling and successful college experience. By becoming informed, showing support, and encouraging independence, you can make a tremendous contribution to your student's successful college experience.

If you have any questions during the time your student is enrolled in the program, please contact your student's **Early College coordinator**.

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## Resources Available to Your Student

### Faculty Office Hours

Your student's professors will provide information on their office hours as well as a Zoom link to attend faculty office hours.

We encourage students to email their professors if they have questions—and to meet with their professors when they need assistance.

### Embedded Coach Sessions

To support your student, the program offers embedded coaches—or tutors—who work in conjunction with professors to provide support in English, mathematics, and science courses. Embedded coaches provide targeted coaching relevant to coursework, assignments, and exam preparation. We strongly encourage your student to attend these sessions.

### Biweekly Early College Seminars

Your student is expected to attend a one-hour biweekly Early College Seminar throughout each semester. These sessions are designed to support academics through guidance in fine-tuning study skills as well as offering assistance with the college application process.

### STEM Learning Centers Virtual Tutoring

Online subject support is available for current Montgomery College students. To participate, students need a device with internet connection. Students can communicate with tutors from any location. MC offers both synchronous (in-person remote) and asynchronous (tutor and student do not have to be online at the same time) options. Each tutoring session lasts approximately 30 minutes to one hour depending on the learning center. To learn more about securing tutoring appointments and how to register for tutoring by content area, please use the MC Tutoring link: [montgomerycollege.edu/academics/support/learning-centers/virtual-tutoring](https://montgomerycollege.edu/academics/support/learning-centers/virtual-tutoring)

## How to Support Your Early College Student

- Understand your student may be feeling stressed in adjusting to the new learning environment in college.
- Understand that college is more challenging than high school.
- Encourage your student to seek help from one of the College sources mentioned above when experiencing problems.
  - Inform your student that they have to contact their professor/embedded coaches/Early College coordinator or any other MC staff/faculty member if/when they have questions/concerns

- Talk to your student about being independent and proactive inside and outside the classroom. Here are some questions you should be asking your student:
  - Are you attending class?
  - How are you communicating with your professors and classmates?
  - Are you studying for your college classes at least two hours for every one hour of class meeting time during the week?
  - Are you reviewing the material from class weekly?
  - Are you balancing study time with leisure time?
  - Are you starting assignments early?
  - Are you turning in assignments on time?
- Encourage your student to do the absolute best they can to succeed—and let them know that you have unconditional support for them.
- Encourage your student to keep in touch with their high school counselor and frequently visit the high school website.

## How to Apply for Disability Support Services

Your student can apply for accommodations for college classes through MC's Disability Support Services Office (DSS). DSS leads the effort to promote full participation and equal access to educational opportunities, programs, and activities. DSS provides accommodations and support services for students with documented disabilities, and educates the larger College community on disability related issues. To apply for accommodations for college classes, students should go to: [montgomerycollege.edu/counseling-and-advising/disability-support-services](https://montgomerycollege.edu/counseling-and-advising/disability-support-services). Click on "New Student Intake" to complete and submit the intake form.

## Montgomery College Delay or Closure

We urge you to sign up for MC Alert. MC Alert is the communications system Montgomery College uses to send emergency text alerts, notifications, and email messages and/or mobile device, as well as digital signage on College property. All MC students, faculty, and staff email accounts are automatically registered on the MC Alert system via MyMC. You can register to receive these same alerts through the following link: [smart911.com/smart911/registration/registrationLanding.action](https://smart911.com/smart911/registration/registrationLanding.action)

## Montgomery College Academic Calendar

Students taking MC classes follow the MC academic year calendar. **Please note MC follows a different holiday schedule and a different spring break schedule than MCPS.** Your student is expected to attend Montgomery College class sessions during the week of the MCPS spring break, as well as other days such as professional days when MCPS may not be in session.

To view the complete MC academic calendar, visit:  
[montgomerycollege.edu/academics/academic-calendar](http://montgomerycollege.edu/academics/academic-calendar)

## Montgomery College Registration

All MC registration activity is completed through the Early College coordinator.

## Instructional Materials

Montgomery County Public Schools (MCPS) covers the cost of the instructional materials for college courses. During the current remote teaching and learning environment, Early College will provide the MC Bookstore with a list of students and their course information, home address, as well as other contact information. Students are responsible for maintaining their current home address for mailing materials. The MC address change form can be found at: [montgomerycollege.edu/\\_documents/admissions-registration/student-address-information-change-form.pdf](http://montgomerycollege.edu/_documents/admissions-registration/student-address-information-change-form.pdf)

## Grades

Your student will receive a midterm grade after the MC spring break. Your student can access that grade through their MyMC account. Access to midterm and final grades are online in MyMC by selecting "My Grades." The expectation for students in the Early College program is that they will earn grades of C or higher in all classes.

Final grades are typically available seven to 10 days following the end of each semester. The College does not mail grade reports, and grades are not provided via phone or email. Midterm and final grades are the only grades professors are required to post.

**You should be talking to your student about grades they have received on quizzes, tests, assignments, and at midterm. You can find those grades on their blackboard account.**

Montgomery College grades will appear on the MC transcript as well as the MCPS transcript. The grades earned in MC classes will be calculated into your student's MCPS Cumulative grade point average (GPA) as well as their weighted MCPS GPA as are MCPS Advanced Placement (AP) courses.

The expectation is for your student to earn grades of "C" or higher in all classes.

## Family Education Rights and Privacy Act of 1974

As a parent or guardian, you are used to having access to your student's education records through the Family Educational Rights and Privacy Act (FERPA). According to the act, when your child turns 18 or enters college (at any age), those rights related to educational records transfer to the student. The Early College program provides students with the opportunity to sign a FERPA release form so the College is able to share information with the parents. Click on the following link to read more about student privacy at the college level. [montgomerycollege.edu/admissions-registration/student-resources/student-privacy-ferpa](http://montgomerycollege.edu/admissions-registration/student-resources/student-privacy-ferpa)

## Navigating MyMC

The MyMC portal provides students, faculty, staff, and alumni with information and sign-on access to various College applications, including registration, checking grades, and requesting transcripts. Students also access their Montgomery College email through MyMC. Your student may share MyMC login credentials with you.

## What Is Blackboard?

Blackboard is MC's online course management system and it is where you can interact with professors, post assignments, take assessments, view grades, and much more. The course syllabi can be downloaded from Blackboard.

**Blackboard provides:**

- Day-to-day grades (midterm grades posted around the eighth week of semester)
- View Syllabus (quiz/exam/assignment due dates)
- View assignment due dates

## Paying Your Student's Bill

Student accounts must be paid prior to the first day of each semester. MCPS and MC will cover the cost of tuition. Students are required to pay for all associated course fees. For a description and clarification of course fees, please access this link: [montgomerycollege.edu/paying-for-college/tuition/fees](http://montgomerycollege.edu/paying-for-college/tuition/fees)



### Pay My Bill

Students can check their account balance and pay their bill by logging onto MyMC: [mymc.glb.montgomerycollege.edu](http://mymc.glb.montgomerycollege.edu). Scroll down page to "Students Tools" and look for the pay my bill icon.

Fees will continue to be charged while we are in a remote teaching and learning environment. An essential part of Montgomery College's mission is to help ensure as many people as possible have access to a college education. In keeping with the College's priority to keep costs low, College leaders worked hard last year to create cost savings, which resulted in no increases in tuition or any fees associated with enrollment at Montgomery College for the current fiscal year.

The fees assessed are based on the number of hours a student is enrolled. The fees offset costs of services that are available to all students. The services students use vary from semester to semester; however, we must ensure the services are consistently and continuously available.

The Transportation Fee is assessed to support the cost of transportation operations including maintaining parking lots and parking garages on our campuses, campus roadways, parking enforcement and administration, providing free Ride On bus services for our students, free shuttle bus services between the campuses, and debt service costs for parking structures. Even when access to the campuses is restricted, various costs continue, including maintenance and debt service that the fees support.

The Major Facilities Fee supports the renewal, maintenance, and replenishment of College facilities. The physical building assets must be maintained regardless of the number of students on campus. The fee also covers applicable debt service cost associated with the renewal and replenishment of these facilities and their complex infrastructure.

Students who have submitted the annual MCPS application for Free and Reduced Meals Benefits and receive their annual approval for benefits from MCPS will have their student fees paid by MCPS and should check their student account for a \$0 balance.

Early College students may also apply for the Montgomery College High School Grant by the semester deadline found on the grant application page at: [montgomerycollege.edu/high-school-students/dual-enrollment/tuition-fees-and-financial-assistance.html#high-school-grant](http://montgomerycollege.edu/high-school-students/dual-enrollment/tuition-fees-and-financial-assistance.html#high-school-grant)

Early College students do not qualify to use the FAFSA form to apply for federal or state financial aid for this program.

Students who are approved to take an extra elective or college course outside their college pathway or not required to fulfill a high school diploma requirement will be responsible for the tuition and fees for that course.

## Your Student's Class Schedule

Your student can view their semester class schedule by logging in to their MyMC account. Click "My Classes" and then click "View My Class Schedule."

## Transfer and Application Process to Four-Year Institutions

- Early College students are not eligible to use the Maryland Transfer Advantage Program (MTAP).
- There is no guaranteed admission to any four-year institutions.
- Most four-year institutions will require your child to use the freshman application process; however, we urge students to check with the individual institution on their application process for Early College students. Once accepted, the four-year institutions will review the student's MC credits for transfer credit.

## Whom to Contact with Questions or Concerns?

We encourage you to have your student communicate with—and ask questions of—their professors. It is part of the experience of taking college classes. If an issue or concern is unresolved, the your student or you can reach out to their Early College coordinator. We want students to know that, as college students, they need to advocate for themselves.

But when parents call, professors reassess the situation. If you call on behalf of your student, professors will regard your student as lacking the kind of independence and maturity normally expected of college students..

If your student is incapacitated because of a major illness or family emergency, you can contact their Early College coordinator and they will notify your student's professors.