



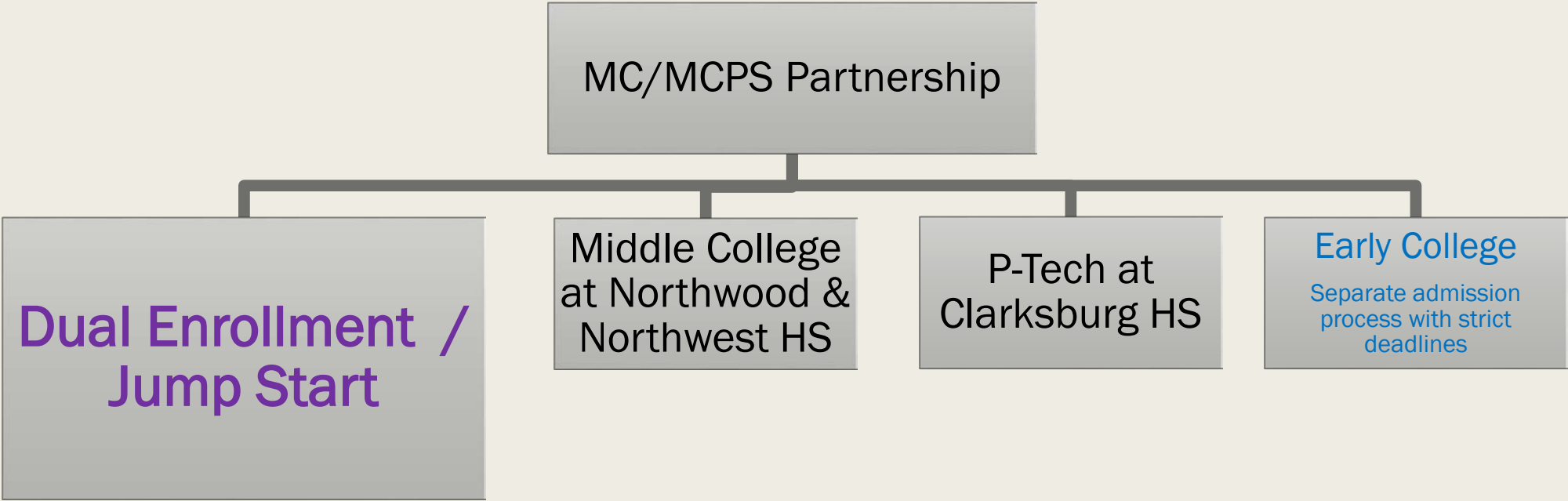
MC DUAL ENROLLMENT REGISTRATION PROCESS FOR SPRING 2021

[Includes response to COVID-19 pandemic](#)

Update as of October 2020

www.montgomerycollege.edu/dep

Options in MC / MCPS Partnership



MC Dual Enrollment (DE) Program

- *High school students complete the full college admissions process.*
- *Student must enroll in college level classes; no enrollment in developmental courses.*
- *Student may take course at any college campus, at the high school, or through online options.*
- *Students have all the rights and responsibilities as a college student.*
- Registration process begins 3-4 months in advance of the semester and operates on a first-come, first-serve basis.
 - *College classes are small (max. 25 seats). Once a section is filled, a waitlist is created.*
 - *Dual Enrollment Program Assistant (DEPA) at each high school assists with registration process.*



Benefits of Dual Enrollment

- Get an early start on the college experience
- Graduate from high school with earned college credit
- Enhanced college application
- Save money on college expense
 - *MC and MCPS subsidy during the school year*
 - *MC High School Grant – must be submitted each semester*
- Accelerate college completion
- Gain experience and confidence needed to succeed in college
- MC credit could transfer to other institutions

Comparison between DE & AP

	MC Dual Enrollment	AP Class
Student Status	Admitted as college student	High school student
Instructor	MC faculty	High School teacher
Duration	One college semester / up to 15 weeks	One academic year / 36 weeks
College Credit	Always earns college credit; grade appears on MC transcript	Based on AP test score; not based on AP class grade
Transferability	MD ARTSYS Institutions nationwide	Depends on AP test score AND by college/university
Standards / Expectation	College standards & expectations	High school and College Board
Course Location	MC campuses, distance learning, & high schools	High school

Cost to Enroll at MC

- Example: A 3-credit MC course costs \$532.20 per AY2020-21
 - *The same course taken during the school year would be discounted, as required by CCRCCA of 2013.*

Amount student pays	3-credit class taken during summer	Same class taken during school year	Same class, with DE HS grant
MCPS student	\$532.20 + textbook	\$403.50 + textbook	\$267.30
MCPS student with FARMS status *	\$532.20 + textbook	\$136.20 + textbook	\$0

* Student needs to complete [FARMS application](#) each year.

MC Dual Enrollment High School Grant

- A needs-based grant for families with less than AGI of \$100,000.
- Grant pays for MC fees and required textbook(s).
- [Online application is available at MC Dual Enrollment program webpage](#) – an application is needed for each term.
- First two pages of 2019 federal 1040 tax form is required for students applying for the first time in AY2020-21.
- Grant has limited funds – REGISTER & APPLY EARLY!

Winter Term Deadline	Spring 2021 Term Deadline
Friday, December 4, 2020	Friday, January 8, 2021



DE Standard Admission Criteria (non-pandemic times)

- Students must meet the College's DE requirements
 - *either be a Junior or Senior in high school.*
 - *unweighted GPA of 2.50 for seniors or 2.75 for juniors and younger.*
 - *Student required to have at least one set of qualifying test scores on file (SAT, ACT, or Accuplacer, ALEKS, etc.)*
 - *Student must meet specific course requirement, which may also require AP score or additional assessment*
 - *approvals each term are needed from a parent, HS counselor, principal, and other MCPS and MC representatives.*
- Students who are younger than 16 on the first day of class MAY have a required meeting with Associate Director of Academic Initiatives

MC Dual Enrollment Admissions and Registration Procedures

Dynamic Schedule | Mail - Hu-Cotto, Yvonne - C | BCC Dual Enrollment studer | Montgomery College: Dual | MC Admission and Registration

montgomerycollege.edu/high-school-students/dual-enrollment/admission-and-registration-procedures/index.html

Apps | Benestrat Login | CDSPG Expense Rei... | PROJECT EXECUTIO... | Program/Committe... | Merritt Clubs Elders... | MindTrails | Google Doodle ga... | Other bookmarks

appropriate approvals, and track progress electronically.

Step One: Determine Your Education Plan	+
Step Two: Apply to MC (New Students Only)	+
Step Three: Set up your MC DualEnroll.com account (New Students Only)	+
Step Four: Review/Request a College course	+
Step Five: Complete Assessment Testing/Provide Placement Exemption	+
Step Six: Complete Academic Orientation	+
Step Seven: MCPS Status Review	+
Step Eight: MC Status Review	+
Step Nine: Course Request finalized	+
Step Ten: Payment/Registration	+

New students should complete steps 1, 2, 3, 4, 6 & 10 of the Dual Enrollment Admissions and Registration Procedures at www.montgomerycollege.edu/dep

Continuing students should complete steps 1, 4 and 10.




MC College Application

- The \$25 admissions application fee has been waived indefinitely.
- Students should apply via [Dual Enrollment Admissions and Registration Procedures](#) (step 2).
 - *Select “Dual Enrollment” as the application type.*
 - *Make sure you **enter your full legal name and DOB** – should be the same as MCPS.*
 - ***Provide a personal email address** – do not use MCPS email account.*
- The processing time may take up to five business days due to limited staff access.
- You will receive an email with your MC student ID number and MyMC login name – Check your spam folder!



Assessment and Placement for College Courses – SAT, ACT, and AP scores

- Students with SAT, ACT, and AP scores should email score reports to Ms. Yvonne Hu-Cotto from your MC student email account.
 - *Qualifying SAT & ACT scores provide the best level of placement and may exempt you from taking additional tests.*
- AP test scores are required to enroll in specific advanced-level college courses (MATH280, CMSC207, BIOL212, etc).
 - *They are not used for admissions and placement purpose.*
 - *MC DE staff will inform you if you need to provide AP scores.*
- PSAT is not accepted by MC for admissions and placement purposes.



Assessment and Placement for College Courses – Accuplacer & ALEKS

- MC is currently not administering the ACCUPLACER English/ESL assessment testing. Therefore, we will allow juniors and seniors with a minimum unweighted GPA of 2.75 to enroll in introductory level courses.
- Students requesting certain science classes (engineering, computer science, MATH165 pre-calculus, MATH181 calculus, etc.) will need to take the ALEKS math assessment, which is available remotely and at no cost to the student.
- Place your course request in DualEnroll.com. The MC DE staff will notify you IF you need to complete ALEKS. Please do not email us to ask if you need to test.



Don't Have Test Scores? Use the Provisional Enrollment Policy for Juniors and Seniors

- • Have at least a 2.75 unweighted HS GPA.
- • Meet all other requirements and deadlines for Dual Enrollment.

- **Students who meet these criteria:**
- • May enroll up to two courses in spring 2021.
- • Placed at ENGL101+011 and MATH 117/120 level.
- • Eligible to enroll in any credit bearing course based on the assessment level above.



Don't Have Test Scores? Use the Provisional Policy for Sophomores & Freshmen

- • Have at least a 2.75 unweighted HS GPA.
- • Meet all other requirements and deadlines for Dual Enrollment.

- **Students who meet these criteria:**
- • May enroll in one course in spring. 2021
- • Eligible to enroll in a credit bearing course without an assessment level.




Have an IEP or 504?

- ❑ IEPs are accepted in K – 12 only.
 - ❑ *IEPs or 504 plans from the high schools are not transferrable to colleges or universities such as MC.*
 - ❑ *Accommodations in college may differ from those offered through public school systems*
- ❑ Students wishing to receive accommodations for testing or in class should contact [Disability Support Services office](#) (DSS).
- ❑ The certification process may take up to six weeks so students should start the process as soon as they have obtained their MC ID number.
- ❑ MC professors can provide accommodations only to students who produce an Accommodations Letter from MC DSS.



Which MC Course Should You Enroll?

- Majority of high school students take courses that fulfill the [college general education requirements](#).
- You can see the complete course offerings and registration status live at [this MC webpage](#).
- Some students take the MC course to complete HS graduation requirement (MCPS Dual Credit Refusal Form).
- High school students have holds to prevent them from changing their college courses. All adds and drops are handled by MC Dual Enrollment office.



Your MC Class = College Credit

Dual Enrollment students will always earn college credit for the MC course(s) they complete.

- *You will be asked to provide an MC transcript to other colleges and universities.*
- Remember, MC Dual Enrollment students are:
 - *Fully admitted college students*
 - *Your classmates enrolled in MC class are also fully admitted college students*
 - *All MC classes are taught by MC faculty*
 - *Students are receiving college credit and will have MC transcript*

MCPS Dual Credit Refusal Form

- The current MC & MCPS partnership **requires** students to also earn high school credit. Students have the opportunity to indicate your intent in the [MCPS Dual Credit Refusal Form](#).
- This form needs to be submitted at the time of registration.
 - *A new form is needed each semester of enrollment.*
- You and a parent should complete the form and submit it in PDF format to your high school DEPA.
- If you do not submit the form to indicate your refusal, you **WILL** receive HS credit for the MC class.



MC Credit vs. Dual Credit

- To decide whether you should also receive high school credit, ask:
 - *Do I need this MC course to graduate from high school?*
 - *How will the grade change my HS GPA?*
 - MC courses are calculated at the same level as AP classes.
 - *Will the 4-year institution accept the MC credit if it has been awarded HS credit? You may have to contact those schools to find out.*



Transferability of MC Credit

As a two-year institution, MC helps students transfer credits to four-year institutions all over the country.

- Find out how your college credits will transfer to other MD institutions:
<https://artsys.usmd.edu/>
- Contact out-of-state colleges and universities for transferability of MC credits
- Dual Credit (MC courses that have been given HS credit) are more likely to be rejected by other institutions.



Timeline *

- In progress now
 - *Planning of winter classes. You can view [the course schedule here](#). Students should [request course](#) (steps 4) for approvals.*
- October 19 – start of winter registration & planning of spring classes.
 - *Make your payment before class begins.*
- November 9 – start of general registration for spring term.
- December 21– start of winter term.
 - *No registration is allowed once class has begin.*
- January 25 – start of spring 2021 term.

* Dates and other information are subject to change based on evolving circumstances.

Winter Term

- MC will offer a 5-week winter term that runs December 21- January 22
- All classes will be offered virtually. The offerings will be limited.
- High school students are allowed to enroll in one course during the winter term. The work will be very intense. Students should think carefully before enrolling.
- [Schedule will be available for viewing](#) on October 5 and registration begins October 19.
- All students should make their course request in DualEnroll.com.

Spring 2021 Term, pt. 1

- Spring 2021 semester begins Monday, January 25, 2021.
- Spring schedule will be released on October 19 and general registration begins November 9.
 - *Priority registration is for students who have at least 30 college credits.*
- MC spring break is March 15 – 19, 2021.
 - *Students will not have MC classes during MC spring break. However, students will be expected to participate in college classes during MCPS spring break.*

Spring 2021 Term, pt. 2

- The spring 2021 semester will have 3 formats:
 - *1. The traditional 15-week session,*
 - *2. a 7-week session that begins January 25 - this will be offered virtually, and*
 - *3. a 7-week session that begins in late-March.*
- The earliest MC would return to in-person format is after the college spring break. As such, The second 7-week session would be offered in-person only if it is safe to do so.
- The 15-week session will be classes that have higher (4, 5) credit levels and lab components (science classes, etc).
- Juniors and seniors are allowed to enroll up to two courses at any given time.





MC Instruction Types

- **Distance Learning** – class will not have any meetings. Student will complete all the work online by him/herself according to published deadlines.
- **Structured Remote** – class will require virtual meetings 1-3 times a week, in addition to individual online work. Attendance is not optional.
- **Hybrid** – career tech courses that have specialized equipment will require some in-person meetings. Remaining work will be done online.
- Classes will be delivered on Blackboard and Zoom platforms.
- MC has developed a [student guidance page](#) during the pandemic. Please visit to see the resources that are available to you.



Examples of Course Schedules

- Distance Learning (DL)

Course	CRN	Credits	Days	Time	Start - End Dates	Seats Avail.	Waitlist Count	Campus	Location	Instructors	Schedule Type	Bookstore
MATH117	20805	3.000		TBA	08/31/20 - 12/20/20	0	2	Distance Learning	DL WEB	Munther F. Alraban 	Lecture	

CRN 20805: This is a z-course: all textbook materials are available at no cost for this section. Regular internet access is required for access to materials. For more information see cms.montgomerycollege.edu/elite/mc-open.



- Structured Remote (SR)

Course	CRN	Credits	Days	Time	Start - End Dates	Seats Avail.	Waitlist Count	Campus	Location	Instructors	Schedule Type	Bookstore
MATH117	23563	3.000	M	6:30 pm - 9:10 pm	08/31/20 - 12/20/20	12	0	Rockville	SC 259	Aissata Haidara 	Lecture	



CRN 23563: This class will not meet in the classroom. Instruction will be offered remotely during the times indicated.

Examples of Course Schedules

- **Hybrid** – This example shows AUTO101L requires in-person meetings. Student must enroll in both auto101 and auto101L to earn credit.

Course	CRN	Credits	Days	Time	Start - End Dates	Seats Avail.	Waitlist Count	Campus	Location	Instructors	Schedule Type	Bookstore
AUTO101	20245	3.000	F	8:00 am - 9:50 am	09/04/20 - 12/20/20	0	1	Rockville	GU 153	Jeffrey S. Horrocks 	Lecture	

CRN 20245: This class will not meet in the classroom. Instruction will be offered remotely during the times indicated. Must be taken with Lab AUTO 101L 20252.

Course	CRN	Credits	Days	Time	Start - End Dates	Seats Avail.	Waitlist Count	Campus	Location	Instructors	Schedule Type	Bookstore
AUTO101L	20252	0.000	F	10:00 am - 11:50 am	09/04/20 - 12/20/20	0	1	Rockville	GU 165	Jeffrey S. Horrocks 	Lab	

CRN 20252: This course will have on-campus meetings during the semester. Your instructor will contact you with more information. Please check your MC email after August 10th". Must be taken with Lecture AUTO 101 20245.

Contact Information



- Yvonne Hu-Cotto, Dual Enrollment Academic Coordinator
 - Yvonne.hu-cotto@montgomerycollege.edu
- Using your MyMC student email account, send your SAT, ACT, or AP score reports to me. Be sure to include your MC ID number and full name in your communications.
- For complete Dual Enrollment Admissions and Registration Procedures, visit the program website:
www.montgomerycollege.edu/dep