

# MC Dual Enrollment Program

## STUDENT ENROLLMENT CHECKLIST



Academic Semester: \_\_\_\_\_

Student Name \_\_\_\_\_ MCPS # \_\_\_\_\_

Email Address \_\_\_\_\_ Phone number \_\_\_\_\_

Counselor Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

1<sup>st</sup> MC Class Choice \_\_\_\_\_ 2<sup>nd</sup> MC Class Choice \_\_\_\_\_

Items to Complete / Eligibility Criteria	Date Completed
Complete MC online college application: M# _____	
HS provides transcript - Unweighted GPA of 2.75+. Seniors need 2.50+ unweighted GPA.	
<p><b>A. Submit eligible SAT or ACT test scores to MC OR</b>            SAT Reading subtest 26+ <b>OR</b> Evidence-Based Read/Writing 480+ _____            SAT Math 530+ _____ <b>OR</b>            ACT Math 21+ _____ ACT Reading 21+ _____</p> <p><b>B. Complete Accuplacer Assessment at MC OR</b>            Math _____ English _____ Reading _____</p> <p><b>C. APP English _____ APP Math _____</b></p>	_____ _____ _____
<p><b>FIND YOUR COLLEGE CLASS</b></p> <p><b>A. Talk with your MCPS DEPA and obtain details regarding college course options offered right at your high school.</b></p> <p><b>B. Search the MC Class Schedule for available courses at one of our campuses or through distance learning: <a href="#">CLICK HERE</a> or go to <a href="http://www.montgomerycollege.edu">www.montgomerycollege.edu</a> and do a search for “MC Class Schedule”</b></p> <p><b>C. Record the details of the course(s) you wish to take on the COURSE SECTION WISHLIST-next sheet</b></p>	
<p><b>Create account in <a href="http://Montgomerycollege.DualEnroll.com">Montgomerycollege.DualEnroll.com</a> to request MC course <b>STARTING OCTOBER 15</b>– Use this interactive site to request class and track the approval process. Approvals are needed from a parent, MCPS and MC staff before MC staff enrolls student in class.</b></p> <p>Login: _____ Password: _____</p>	
<p><b>Activate MyMC online student account on MC website (“Find your MyMC ID” and “Claim Your Account”)</b></p> <p>MyMC ID: _____ Password: _____</p>	
Complete New Student Online Academic Orientation via MyMC	
Complete MCPS Dual Credit Refusal Form – return to high school	
Verify course registration and pay for the class via MyMC	

See complete DE admission and registration procedures at [www.montgomerycollege.edu/dep](http://www.montgomerycollege.edu/dep)

# MC Dual Enrollment Program

## STUDENT ENROLLMENT CHECKLIST



### COURSE SELECTION WISHLIST

#### Steps to Choose a College Course:

1. Student must obtain assessment and course placement information from Montgomery College.
2. Student determines which previously approved course they qualify for and would like to take:
  - a. Speaks with MCPS DEPA to find out course availability at the high school site
  - b. Reviews the Schedule of Classes for all courses offered on an MC campus or through Distance Learning.   
CLICK HERE or go to [www.montgomerycollege.edu](http://www.montgomerycollege.edu) and do a search for “MC Class Schedule”
3. Student lists the requested and alternate courses (with CRN) on the worksheet below
4. Student meets with their HS counselor or DEPA to discuss schedule
5. Student refers to [DUALENROLL.COM](http://DUALENROLL.COM) to complete program requirements and request course selection.

Course Number (i.e. SOCY100)	CRN (5 Digit#)	Meeting Days (circle all that apply)							Start Date (i.e. 8/25/19)	Meeting Times (i.e. 12:00 – 1:50 p.m.)	Credit Hours	Course Location (Circle One)					
		M	T	W	R	F	S	DL				HS	GT	RV	TP/ SS	USG	DL

#### ADDITIONAL ENROLLMENT STEPS:

As Needed: Apply to Disability Support Services (DSS) for testing and classroom accommodations – Suggest starting at least 6 weeks prior to start of term.	
As Needed: Complete application for Free And Reduced Meals (FARMs) with high school to qualify for subsidy on MC course cost	
As Needed: Submit DE HS Grant application and required document to qualify for financial assistance on MC fees and required textbook	
As Needed: Submit Review Packet (for students not meeting eligibility due to GPA or placement)	
Comments:	