MONTGOMERY COLLEGE

EARLY CHILDHOOD EDUCATION

Course Schedule | Spring 2024

Informational, innovative, and inspiring courses to help early childhood educators foster their love of learning and improve their instructional skills.

Workforce Development and Continuing Education
montgomerycollege.edu/wdce | 240-567-5188

MC

Spring 2024: Class Schedule at a Glance

Course Name	Course #	CRN #	Day(s)	Date(s)	Time	Campus	Pg
Child Development							
Brain Buzz-Understanding Brain Functioning	ECH089	33753	R	2/29	6:30−9:30 p.m.	SR	4
Child Growth and Development	ECH205	33751	T R	1/23−3/19	6:30−9:30 p.m.	SR	4
Integrating Social-Emotional Learning	ECH315	34132	S	2/3	9 a.m.−3 p.m.	SR	4
Curriculum							
Intentional Children's Play	ECH372	34131	W	4/17	6:30 p.m.−9:30 p.m.	SR	4
Planning Curricula for Child Care	ECH207	33752	T,R	3/26−5/14	6:30 p.m.−9:30 p.m.	SR	4
STEM for Infants and Toddlers (Module 5)	ECH309	33761	M	4/29	6:30 p.m.−9:30 p.m.	SR	4
Health, Safety, and Nutrition							
Medication Administration Training	ECH257	33755	S	3/23	9 a.m.−3:30 p.m.	R	5
SIDS and SBS Prevention	ECH294	33760	S	2/24	9 a.m.−12 p.m.	SR	5
Supporting Breastfeeding in Child Care	ECH292	33757	S	2/24	12:15−1:15 p.m.	SR	5
Professionalism							
Child Development Associate (CDA) Credential Assessment Preparation	ECH132	33754	M W	2/5−3/6	6:30−9:30 p.m.	SR	5
Conflict Resolution Strategies	ECH284	33756	M	3/4	6:30−9:30 p.m.	SR	5
Special Needs							
Including All Children and the ADA	ECH271	33759	M	3/18	6:30−9:30 p.m.	SR	5
Special Needs/Special People: Module II	ECH359	33762	M W	3/25−3/27	6:30−9:30 p.m.	SR	6
Understanding Learning Disabilities	ECH260	33758	W	2/7	6:30−9:30 p.m.	SR	6

Early Childhood Education Contact Information

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Day Key:

M=Monday   T=Tuesday   W=Wednesday
R=Thursday   F=Friday   S=Saturday

Campus Abbreviations:

SR=Structured Remote   R=Rockville Campus

Educación infantil en español

Nombre del curso	# Curso	# CRN	Dias	Fechas	Horas	Campus	Pg
Currículo (Curriculum)							
Ambientes de alta calidad para aulas de bebés	ECS124	33794	T R	2/6–2/8	6:30–9:30 p.m.	SR	6
Planificación de currículos para centros de cuidado infantil	ECS027	34128	S	3/30–6/1	9 a.m.–2:30 p.m.	R	6
Trauma-Informed en educación infantil	ECS130	33793	T R	2/13–2/15	6:30–9:30 p.m.	SR	6
Desarrollo infantil (Child Development)							
Crecimiento y desarrollo infantil	ECS023	33763	S	1/20–3/23	9 a.m.–2:30 p.m.	R	7
Filosofía del método de enseñanza Montessori	ECS088	33766	S	2/10	9 a.m.–1 p.m.	R	7
Método Montessori de lengua y lectoescritura	ECS089	33767	S	3/9	9 a.m.–1 p.m.	R	7
Necesidades especiales							
Integrando a niños con discapacidades en el aula	ECS082	33792	R	4/18	6:30 p.m.–9:30 p.m.	SR	7
Necesidades Especiales/ Niños Especiales II	ECS015	33765	M W	2/26–2/28	6:30 p.m.–9:30 p.m.	SR	7
Profesionalidad							
Como trabajar en equipo en lugares de cuidado infantil	ECS084	33789	R	3/7	6:30–9:30 p.m.	SR	7
Guía para la Credencial de Desarrollo Infantil de Maryland	ECS048	34134	T	4/23	6:30–9:30 p.m.	SR	7
Preparación para la credencial de desarrollo infantil	ECS028	33764	T R	3/26–4/25	6:30–9:30 p.m.	SR	8
Salud, seguridad, nutrición							
Administración de medicamentos	ECS069	33791	S	4/13	9 a.m.–3:30 p.m.	R	8
Capacitación para proveedores de educación infantil en prevención y atención de asma, alergias y anafilaxia	ECS137	33797	S	4/20	9 a.m.–1:15 p.m.	R	8
Lactancia	ECS100	33798	T	1/23	6:30–7:30 p.m.	SR	8
Síndromes del bebé sacudido y de muerte súbita	ECS102	34129	T	1/30	6:30–9:30 p.m.	SR	8

Room Numbers

Room numbers will be printed on your registration receipt for classes held on our campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.

Child Development

Brain Buzz-Understanding Brain Functioning
Identify several resources for learning about brain functioning, discuss brain activities involved in the complex task of learning, and explore classroom practices and education strategies that will assist students in learning. (0.3 CEUs) TWA

Course: ECH089   **3 Hours**
$21 + $34 fee = $55; NMR add $50

Online: Structured Remote
CRN#: 33753   1 Session   R
2/29   6:30-9:30 p.m.

Child Growth and Development
Learn the principles of child growth and development necessary for working in programs that serve children from infancy through age eight. Social, emotional, physical, and intellectual development of young children and the implications of these areas of growth and development on group care are emphasized. This class provides the first 45 of the 90 classroom hours needed to become a teacher in programs licensed by the MSDE Office of Child Care Licensing. For the second 45 hours, see Planning Curricula for Child Care. (4.5 CEUs) Textbook required at first class. *Beginnings and Beyond, 11th Edition.* TWA

Course: ECH205   **45 Hours**
$125 + $225 fee = $350; NMR add $160

Online: Structured Remote
CRN#: 33751   15 Sessions   T R
1/23-3/19   6:30-9:30 p.m.

Integrating Social-Emotional Learning
Purposefully integrate the social-emotional component in your curriculum planning to impact the learning environment in your classroom. (0.6 CEUs) TWA

Course: ECH315   **6 Hours**
$20 + $50 fee = $70; NMR add $50

Online: Structured Remote
CRN#: 34132   1 Session   S
2/3   9 a.m.-3 p.m.

Curriculum

Intentional Children's Play
Providing teachers with a more robust toolbox for communicating with children, enhancing teacher engagement with children during learning activities, centers' play, and teachable moments throughout the day through open-ended questions that promote critical thinking, problem-solving, and developing deeper level thinking and learning connections. (0.3 CEUs) TWA

Course: ECH372   **3 Hours**
$21 + $34 fee = $55; NMR add $50

Online: Structured Remote
CRN#: 34131   1 Session   W
4/17   6:30-9:30 p.m.

Planning Curricula for Child Care
This course provides you with principles of curriculum planning for programs serving children from infancy through age five. Activities, methods, and materials appropriate to the areas of curriculum in an early childhood program are emphasized. Attention is given to staff and parent communication and community resources. This course provides the second 45 of the 90 classroom hours needed to become a teacher in programs licensed by the MSDE Office of Child Care Licensing. *Prerequisite: Students must complete Child Growth and Development prior to registering for this course.* (4.5 CEUs) TWA

Course: ECH207   **45 Hours**
$125 + $225 fee = $350; NMR add $160

Online: Structured Remote
CRN#: 33752   15 Sessions   T R
3/26-5/14   6:30-9:30 p.m.

STEM for Infants and Toddlers (Module 5)
STEM for babies? In this course we will discuss what STEM means and the importance of STEM exposure in the early years of a child's development. We will explore developmentally appropriate strategies and activities to build a foundation in STEM learning for infants and toddlers. (0.3 CEUs) TWA

Course: ECH309   **3 Hours**
$21 + $34 fee = $55; NMR add $50

Online: Structured Remote
CRN#: 33761   1 Session   M
4/29   6:30-9:30 p.m.

Room Numbers
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Health, Safety, and Nutrition

Medication Administration Training
Gain skills to administer medications safely to children in child care centers and family child care homes, and learn to provide special care arrangements for children with asthma and allergies. Topics include practices and procedures for administering over-the-counter and prescription medications to children, including asthma and allergies medications. Instruction is provided by qualified health professionals. (0.6 CEUs) TWA

Course: ECH257   **6 Hours**
$41 + $54 fee = $95; NMR add $50
Rockville Campus

CRN#: 33755	1 Session	S
3/23	9 a.m.-3:30 p.m.	

SIDS and SBS Prevention
Increase your knowledge about ways you can protect babies from the risks of sudden infant death syndrome (SIDS) and shaken baby syndrome (SBS). During this course, you will be introduced to preventive and risk-reduction strategies designed to keep babies safe. (0.3 CEUs) TWA

Course: ECH294   **3 Hours**
$21 + $34 fee = $55; NMR add $50
Online: Structured Remote

CRN#: 33760	1 Session	S
2/24	9 a.m.-12 p.m.	

Supporting Breastfeeding in Child Care
Learn the state of Maryland regulation, guidelines, and resources to support the practice of breastfeeding as well as how to store, handle, and feed mother's milk. (0.1 CEUs) TWA

Course: ECH292   **1 Hours**
$7 + $8 fee = $15; NMR add $30
Online: Structured Remote

CRN#: 33757	1 Session	S
2/24	12:15-1:15 p.m.	

Professionalism

Child Development Associate (CDA) Credential Assessment Preparation
Prepare your CDA Professional Portfolio following the directives established by the Council for Professional Recognition in DC as well as review the different CDA subject areas. Prerequisite: ECH205 and ECH207 or ECH208. Book required: CDA Competency Standards. (3.0 CEUs) TWA

Course: ECH132   **30 Hours**
$110 + $190 fee = $300; NMR add $160
Online: Structured Remote

CRN#: 33754	10 Sessions	M W
2/5-3/6	6:30-9:30 p.m.	

Conflict Resolution Strategies
This course is designed for professionals in the education or childcare career field and provides an introduction to conflict resolution strategies to develop professional and positive relationships with staff, children, families, and community members. (0.3 CEUs) TWA

Course: ECH284   **3 Hours**
$21 + $34 fee = $55; NMR add $50
Online: Structured Remote

CRN#: 33756	1 Session	M
3/4	6:30-9:30 p.m.	

Special Needs

Including All Children and the ADA
This course provides essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. (0.3 CEUs) TWA

Course: ECH271   **3 Hours**
$21 + $34 fee = $55; NMR add $50
Online: Structured Remote

CRN#: 33759	1 Session	M
3/18	6:30-9:30 p.m.	

Special Needs/Special People: Module II

Learn some more about the care needs of special needs children, legal issues, communicating and collaborating with families, environmental adaptations, preventing and managing challenging behaviors, monitoring individual child progress, supporting language and emergent literacy, collaborating with disability specialists and paraprofessionals and child and family advocacy. (0.6 CEUs) TWA

Course: ECH359   **6 Hours**
$20 + $50 fee = $70; NMR add $50
Online: Structured Remote
CRN#: 33762   2 Sessions   M W
3/25-3/27   6:30-9:30 p.m.

Understanding Learning Disabilities

This course will review a variety of teaching strategies and accommodations to implement in the classroom environment to assist children with disabilities in full participation in activities. (0.3 CEUs) TWA

Course: ECH260   **3 Hours**
$21 + $34 fee = $55; NMR add $50
Online: Structured Remote
CRN#: 33758   1 Session   W
2/7   6:30-9:30 p.m.

Montgomery College, in partnership with Montgomery County and MCPS, is part of the Early Care and Education Initiative.

As an institution of higher education in this partnership, Montgomery College has a set amount of scholarship funds, specifically for students majoring in early childhood education, with priority given to AAS students (CDA, 1 year, AAS). This applies to the following non-credit courses: ECH205, ECH207, ECH208, ECH132, ECS023, ECS027, ECS049, and ECS028 as well as all credit courses.

You must work 20 or more hours per week in a center or family child care in Montgomery County and already have or have applied for the Maryland Child Development Credential.

Please email: ece.pathway@montgomerycollege.edu with any questions you may have and/or if you need any further assistance.

Educación Infantil

Currículo

Ambientes de alta calidad para aulas de bebés

Analice el concepto de aulas de alta calidad y establezca estrategias para crear ambientes para bebés que promuevan el desarrollo social, emocional, físico, e intelectual. (0.6 CEUs) TWA

Course: ECS124   **6 Hours**
$20 + $50 fee = $70; NMR add $50
Online: Structured Remote
CRN#: 33794   2 Sessions   T R
2/6-2/8   6:30-9:30 p.m.

Planificación de currículos para centros de cuidado infantil

Aprenda los principios para la planificación de currículos para guarderías de niños de 0 a 5 años. Se hará énfasis en los métodos, actividades y materiales apropiados para las diferentes áreas del currículo de cuidado infantil. Se dará una especial atención al área de comunicación entre proveedores y padres, así como se enseñará a utilizar diferentes recursos comunitarios. Este curso provee las segundas 45 de las 90 horas requeridas para trabajar como profesora en centros de guarderías. (4.5 CEUs) TWA

Course: ECS027   **45 Hours**
$125 + $225 fee = $350; NMR add $160
Rockville Campus
CRN#: 34128   9 Sessions   S
3/30-6/1   9 a.m.-2:30 p.m.
No class 5/25

Trauma-Informed en educación infantil

Descubra el papel que juega el trauma en la vida de los niños, sus familias, y las cuidadoras. Aprenda estrategias para poder usar en el salón de clases con el fin de amortiguar los efectos del trauma. (0.6 CEUs) TWA

Course: ECS130   **6 Hours**
$20 + $50 fee = $70; NMR add $50
Online: Structured Remote
CRN#: 33793   2 Sessions   T R
2/13-2/15   6:30-9:30 p.m.

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Desarrollo infantil

Crecimiento y Desarrollo Infantil
Aprenda los principios de las diferentes teorías de desarrollo y crecimiento infantil. Se cubrirá el desarrollo social, físico, emocional e intelectual de niños 0 a 8 niños en programas de cuidado infantil. Este curso provee 45 de las 90 horas requeridas para trabajar como profesora en centros de guardería. Requiere el libro de texto Fundamentos segunda edición publicado por Council for Professional Recognition in Washington DC. (4.5 CEUs) TWA

Course: ECS023   **45 Hours**
$125 + $225 fee = $350; NMR add $160
Rockville Campus
CRN#: 33763   9 Sessions   S
1/20-3/23   9 a.m.-2:30 p.m.
No class 3/16

Filosofía del método de enseñanza Montessori
Descubra los pilares básicos del método Montessori y los materiales más populares utilizados en sus aulas con niños de 2 a 6 años. (0.4 CEUs) TWA

Course: ECS088   **4 Hours**
$20 + $40 fee = $60; NMR add $50
Rockville Campus
CRN#: 33766   1 Session   S
2/10   9 a.m.-1 p.m.

Método Montessori de lengua y lectoescritura
Conozca cómo es abordada la estimulación del área de lenguaje, como se desarrolla la escritura y la lectura bajo la perspectiva de Maria Montessori. Podrá conocer la relación entre consciencia fonológica, escritura y lectura entendida como un proceso natural que los niños descubren a partir de un ambiente enriquecido. (0.4 CEUs) TWA

Course: ECS089   **4 Hours**
$20 + $40 fee = $60; NMR add $50
Rockville Campus
CRN#: 33767   1 Session   S
3/9   9 a.m.-1 p.m.

Necesidades especiales

Integrando a niños con discapacidades en el aula
Aprenda estrategias y recursos a desarrollar e implementar para promover la inclusión en el ambiente de aprendizaje. Se revisarán las normas establecidas por la legislación para americanos con discapacidades (ADA) a nivel local, estatal y federal (0.3 CEUs) TWA

Course: ECS082   **3 Hours**
$21 + $34 fee = $55; NMR add $50
Online: Structured Remote
CRN#: 33792   1 Session   R
4/18   6:30-9:30 p.m.

Necesidades Especiales/ Niños Especiales II
Profundice en el tema de las etapas típicas y atípicas del desarrollo. Identifique estrategias para apoyar el desarrollo del niño y como adaptar su entorno físico, así como también técnicas de comunicación con los padres y profesionales de salud. (0.6 CEUs) TWA

Course: ECS015   **6 Hours**
$20 + $50 fee = $70; NMR add $50
Online: Structured Remote
CRN#: 33765   2 Sessions   M W
2/26-2/28   6:30-9:30 p.m.

Profesionalidad

Como trabajar en equipo en lugares de cuidado infantil
Explore técnicas para una comunicación efectiva y consistente. Reconozca los puntos fuertes de las personas con quienes trabaja y deles a la vez la oportunidad de expresar sus preocupaciones e ideas que puedan aportar al buen funcionamiento de la plantilla de trabajo. (0.3 CEUs) TWA

Course: ECS084   **3 Hours**
$21 + $34 fee = $55; NMR add $50
Online: Structured Remote
CRN#: 33789   1 Session   R
3/7   6:30-9:30 p.m.

Guía para la Credencial de Desarrollo Infantil de Maryland
Esta clase le ayudara a entender el proceso para solicitar la Credencial del Estado de Maryland. Se explicarán los diferentes niveles establecidos por dicha credencial y cuáles son sus requisitos. (0.2 CEUs) TWA

Course: ECS048   **2 Hours**
$10 + $8 fee = $18; NMR add $30
Online: Structured Remote
CRN#: 34134   1 Session   T
4/23   6:30-8:30 p.m.

Preparación para la credencial de desarrollo infantil

Desarrolle su carpeta de recursos profesionales requerida para la credencial de desarrollo infantil (CDA) otorgada por el Consejo de Reconocimiento Profesional de Washington, D.C. Requisitos previos: ECS023 y ECS027 o ECS049. Se requiere libro de texto: Normas de competencia CDA . (3.0 CEUs) TWA

Course: ECS028   **30 Hours**

$110 + $190 fee = $300; NMR add $160

Online: Structured Remote

CRN#: 33764   10 Sessions   T R
3/26-4/25   6:30-9:30 p.m.

Salud, seguridad, nutrición

Administración de medicamentos

Aprenda las prácticas y procedimientos establecidos por la Oficina del Cuidado al Menor del estado de Maryland para administrar medicamentos a niños en guarderías. Estudie métodos de observación, registro de datos y técnicas apropiadas de manejo de medicamentos. (0.6 CEUs) TWA

Course: ECS069   **6 Hours**

$41 + $54 fee = $95; NMR add $50

Rockville Campus

CRN#: 33791   1 Session   S
4/13   9 a.m.-3:30 p.m.

Capacitación para proveedores de educación infantil en prevención y atentción de asma, alergias y anafilaxia

Garantice un entorno de cuidado infantil seguro, identifique y gestione las emergencias relacionadas con el asma y las alergias y prevenga los desencadenantes según el tratamiento/plan de acción del niño y los requisitos establecidos por OCC COMAR. (0.4 CEUs) TWA

Course: ECS137   **4 Hours**

$25 + $35 fee = $60; NMR add $50

Rockville Campus

CRN#: 33797   1 Session   S
4/20   9 a.m.-1:15 p.m.

Lactancia

Repase las regulaciones establecidas por el departamento de educación del estado de Maryland para el apoyo a la lactancia maternal. Aprenda como manipular, almacenar, y dar a los bebes la leche materna. (0.1 CEUs) TWA

Course: ECS100   **1 Hours**

$7 + $8 fee = $15; NMR add $30

Online: Structured Remote

CRN#: 33798   1 Session   T
1/23   6:30-7:30 p.m.

Síndromes del bebé sacudido y de muerte súbita

Aumente su conocimiento sobre las formas en que pueden proteger a los bebés de los riesgos del síndrome de muerte súbita (SIDS en inglés) y del síndrome del bebé sacudido (SBS). Durante el curso se le presentarán estrategias preventivas y de reducción de riesgos diseñadas para mantener a los bebés seguros. (0.3 CEUs)

Course: ECS102   **3 Hours**

$21 + $34 fee = $55; NMR add $50

Online: Structured Remote

CRN#: 34129   1 Session   T
1/30   6:30-9:30 p.m.

For more information in English and Spanish, please visit: www.montgomerycollege.edu/wdce
or call and/or email
Nelida Andres: 240-567-3827
nelida.andres@montgomerycollege.edu.

Carolina Fernandez: 240-567-2550
carolina.fernandez@montgomerycollege.edu

National Child Development Associate (CDA) Credential

Our classes meet the National Child Development Associate (CDA) Credential 120 hour training and the Continuing Education Unit requirements for Credential Renewal. For information about CDA credentialing, go to www.cdacouncil.org.

Classes fulfill the Maryland State Department of Education requirements.

Room Numbers

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Services for Students with Disabilities

Montgomery College complies with the provisions of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2009. The college provides accommodations, access to facilities, programs, activities, and services for qualified students with documented disabilities. Accommodations are determined on a case-by-case analysis based on information provided by a qualified professional.

If you need support services due to a disability, please visit us online at https://www.montgomerycollege.edu/wdce/registration-information/disability-support.html. To ensure timely services, arrangements must be made at least two weeks prior to the start of the classes. If necessary and appropriate, students may register for courses or activities prior to or while going through the support services process but are expected to comply with required deadlines to ensure that appropriate accommodations can be secured.

Any student who may need assistance in the event of an emergency evacuation must identify to Disability Support Services; guidelines for emergency evacuations are at: www.montgomerycollege.edu/dss/evacprocedures.htm.

A Sorenson Video Relay Service with a large Monitor is available in the Rockville, Takoma Park/Silver Spring and Germantown Campus libraries.

Students Under 16

Students must be 16 or older, or have permission of the program area by the start date of class, in order to participate. Call 240-567-5188 for more information.

Parking Regulations

Each person associated with the College who parks a vehicle on any Campus of the College or any property owned, leased, maintained, or operated by the College must register the vehicle regardless of its ownership. Students, faculty, staff and visitors must abide by college traffic regulations. The College reserves the right to issue a citation or tow, at the owner's risk and expense, any unregistered vehicle parked in violation.

Instructions for Parking Permits:
Students parking a vehicle on any Campus of the College (Rockville, Germantown and Takoma Park/Silver Spring) while attending a program will receive a temporary (15 day) parking permit with their class confirmation materials. If you register via the web, your printed confirmation or registration history will serve as a parking permit until you can print out the WDCE Student Temporary Parking Permit. The parking permit is free to students but you must register your vehicle.

All Students registered for WDCE classes spanning greater than 15 days from start to end date MUST obtain a parking permit following steps 1 to 4 below.

1. In order to obtain the permit, students need to log into MyMC the day after they register for the class.
2. Click on the "Order MY Parking Permit/Pay Parking fines" link on the "MyMC Quick Links" tab.
3. Put in the start date and the end date of your class(es).
4. Print the permit.

Be sure to click the print link on the confirmation page as the permit will not be mailed.

Information about vehicle registration and parking, and how to pay or appeal a citation is available at www.montgomerycollege.edu/parking.

Textbooks and Materials

Textbooks/course materials: Purchase textbooks and/or course materials at the Campus where your class will be held. For classes held at the Gaithersburg Business Training Center, Distance Education and Learning Technologies (DELT), and off-Campus MCPS locations, please use the Rockville Campus MC Books & More; for classes at Westfield South use the Takoma Park/Silver Spring Campus MC Books & More. You do not need to go to a Campus store to make your purchase. You may purchase your textbooks/course materials online to have your purchases mailed to you. To order online or to find out more details about purchases, buybacks, returns, contact information, ebooks, rentals, and more, visit the College's MC Books & More website at www.montgomerycollege.edu/bookstore or call the main number 240-567-5302. MC Books & More and the Cafritz Art Store & More are the Official Montgomery College Bookstores.

For information specific to WDCE, please visit our reference page at http://www.bkstr.com/montgomerycollegestore/home/

A USB flash drive/memory stick (at least 512 MB) is required for ITI classes unless otherwise specified. Please bring to first class.

Inclement Weather

Inclement weather conditions: go to www.montgomerycollege.edu or call 240-567-5000. If the College is closed, there are no classes. For classes meeting in a Montgomery County Public Schools facility, go to www.montgomeryschoolsmd.org. If MCPS is closed, or evening activities are cancelled, there are no classes. Students attending classes at local hospitals, will have class unless notified by their instructor.

Scholarship Opportunities

For detailed information regarding scholarship opportunities and how to apply, visit https://www.montgomerycollege.edu/ workforce-development-continuing-education/wdce-scholarships/index.html

Montgomery College is an academic institution that is committed to equal opportunity and fostering diversity among its student body, faculty and staff. Inquiries regarding Montgomery College's nondiscrimination compliance policies and procedures may be directed to Dr. Brenda Williams, Director of Employee & Labor Relations, Workforce Diversity and Inclusion, 240-567-5367.

Structured Remote (SR) are scheduled on specific days and at specific times. Students meet as a class remotely through Zoom or Blackboard Collaborate; instructors will tell students which software to use. Students complete reading and assignments according to the course schedule. Class sessions take place in real time, and the instructor leads course sessions.

Hybrid (face to face & DL or SR) are listed in the course schedule with specific times and locations. Some meetings will happen online via structured remote or distance learning along with some on-campus meetings.

Follow the Health and Safety Guidance found on the web at:
https://www.montgomerycollege.edu/return-to-campus/index.html

More information on instruction types can be found on the web at https://www.montgomerycollege.edu/coronavirus/student-guidance.html#instruction.

Registration Options

Regardless of which registration option you select, registrants will be enrolled in the order that registration and payments are received (to avoid disappointment, register early); payment is required at the time of registration. All students must register prior to attending the first class.

Payments

Payment MUST be made IN FULL at the time of registration to avoid being deleted from the course. Complete information is required to process all registrations and payments. Further instructions for WEB, FAX, or MAIL-IN payments can be found at: www.montgomerycollege.edu/wdce/registerops.html.

Registration will not be processed without appropriate payment.

Option 1: In-Person Registration
A completed form with payment may be submitted in person at any of these Montgomery College Campus registration areas:

Gaithersburg Business Training Center
Room 400
8:30 a.m.–9 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)

Germantown Campus
Humanities and Social Sciences Building
Room 241 and/or 243
8:30 a.m.–4:30 p.m. (M–F)

Rockville Campus
220 Campus Center
8 a.m.–7 p.m. (M–R)
8 a.m.–5 p.m. (F)
8:30 a.m.–12 p.m. (S)

Takoma Park/Silver Spring Campus
230 CF, Customer Service
8:30 a.m.–5 p.m. (M–R)
8:30 a.m.–4:30 p.m. (F)

***Cash payments can only be made at the Cashier's Offices at the Germantown, Rockville, or Takoma Park/Silver Spring Campuses.

Option 2: Online (Web) Registration
A. Go to montgomerycollege.edu/wdce
B. Click on "How to Register" in the left navigation bar.
C. Click on "Register by Web."
D. Follow the appropriate directions depending on if you are a new or returning student.

Option 3: Mail Registration
Send completed form with payment for total due to Montgomery College, WDCE,
51 Mannakee St., Rockville, MD 20850.

Option 4: Fax Registration
Fax completed form with payment information to WDCE at 240-683-6945.

Residential Policy

The following are general guidelines taken from the College policy on residency for tuition purposes. A complete copy of the policy is available in the Montgomery College Catalog.
A. Students attending Montgomery College will pay tuition according to their residency classification.

   To qualify for in-state tuition, a student must be a U.S. Citizen, Permanent Resident or have a qualifying Visa status.

B. To qualify, for tuition purposes, as a resident of the state of Maryland, legal domicile must have been maintained for a period of not less than three months prior to the first regularly scheduled class for the semester; unless you are a member of the Military covered under HB935.

C. The domicile of a person registering in a noncredit course at Montgomery College shall be considered as a person's permanent place of abode, where physical presence and possessions are maintained, and where he/she intends to remain indefinitely.

Refund Policy

Refunds are paid at 100% for classes canceled, dropped online, or in person (using a Drop Form), prior to the start date of the class. Refunds are also paid at 100% if class is dropped prior to the Refund Date printed on your registration confirmation. **DO NOT drop classes online**. You will not receive a refund. ESL Noncredit students must call 240-567-7262 for refund/withdrawal instructions. Refunds for open enrollment classes will go to the registered student of record. For the Drop Form and more information, visit www.montgomerycollege.edu/wdce/register/refundpolicy.html.

Transfer Policy

To transfer from one CRN to another CRN of the same course, a letter must be received in the Admissions, Records, and Registration Office, Montgomery College, 51 Mannakee Street, Rockville, MD 20850 before the beginning date of both CRNs of the course. If you have enrolled in a co-listed course you will have only one day after the class has begun to transfer. After that, you are committed to your path for the remainder of the course. If the course has a required assessment level to be a credit student, you must first complete the assessment testing and meet the appropriate assessment level before you can change to credit status.

Tuition Waiver

Only noncredit courses designated "tuition waiver applies" in each publication will be available for tuition waiver. This statement appears in each applicable course description. Only tuition is waived; required fees must be paid by the student. Documents must be received at time of registration.

Senior Tuition Waiver (TWA): Maryland residents 60 years or older by the start date of the class may have tuition waived.

Disability Tuition Waiver: Please go to montgomerycollege.edu/wdce/register/disabilitywaiver.html for information.

National Guard Tuition Waiver: If you are currently a member of the Maryland National guard and are enlisted for at least a 24-month period, you are eligible for a 50 percent tuition waiver. You must submit proof of such from the adjutant general's office.

Room Numbers

Room numbers will be printed on your registration receipt for classes held on our Campuses. Please be sure to keep the receipt for your records. Room numbers can also be found online.

Day Designation

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday

Key to Codes

TWA	Senior Tuition Waiver Applies
NMR	Non-Maryland Resident

REGISTRATION FORM
Workforce Development and Continuing Education

Please Print Clearly

MC MONTGOMERY COLLEGE

All information is required. Incomplete forms will be returned to the student unprocessed. For registration assistance call 240-567-5188.
FAX completed registration form with credit card information to 240-683-6945.
Mail completed registration form with payment to WDCE Registration, 51 Mannakee Street, CC 220, Rockville, MD 20850.

College ID Number: M 2 □□□□□□□

Birthdate □□ - □□ - □□□□
Month   Day   Year

Sex ☐Female ☐Male

Last Name □□□□□□□□□□□□

First Name □□□□□□□□□□□□

Middle Initial □

Address □□□□□□□□□□□□   **Apt. #** □□
House # and Street Name (Do NOT use P.O. Box or you will be charged Non-Md. resident fee.)

City □□□□□□   **State** □□   **Zip** □□□□□ - □□□□

Home Phone □□□□□□□□□□

Work Phone □□□□□□□□□□

Cell □□□□□□□□□□

E-Mail _____

Have you attended MC before? ☐Yes ☐No

If you have ever taken a credit class at MC and the last class (credit or non-credit) you took at MC was more than 4 years ago, you must also complete and submit a Student Reactivation form found at: http://www.montgomerycollege.edu/studentforms.

How did you hear about us? ☐Received brochure in mail ☐Website ☐Social media ☐Advertisement ☐On campus ☐*Other*_____

MILITARY: If the military is paying for your course(s), you must submit the last 4 digits of your SSN. □□□□

STUDENTS WITH DISABILITIES
If you need support services due to a disability, call Workforce Development & Continuing Education at 240-567-4118 at least three weeks before class begins.

ETHNICITY: Choose one. *(Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)*
☐Not Hispanic or Latino   ☐Hispanic or Latino

RACE: Choose all that apply, you may choose more than one. *(Disclosure not mandatory by Montgomery College, but is required by the U.S. Department of Education.)*
☐American Indian or Alaskan Native   ☐Asian   ☐Black or African American   ☐Native Hawaiian and other Pacific Islander   ☐White

☐U.S. Citizen   ☐Permanent Resident (**Circle one:** Green Card / Working Card)   ☐Other Immigration Status _____ *(Used for tuition-setting purposes only.)*

CHECK ALL THAT APPLY:
☐I have been a Maryland resident [as defined in the Montgomery College Catalog] for at least three months.
☐I am 60 years of age or older. (Applicable to designated tuition waiver courses for Maryland residents only.)
☐I am a Maryland National Guard member enlisted for at least a 24 month period and submitting proof of such from the adjutant general's office.

CRN #	Course #	Course Title	Start Date	Tuition	Course Fee	Non-Md. Fee	Course Total
Code: CC		*Refunds will go to the registered student of record.*				Total Due	$

I certify that the information on this registration is correct and complete. I am aware of and will adhere to College policies as published in the Student Handbook.
I understand that non-attendance and/or failure to file all registration changes in writing with the Admissions and Records Office does not relieve me of responsibility for tuition and fee charges incurred. I agree to abide by the policies and procedures of the College, including without limitation, the Student Code of Conduct and any payment liabilities. I hold the College harmless for any errors I have made that may affect a request for a subsequent refund or academic appeal.

_____   _____
Student Signature Required   Date

Please indicate payment by: ☐Check (payable to Montgomery College)   **Credit card:** ☐MasterCard ☐VISA ☐Discover

Credit Card Information:

Please do not email registration form with credit card information.

Credit Card Number □□□□□□□□□□□□□□□□

Credit card information will be detached and disposed of promptly and properly after payment is approved.

Expiration date on card □□ / □□   Month / Year

3 or 4 digit Security code on your card □□□□

Name on Card □□□□□□□□□□□□

Card holder signature required _____   Date_____

6/13/2020

Montgomery College is an Equal Opportunity Affirmative Action Title IX institution.

MONTGOMERY COLLEGE

Workforce Development and Continuing Education
51 Mannakee Street
Rockville, MD 20850–1195

**Early Childhood Education
Spring 2024 Course Schedule**

Let Us Train Your Work Force At Your Place!

The Early Childhood Education Department now offers a wide number of courses in English and Spanish. All of these classes meet the Maryland State Department of Education training requirements. We can individualize the content and training hours to meet your staff's specific learning needs.

For more information and a list of courses, e-mail nelida.andres@montgomerycollege.edu.