

FOR MARYLAND PUBLIC STUDENTS ONLY

Overview:

The Dual Enrollment Program is available to advanced high school students at Montgomery College (MC). Select students, accepted to MC, are enrolled in college courses while still attending high school, providing an educational experience beyond what is available at the secondary level. High school juniors and seniors who meet the College's Dual Enrollment (DE) standards may enhance their schedule with college course work and experience the independence of college-level study while also earning college credit.

Dual Enrollment enables high school students to:

- Register and attend a Montgomery College course(s) on campus, online or at their high school site
- Engage with outstanding college professors and their peers in a collegiate classroom setting
- Graduate from high school with earned college credit
- Potentially save money on college tuition
- Accelerate college completion
- Gain additional skills and confidence needed to succeed in college

Students may enroll in a variety of courses at the college, provided they meet the Dual Enrollment standards. The credits earned may be applied to a degree program at Montgomery College or may potentially be transferred to another institution.

Eligibility Requirements:

For standard admission through Dual Enrollment, students who are at least 16 years old will:

1. Have completed their sophomore year prior to their participation in the program.
2. Have an articulated plan for high school and college attendance during their junior and/or senior years which will include all courses required for high school graduation with time remaining in the schedule to include college courses.
3. Have an overall 2.75 (unweighted on a 4 point scale) cumulative grade point average at the end of their sophomore year or an overall 2.50 (unweighted on a 4 point scale) cumulative grade point average at the end of their junior year (verified by an official copy of their most recent high school transcript).
4. Have met the prerequisite requirement(s) and assessment level(s) for each credit-bearing course they enroll in. Dual Enrollment students may not enroll in developmental courses or courses that combine developmental and college level work. DE students must test at 53+ ACCUReading to be eligible to take any college course.
5. Have the approval of a parent (or guardian), high school counselor, and principal (or principal's designee).

Exceptions (under extraordinary circumstances):

1. Students who are at least 16 years old and enrolled in a public or private school, or equivalent, and who do not meet the requirements above, but whose achievement in a certain field of study is clearly exceptional may be admitted on a case-by-case basis. This achievement may be documented through testing or other means deemed necessary by the appropriate dean, department chair or faculty, and it must surpass the level of courses offered by the school attended.
2. Students under age 16 by the first day of their initial entry term and each subsequent term must meet the prerequisite requirement(s) and assessment level(s) for each credit-bearing course they enroll in. The approval of the appropriate College official is also required. A meeting referral will be provided to the student through the Dual Enrollment Office at the appropriate time.

Procedures for Admission and Registration:

- Step One: EDUCATION PLAN:** Meet with your high school counselor or Dual Enrollment Program Assistant (DEPA) to discuss your overall education plan to include your high school program of study and the college course(s) you wish to take.
- Step Two: ADMISSIONS APPLICATION:** Submit an MC credit Admissions application through the college's online application system. MC will notify you with admissions verification and next steps. You will be admitted to MC, but must meet the Dual Enrollment requirements in order to be eligible to enroll in college courses as a high school student.
- Step Three: DE APPROVAL FORM:** Obtain the written approval of your requested college courses on the completed Dual Enrollment Approval form from a parent (or guardian), high school counselor, and principal.
- Step Four: DOCUMENTS:** Contact the MCPS DEPA or counselor at your high school to request your most recent official HS transcript which DEPA will submit to MC along with DE Approval Form.
- Step Five: ASSESSMENT TESTING:** Students with qualifying SAT or ACT scores may submit directly to MC. All others must take the College Board's ACCUPLACER/ESL test through MC. DEPA will provide info.
- Step Six: ACADEMIC ORIENTATION:** Complete the Academic Orientation (MAP, E-MAP, I-MAP) via online or at a campus session. Submit proof of completion to the MCPS DEPA/counselor at your school.
- Step Seven: COURSE PLACEMENT:** MC Academic Coordinator will provide Dual Enrollment program status to student and MCPS DEPA including placement results and registration options. MC Counselors are also available to help students select courses that will lead towards a degree and/or transfer to a four-year institution.
- Step Eight: REGISTRATION:** Submit a Dual Enrollment Credit Registration/Schedule Change form to your MCPS DEPA. Academic Coordinator will register as appropriate and mail student a schedule and bill.
- Step Nine: PAYMENT:** Pay all required MC and MCPS fees, in accordance with the college's payment deadlines.

Program Regulations:

1. Dual Enrollment (DE) students are subject to all Policies and Procedures as well as Academic Regulations and Standards of Montgomery College.
2. The College reserves the right to make the final decision on admission. Final decisions will rest with the College in accordance with the policy, guidelines, and procedures for admissions.
3. DE students are eligible to take most college level courses for which they qualify. DE Students must meet the prerequisite requirement and assessment level(s) for each enrolled credit-bearing course and must test at 53+ ACCU Reading to be eligible to take any college course. DE students may not enroll in developmental courses or courses that combine developmental and college level work. DE students may not audit or take a class pass/fail.
4. DE students may be approved to enroll in two (2) courses or up to seven (7) credits during fall, winter and spring semesters.
5. Students are responsible for purchasing any required textbooks, materials and supplies associated with their registered course(s).
6. DE students under age 16, by the first day of their initial entry term, and each subsequent term will be referred by the DE office to be interviewed by the appropriate College official to obtain an exception to the age requirement;
7. Earned college credit typically may not be used to fulfill the credit requirement for the high school diploma, as outlined by the Maryland Department of Education. Only the HS principal may approve an exception to this policy.
8. Continued eligibility to participate in the Dual Enrollment Program is contingent upon successful completion with a minimum grade of "C" or better in previous college course(s). Students who withdraw with a "W" on their transcript may be ineligible for future participation. Students must continue to meet the Dual Enrollment standards and follow the same procedures for enrollment. Student must also satisfy all financial obligations to MC and MCPS prior to enrollment.
9. Student MUST submit all appropriate documents including their most recent transcript, a Dual Enrollment Approval Form and DE Registration/Schedule Change form with appropriate signatures for each semester they intend to take college courses.

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DE APPROVAL FORM PAGE 1 OF 2

Term (Select One): Fall 2016 WINTER 2017 Spring 2017

PART I. STUDENT INFORMATION		
Last Name:	First Name:	Middle Name/Initial:
M.C. Student I.D. M	High School Student ID #:	
E-mail Address	Cellphone Number:	
Date of Birth: (MM/DD/YYYY)	Gender: M F	

PART II. HIGH SCHOOL INFORMATION	
High School Name:	Graduation Month/Year:
County: (if other than Montgomery County):	

PART III. STUDENT and PARENT/GUARDIAN SECTION

College and Program Expectations:

All Montgomery College students, including students taking classes in the high school, are bound by the Montgomery College Academic Regulations and Student Code of Conduct.

The curriculum, including content, objectives and materials of Montgomery College courses are determined by the respective department, in accordance with the college's academic regulations and standards regardless of class location. Montgomery College courses offered through Dual Enrollment do not count toward high school requirements or appear on the high school transcript unless specifically approved by the HS principal and MC prior to the start of the term.

Financial Responsibility:

Students are individually responsible for all Montgomery College and MCPS fees and textbook expenses. Registration for a class creates a binding financial obligation that must be paid in full unless a student officially withdraws from the class prior to the published deadline. To obtain a refund, a course must be officially dropped by the refund deadline. The refund deadline for each course is listed on the student schedule/bill and in My MC; refund deadlines vary by course. It is the student's responsibility to officially drop a course if they no longer wish to attend. Non-attendance or failure to pay does not constitute an official withdrawal. Withdrawal requires submission of a new DE Registration/ Schedule Change form and will be effective the date received by the College. Students with demonstrated need may apply for and receive financial assistance to cover part of these expenses. Allocation is based on available funds. Students who fail to make arrangements prior to the payment deadlines risk financial penalties.

Educational Records:

When a student turns 18 years old or enters a postsecondary institution (such as Montgomery College) at any age, all rights afforded to parents under the Family Educational Rights and Privacy Act (FERPA) transfer to the student.

By participating in this program through Dual Enrollment, students understand that Montgomery College has the authority to release their educational records to Montgomery County Public Schools or other Maryland public schools, as appropriate.

I have read and understood the MC Dual Enrollment Information Sheet and Approval Form. If admitted, I agree to abide by the program and College expectations and requirements as well as the 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 and MCPS. Upon request by a designated MC official, I agree to provide evidence of the information on this application for verification.

Student Signature: _____ Printed Name _____ Date: _____

Parent/Guardian Signature: _____ Printed Name _____ Date _____

DE APPROVAL FORM PAGE 2 OF 2

Last Name:	M.C. Student I.D.	M
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PART IV. PROPOSED PROGRAM OF STUDY

High School Schedule	Montgomery College Courses:			
Please list below the high school classes you are scheduled to take during the term requested.	Please list below the Montgomery College course(s) your school has approved for you to take during the term requested*			
	<table border="1" style="width:100%"> <tr> <th style="width:40%">Course (i.e. SOCY101)</th> <th style="width:20%"># of Credits</th> <th style="width:40%">Dual Credit?***</th> </tr> </table>	Course (i.e. SOCY101)	# of Credits	Dual Credit?***
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1.	1. <table border="1" style="width:100%"><tr><td></td><td></td><td style="text-align:center">Y</td></tr></table>			Y
		Y		
2.	2. <table border="1" style="width:100%"><tr><td></td><td></td><td style="text-align:center">Y</td></tr></table>			Y
		Y		
3.	Alternate Courses (if first 2 choices are not available)			
	<table border="1" style="width:100%"> <tr> <th style="width:40%">Course (i.e. SOCY101)</th> <th style="width:20%"># of Credits</th> <th style="width:40%">Dual Credit?***</th> </tr> </table>	Course (i.e. SOCY101)	# of Credits	Dual Credit?***
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4.	1. <table border="1" style="width:100%"><tr><td></td><td></td><td style="text-align:center">Y</td></tr></table>			Y
		Y		
5.	2. <table border="1" style="width:100%"><tr><td></td><td></td><td style="text-align:center">Y</td></tr></table>			Y
		Y		
6.	3. <table border="1" style="width:100%"><tr><td></td><td></td><td style="text-align:center">Y</td></tr></table>			Y
		Y		
7.				

* Students must meet the program requirements and assessment and pre-requisites for the course requested. Enrollment is completed by MC once all DE requirements are met and all required documents (including DE registration form) are received. Registration is contingent upon space availability at that time.
 **Students seeking high school (dual) credit for a college course must have permission from their principal prior to the start of the term.

PART V. HIGH SCHOOL APPROVAL SECTION

HS Counselor Recommendation:	Recommend: Recommend with Reservations:
Comments:	
This student has an articulated plan for completing all courses required for high school graduation, with time remaining in the schedule to include college courses. They have received HS approval to take the college course(s) listed on this Dual Enrollment Approval Form.	
HS Counselor Signature: _____ Printed Name: _____ Date: _____	

PART VI. COLLEGE AND CAREER READINESS AND COLLEGE COMPLETION ACT (CCRCCA) INFORMATION:

For Authorized MCPS Official Only

Does this student currently qualify for your financial assistance under the dually enrolled student provisions of the College and Career Readiness and College Completion Act of 2013? Yes No

How many college courses has this student taken as a dually enrolled student, pursuant to the College and Career Readiness and College Completion Act (CCRCCA) of 2013, prior to the term requested? _____

Principal Signature: _____ Printed Name _____ Date: _____
Principal (or principal's designee) approval Required for all Maryland Public School Students

For Montgomery College Use Only

MCPS:	Other Maryland Public:	Billing Rate A:	Billing Rate B:	Billing Rate C:	Billing Rate D:
Academic Initiatives underage approval? Yes	No	N/A			
Processed by			Form Received: _____		
Academic Coordinator: _____			Comments: _____		