



Admissions Application | 2016–2017

Montgomery College | Programs of Study

If your transfer major or area of concentration does not appear in the Programs of Study list, select General Studies. To receive appropriate advising, please select the code that most closely reflects your Montgomery College and/or eventual transfer major.

Germantown Campus		Germantown Campus		Germantown Campus	
Rockville Campus		Rockville Campus		Rockville Campus	
Takoma Park/Silver Spring Campus		Takoma Park/Silver Spring Campus		Takoma Park/Silver Spring Campus	
• • • 167	Accounting Certificate	• • • 357	Digital Media and Web Technology	• • • 525	Pre-Medical Coder/Abstractor/Biller Certificate
• • • 608	American Sign Language	• • • 229A	Web Design Certificate	• • • 560	Pre-Mental Health Associate*
• • • 220	American Sign Language Certificate	• • • 231A	Web Development Certificate	• • • 570	Pre-Nursing*
• • • 344	Applied Geography	• • • 230	Web Programming Certificate	• • • 580	Pre-Physical Therapist Assistant*
• • • 184	Cartography and Geographic Information Systems Certificate	• • •	Education	• • • 535	Pre-Polysomnography Technology
• • • 183	Geographic Education Certificate	• • • 604	AAT Early Childhood Education/Early Childhood Special Education	• • • 520	Pre-Radiologic (X-Ray) Technology*
• • •	Architectural Technology	• • • 601A	AAT Elementary Education/Special Education	• • • 590	Pre-Surgical Technology*
• • • 302	Architectural Technology	• • • 610	AAT Secondary Education – Chemistry	• • •	Hospitality Management
• • • 203	CAD for the Building Professional Certificate	• • • 607	AAT Secondary Education – English	• • • 055	Food and Beverage Management Certificate
• • •	Art	• • • 605	AAT Secondary Education – Mathematics	• • • 814	Food and Beverage Management Letter of Recognition ‡
• • • 003	Art	• • • 603	AAT Secondary Education – Physics	• • • 347A	Food and Beverage Management Track
• • • 059	Art History	• • • 602	AAT Secondary Education – Spanish	• • • 233	Hospitality Supervision and Leadership Certificate
• • • 910	Studio Art AFA	• • • 177	Early Childhood Education Certificate	• • • 813	Hospitality Supervision and Leadership Letter of Recognition ‡
• • •	Automotive Technology	• • • 315	Early Childhood Education Technology	• • • 347B	Management/Supervision Track
• • • 162	Automotive Electrical Systems Specialist Certificate	• • • 414	Emergency Preparedness Management Certificate	• • • 237	Meeting, Conference, and Event Planning Certificate
• • • 160A	Engine Performance Specialist Certificate	• • •	Engineering Science	• • • 815	Meeting, Conference, and Event Planning Letter of Recognition ‡
• • • 161A	Powertrain Specialist Certificate	• • • 408	Aerospace Engineering	• • • 347C	Meeting, Conference, and Event Planning Track
• • • 163A	Undercar Specialist Certificate	• • • 411A	Bioengineering	• • •	Interior Design
• • • 334	Biotechnology	• • • 406	Chemical Engineering	• • • 224	Advanced Interior Design Certificate
• • • 246	Biomufacturing Certificate	• • • 407	Civil Engineering	• • • 225	Design Industry Partnership Certificate
• • • 219	Biotechnology Certificate	• • • 409	Computer Engineering	• • • 306A	Interior Design: General Track
• • •	Broadcast Media Production	• • • 402	Electrical Engineering	• • • 306B	Interior Design: NKBA Track
• • • 207	Broadcast Journalism Certificate	• • • 403	Fire Protection Engineering	• • • 102	Interior Design/Preprofessional
• • • 214	Digital Multimedia Production Certificate	• • • 410	General Engineering	• • • 226	Introductory Interior Design Certificate
• • • 309	Radio	• • • 413	Materials Science and Engineering	• • •	152 International Studies
• • • 208	Radio Production Certificate	• • • 404	Mechanical Engineering	• • • 328	Landscape Technology
• • • 310	Television	• • • 405	Nuclear Engineering	• • • 140	Landscape Technology Certificate
• • • 209	Television Production Certificate	• • • 241	Ethnic Social Studies Certificate	• • •	Management
• • •	Building Trades Technology	• • • 816	Ethnic Social Studies Letter of Recognition ‡	• • • 145A	Management Certificate
• • • 179A	Carpentry Certificate	• • •	Fire Science and Emergency Services	• • • 805A	Supervisory Letter of Recognition ‡
• • • 810A	Carpentry Letter of Recognition ‡	• • • 180	Fire and Arson Investigation Certificate	• • • 054	Music
• • • 308A	Carpentry Track	• • • 346A	Fire and Emergency Services Management	• • • 204	Music Certificate
• • • 245	Electrical Wiring Certificate	• • • 240	Fire and Emergency Services Management Certificate	• • •	354 Network and Wireless Technologies
• • • 807A	Electrical Wiring Letter of Recognition ‡	• • • 321	Fire Prevention Technology	• • • 254	IT Professional + Certificate
• • • 308B	Electrical Wiring Track	• • • 247	Fire Prevention Technology Certificate	• • •	Network Engineer Certificate
• • • 244	HVAC Certificate	• • • 322	Fire Protection Technology	• • • 215B	Cisco Certified Network Associate
• • • 808A	HVAC Letter of Recognition ‡	• • • 248	Fire Protection Technology Certificate	• • • 215A	Microsoft Windows System Administrator
• • • 308C	HVAC Track	• • •	General Studies	• • • 227	Wireless Technologies Certificate
• • • 236A	Residential Remodeling and Repair Certificate	• • • 611A	Humanities, Arts, Communications, Languages (HAEL)	• • •	341 Paralegal Studies
• • • 818	Residential Remodeling Letter of Recognition ‡	• • • 611D	Integrated Studies	• • • 804	Legal Analysis Letter of Recognition
• • • 006	Business	• • • 611B	Science, Technology, Engineering, Math (STEM)	• • • 156	Paralegal Studies Certificate
• • • 609	Communication Studies	• • • 611C	Social Science, Administration, Health Care (SSAH)	• • •	342 Photography
• • •	Computer Applications	• • • 611Z	Undecided (GENL)	• • • 193	Electronic Photography Certificate
• • • 238	Database Systems Certificate	• • • 304A	Graphic Design	• • • 194	Photographic Techniques Certificate
• • • 311E	Database Systems Track	• • • 358	Digital Animation	• • • 196	Photography Master Certificate
• • • 213	Information Technology Certificate	• • • 175A	Digital Animation Certificate	• • • 172	Portrait, Fashion, and Photojournalism Certificate
• • • 311B	Information Technology Track	• • • 359	Graphic Design for Web and Interaction	• • •	School of Art and Design
• • • 360	Computer Gaming and Simulation	• • • 255	Graphic Design for Web and Interaction Certificate	• • • 902A	Graphic Design
• • • 232	Internet Games and Simulation Certificate	• • • 239	Graphic Design with Digital Tools Certificate	• • •	Science
• • •	Computer Publishing and Printing Management	• • • 305	Illustration	• • • 412D	Chemistry and Biochemistry
• • • 823	Electronic Publishing Letter of Recognition	• • •	Health Enhancement, Exercise Science, and Physical Education	• • • 412E	Environmental Science and Policy
• • • 107	Computer Science	• • • 191B	Advanced Personal Trainer Certificate	• • • 412A	Life Science
• • • 108	Computer Programming Certificate	• • • 822	Aging Studies Letter of Recognition	• • • 412B	Mathematics
• • • 109	Information Systems	• • • 186A	Community Health	• • • 412C	Physics
• • • 250	Java Developer Certificate	• • • 157B	Health Fitness	• • •	143 Technical Writing Certificate
• • • 230	Web Programming Certificate	• • • 821	Personal Trainer Examination Preparation Letter of Recognition ‡	• • •	Theatre
• • •	Construction Management	• • • 159A	Physical Education Teacher Education	• • • 128	Dance
• • • 303	Management of Construction	• • • 415	Public Health Sciences	• • • 011	Theatre Performance
• • • 142	Management of Construction Certificate	• • •	Health Sciences	• • • 014	Theatre Technical
• • • 820	Sustainability Letter of Recognition ‡	• • • 530	Pre-Diagnostic Medical Sonography*	• • • 234	Transfer Studies Certificate
• • • 314	Criminal Justice	• • • 550	Pre-Health Information Management*	• • • 251	Women's Studies Certificate
• • • 356A	Cybersecurity				
• • • 252	Advanced Network Security Certificate				
• • • 253	Cisco Certified Network Associate + Security Preparation Certificate				

* If you plan to apply to a Montgomery College selective admission program in the health sciences, you may elect a pre-health science/general studies major while your application to the selective program is pending. Your interest in a health science program will be recorded; however, your actual major will be in general studies until you are officially admitted to the selective program. Refer to the Montgomery College Catalog for specific admissions requirements for these programs. Use the "pre" code associated with the program, e.g., 570 Pre-Nursing or 580 Pre-Physical Therapist Assistant, or you may choose any other Montgomery College major while your application to a health science program is pending. If unsure, contact a counselor for advice.

† Students planning to transfer to a four-year degree program in nursing are advised to check with the desired transfer institution to determine the requirements of the institution.

‡ Refer to the Montgomery College Catalog for specific information regarding letters of recognition. Students seeking only a letter of recognition are considered nondegree seeking and are not eligible for financial aid.

Montgomery College | Admissions Application 1 of 2

Print clearly, in ink; complete both pages. Enclose check or money order for \$25 nonrefundable fee; starter checks are not accepted.

Have you ever taken credit or noncredit courses at MC? ☐ Yes ☐ No Have you previously applied to MC? ☐ Yes ☐ No

Provide your M number if you already have one _____

Office Use Only

M - _____

NAME Last _____ First _____ Middle _____

Previous Name(s) _____ Preferred Name _____

CURRENT ADDRESS Street _____ Apartment _____

County of Residence _____ City _____ State _____ ZIP _____

Country (if not US) _____ How long have you lived at this address? Years _____ Months _____

E-MAIL _____ **HOME PHONE** _____

WORK PHONE _____ **CELL PHONE** _____

EMERGENCY CONTACT Last Name _____ First Name _____

Phone _____ Relationship _____ E-mail _____

PERSONAL INFORMATION Your social security number is not required for admission. However, if you intend to apply for financial aid or claim tuition and fee costs on income taxes, you must provide your social security number. Race is not used for eligibility in admissions. Federal regulations require colleges to report enrollment data by racial, ethnic, and gender categories.

BIRTH DATE _____ (mm/dd/yyyy) ☐ Under 16 **GENDER** ☐ Male ☐ Female **SOCIAL SECURITY NUMBER** _____

ETHNICITY/RACE Are you of Hispanic or Latino origin? ☐ Yes ☐ No What is your race? Check one or more of the following:
☐ White [1] ☐ Black or African American [2] ☐ Asian [4] ☐ American Indian or Alaskan Native [5] ☐ Native Hawaiian or Pacific Islander [7]

CITIZENSHIP Check one: ☐ US ☐ Permanent Resident ☐ Not a US citizen or Permanent Resident (If checked, complete box below.)

Nation of Birth _____ Nation of Citizenship (required) _____

FOREIGN STUDENT STATUS If you are a non-US citizen, complete this section.

US Entry Date _____ Immigration Status (I-94) _____ I-94 Departure/Expiration Date _____

1. Do you plan to request an F1 (student) visa while outside the US? ☐ Yes* ☐ No

*If "Yes," complete additional application procedures at montgomerycollege.edu/admissions/i20 or see an international student coordinator.

2. Do you plan to request a change of status to F1 while remaining in the US? ☐ Yes* ☐ No

*If "Yes," see an international student coordinator before submitting this application.

3. Do you have an F1 visa or F1 status through another school? ☐ Yes ☐ No

a) If yes, list school on current I-20 _____ Expiration date of current I-20 _____

b) Do you plan to transfer your F1 status to Montgomery College? ☐ Yes* ☐ No

*If "Yes," complete additional application procedures at montgomerycollege.edu/admissions/i20 or see an international student coordinator.

c) Do you plan to enroll at Montgomery College as a visiting student and maintain F1 status at your home school? ☐ Yes ☐ No

HIGH SCHOOL All high school graduates/GED recipients who are new to college must provide a copy of their final high school transcript or GED diploma before attending class.

High School or Home School Organization _____ ID Number _____

City _____ State or Country (if not US) _____ Years Attended: From _____ To _____

Expected/actual high school graduation or GED completion Month _____ Year _____

Check one: ☐ Current High School Student ☐ High School Diploma Recipient ☐ High School Certificate Recipient
☐ Maryland GED Recipient ☐ Non-Maryland GED Recipient ☐ High School Non-graduate

Did you complete a Tech Prep Program? ☐ Yes ☐ No

Are/were you home schooled? ☐ Yes ☐ No If yes, fill in home school information above, including completion month and year.

Are you going to take classes at MC while you are still in high school? ☐ Yes ☐ No

Application continues on next page.

Montgomery College | Admissions Application 2 of 2

COLLEGE When do you plan to attend MC? **YEAR** _____ **SEMESTER** ☐ Fall ☐ Winter ☐ Spring ☐ Summer
CAMPUS ☐ Germantown ☐ Rockville ☐ Takoma Park/Silver Spring

Do you have a degree(s) from a US or foreign college or university? ☐ No ☐ Yes: ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctorate

List accredited US or foreign colleges or universities previously attended _____
(Submit unofficial US transcripts to waive assessment test.)

Have you completed a college-level English composition course with a grade of C or better at an accredited US college or university?

☐ Yes ☐ No If yes, list college or university, course number, and title _____
(Submit unofficial US transcripts to waive English assessment test.)

I have test scores for: ☐ SAT® ☐ ACT ☐ TOEFL ☐ IELTS ☐ PTE (Submit an original score report; faxes and copies are not accepted.)

PROGRAM OF STUDY Find the 3- or 4-digit code for your major, located in the Montgomery College Programs of Study list. Enter the code in the desired major box to the right:

DESIRED MAJOR

EDUCATIONAL GOAL Check one box that best describes your current educational goal:

- ☐ Earn a degree or certificate at Montgomery College and transfer.¹ ☐ Take courses to prepare for a new career.²
☐ Earn a degree or certificate at Montgomery College.¹ ☐ Take courses for personal interest and self enrichment.^{2,3}
☐ Take courses to prepare for transfer.² ☐ Take courses as a visiting student from another college/university.^{2,4}

¹ F1/M1 visa applicants must check this box and select a program of study that leads to an associate's degree. Effective 2014, you must be 18 or a high school graduate to check this box.

² Students who select this category are not eligible for federal financial aid.

³ This option is limited to students who have been out of high school or its equivalent for at least 3 years.

⁴ Submit permission to enroll from your home institution; include approved MC course numbers—for example, ENGL 101.

RESIDENCY FOR TUITION PURPOSES

Do you plan to apply for the out-of-state tuition rate exemption (Maryland Dream Act)? ☐ No ☐ Yes*

*If "Yes," complete additional application procedures at montgomerycollege.edu/marylanddream or go to the Office of Enrollment Services.

Do you/your parents own/rent your primary residence? ☐ No ☐ Yes, County: _____ State: _____

Do you file income taxes? ☐ No ☐ Yes, filed in County: _____ State: _____

Do you have a valid driver's license? ☐ No ☐ Yes, State: _____ Do you own a motor vehicle? ☐ No ☐ Yes, registered in State: _____

Are you registered to vote? ☐ No ☐ Yes, registered in County: _____ State: _____

FAMILY EDUCATION BACKGROUND

Highest school completed by mother: ☐ Middle School/Jr. High ☐ High School ☐ College or beyond ☐ Other/unknown

Highest school completed by father: ☐ Middle School/Jr. High ☐ High School ☐ College or beyond ☐ Other/unknown

US MILITARY STATUS (if applicable) ☐ Active Duty ☐ Veteran ☐ Dependent of Active Duty Servicemember or Veteran

☐ Air Force ☐ Army ☐ Coast Guard ☐ Marine Corps ☐ National Guard ☐ Navy ☐ Reserves

LANGUAGE BACKGROUND FOR ASSESSMENT TESTING

Most students are required to take placement tests. The Accuplacer test is for students whose first language is American English or those who have attended a US school for 10 or more years. All other students take the ESL Accuplacer test designed for students who speak American English as a second language. Both assessment tests may lead to college-level courses.

Is American English your first language? ☐ Yes ☐ No Have you attended 10 or more years of school in the US? ☐ Yes ☐ No

SIGNATURE I certify that the information on this application is correct and complete; I understand that falsification may result in dismissal and/or retroactive adjustment of tuition and fees. I certify that I am aware of Montgomery College's (MC) policy on drug and alcohol abuse prevention, and that MC is a tobacco-free institution and thus prohibits the use of tobacco products on all MC-owned property. If admitted, I agree to abide by 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.

Applicant Signature

Date

Montgomery College is an academic institution committed to promoting equal opportunity and fostering diversity among its students, faculty, and staff.

ES 9/16

Office Use Only M - _____ Initial & Date: _____

Submit application and \$25 fee to: **Germantown Campus**, 20200 Observation Drive, Germantown, MD 20876; **Rockville Campus**, 51 Mannakee Street, Rockville, MD 20850; or **Takoma Park/Silver Spring Campus**, 7600 Takoma Avenue, Takoma Park, MD 20912.

Montgomery College | What You Need to Know

Once my Montgomery College application is processed, what comes next?

Promptly complete assessment/testing requirements. Most courses require that you demonstrate skill levels in English, reading, and/or mathematics prior to registration. Contact the Assessment Center for testing times or appointments.

Why is the welcome letter so important?

The welcome letter contains your M number, your MyMC ID, your official Montgomery College e-mail address, residency/tuition rate, and which placement test you should take. You should receive your welcome letter within 10 business days after applying to Montgomery College. **Keep your welcome letter for your records.**

If you have not received your welcome letter within 10 business days after applying to the College, contact the Response Center at 240-567-5000.

What is an M number?

An M number is your student identification number—also called your College ID, assigned to you by Montgomery College.

What is a MyMC ID?

Your MyMC ID is the user ID assigned to you for entry to Montgomery College's web portal MyMC, where you can read your e-mail, register for classes, contact your instructors, view your grades, and learn about clubs, news, and activities.

How do I log in to MyMC?

Now that you have your MyMC ID from your welcome letter, click on the MyMC button on Montgomery College's home page to take you to MyMC. Before you can log in to MyMC, you must first claim your account. Click on the "Claim Your Account" link on the MYMC login page and follow the instructions. If you need help with MyMC, call 240-567-5000, choose your language, and press 2 for MyMC support. *Warning: Do not share your login information with anyone. You are responsible for all transactions on this account.*

Will I get a Montgomery College student e-mail account?

Yes. Your MyMC ID is your e-mail account name. (Format: MyMCID@montgomerycollege.edu). Your e-mail account is the official means of communication between you and the College. Check your e-mail frequently for information including waitlist status, course announcements, registration information, payment notices, and class cancellations.

Where can I find additional help on enrolling at MC?

For additional help with the enrollment process, call the Response Center at 240-567-5000 or stop by a campus Welcome Center. For information on Welcome Center locations and services, visit montgomerycollege.edu/welcomecenter.

Important Phone Numbers and Contacts

Enrollment Services	240-567-5000	Cashier	
Financial Aid	240-567-5100	Germantown Campus	240-567-7836
Montgomery College Stores	240-567-5302	Rockville Campus	240-567-5342
Germantown Campus Bookstore		Takoma Park/Silver Spring Campus	240-567-1526
Rockville Campus Bookstore		Counseling and Advising	
Takoma Park/Silver Spring Campus Bookstore		Germantown Campus	240-567-7734
Cafritz Art Store		Rockville Campus	240-567-5063
Assessment/Placement Testing		Takoma Park/Silver Spring Campus	240-567-1480
Germantown Campus	240-567-7739	Disability Support Services	
Rockville Campus	240-567-7459	Germantown Campus	240-567-7770
Takoma Park/Silver Spring Campus	240-567-1555	Rockville Campus	240-567-5058
		Takoma Park/Silver Spring Campus	240-567-1475

Germantown Campus
20200 Observation Drive
Germantown, MD 20876

Rockville Campus
51 Mannakee Street
Rockville, MD 20850

Takoma Park/Silver Spring Campus
7600 Takoma Avenue
Takoma Park, MD 20912

Keep this page for your records.



The Next Destination for Your Education: The Universities at Shady Grove



The UNIVERSITIES at Shady Grove

Bowie State University
Salisbury University
Towson University
University of Baltimore
University of Maryland, Baltimore
University of Maryland, Baltimore County
University of Maryland, College Park
University of Maryland Eastern Shore
University of Maryland University College

Programs of Study

Accounting
Biological Sciences
Biotechnology
Business Administration
Communication
Communication Studies
Computer Networks and Cybersecurity
Construction Management Technology
Criminology and Criminal Justice
Cybersecurity Management and Policy
Digital Media and Web Technology
Early Childhood Education
Elementary Education/Special Education
(Dual Certification)
Exercise Science
Health Systems Management
History
Hospitality and Tourism Management
Human Resource Management
Information Systems Management
International Business
Investigative Forensics
Laboratory Management
Management with Specialization in
Entrepreneurship
Marketing
Nursing (RN-BSN Option)
Nursing (Traditional Option)
Political Science
Psychology
Public Health Science
Public Safety Administration
Simulation and Digital Entertainment
Social Work
Software Development and Security

Continue Your Studies Without Leaving Montgomery County

Did you know that you can transfer to earn a baccalaureate degree from a public Maryland university right here in Rockville upon completion at Montgomery College? The Universities at Shady Grove (USG) is a partnership of nine different University System of Maryland institutions.

Enjoy small classes, close interaction with faculty, active student life, and personalized assistance from USG's Office of Student and Academic Services.

Tips for a Smooth Transition to USG for Your Bachelor's Degree

- ✓ 1. Meet with a Montgomery College counselor to determine what curriculum or major best suits you and your career goals.
- ✓ 2. Visit USG's website at shadygrove.umd.edu to learn more about our academic program offerings and student life on our campus. Attend a USG Open House or schedule a visit at your convenience by contacting USG's Center for Recruitment and Transfer Access (contact information below).
- ✓ 3. Meet with a USG recruiter or program representative to determine if a program at USG is right for you. Discover how to prepare for a successful transfer by learning about prerequisites and admissions requirements for your desired program of interest. Contact us to schedule an appointment.
- ✓ 4. Explore the Transfer Access Programs (TAP) offered by some of our partner institutions at USG. Montgomery College students who are a part of a TAP will receive benefits such as early academic advising, guaranteed admission, and scholarship opportunities.
- ✓ 5. Follow the transfer program of study for your selected major by referring to Montgomery College's transfer website at montgomerycollege.edu/transfer. For a smooth transfer, make sure you complete all program prerequisites and meet all the admissions requirements for your selected program.
- ✓ 6. Apply to your program of choice offered at USG through the institution offering the major. At the same time, apply for financial aid and scholarships offered exclusively for students who attend programs at USG. Go to shadygrove.umd.edu/scholarships for more information.
- ✓ 7. Visit shadygrove.umd.edu/prospective-students.